



Maritime Academy

Student-Parent Handbook

2026-2027

200 E Beach Dr. Panama City FL 32401

850-919-2213

www.amikidsmaritimeacademy.org

Policies, procedures, and information outlined in the Student Handbook may be subject to change at the principal's discretion based upon updates and requirements dictated by federal, state, and local officials.

Maritime Academy is a high school program that provides multiple pathways to college and career, for students with interests in marine science, environmental, aerospace, and construction careers. Each student will have the opportunity to participate in the United States Naval Sea Cadet Corps program, the Gaetz Aerospace Institute or Gulf Coast State College, Construction Academy, Civil Air Patrol, and Military Leadership.

The ocean is our classroom and we address all aspects of careers associated with the ocean; military, oceanography, marine biology, and recreational. We teach lifeguarding, sailing, and seamanship. Our aim is to be a small school, holistic in its approach, and to bring an exciting high quality, marine-themed educational opportunity to students.

HANDBOOK

As with all handbooks, it is important to list every situation that might arise in a school. We have attempted to cover as many areas of concern as possible. Please consult with the administration should there be any questions regarding the expectations of the handbook.

Please read this handbook very carefully. On the first day of school, students will be provided with a page that requires the signature of the student and parent/guardian. The signed form must be returned to the school for placement in the student file.

AFFILIATIONS



ABSENCES

Parents may report absences by telephone or in writing. The report must come from a parent or guardian within 48 hours of a student's absence. Failure to do so will result in an unexcused absence. Some situations may require written medical documentation. Illnesses of three days or longer require written medical documentation.

Excused Absences:

- Illness of the student or family
- Death in the family
- Medical or dental appointment
- An accident resulting in an injury to the student
- A family emergency
- Religious holiday
- School-sponsored activities
- Court appearances

Unexcused Absences:

- Failure to sign in or out with the front office
- Missing more than fifteen minutes of a class
- Any absence not justified (Transportation issues, alarm clock failures, etc.)
- Out-of-school suspension

Skipping:

Skipping is considered an unexcused absence and is defined as:

- Failure to check out with the administration before the end of the official school day.
- Being absent from class without the teacher's knowledge or permission
- Being absent from school without parent/guardian knowledge or permission

Family Leave:

If a student plans to miss school due to a family vacation, the parent/guardian must provide a written request to the Principal five (5) days in advance. **Non-emergency family leave will not be granted during high school exams or state assessment days.** For approval:

- The student must have a C average or higher in all classes for the grading period.
- The parent/guardian must demonstrate that school leave cannot be taken during breaks.
- The leave can be for up to five school days per year.
- Students must understand that they must complete class assignments before they leave or have it ready to turn in upon their return.

The Principal has the authority not to approve leave requests. Should the parent choose to

still take the child out of school, it will be considered an unexcused absence.

ACADEMIC INTEGRITY

Students are expected to take responsibility for their learning and to ensure that nothing detracts from the educational process, impedes progress, or compromises trust between teacher and student. Students assume full responsibility for the coursework they submit. Students are expected to do their work and submit only their work on assignments, including homework, exams, reports, and projects. Parents will be notified of any academic dishonesty concerns and corrective action that the administration may take if a student is caught plagiarizing or cheating. Using Artificial Intelligence (AI) to complete assignments and submitting it as your own will be considered plagiarism and is subject to academic integrity guidelines.

ATTENDANCE

School attendance is the direct responsibility of parents/guardians and students. All students are expected to attend school regularly and to be on time for classes to benefit from the instructional program. Open communication between parents/guardians and the school is vital to the educational process. Schools and parents/guardians should work together to encourage students to attend school regularly.

BEHAVIOR

The school believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, and staff, creating an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school and community property. Since students learn by example, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior; treat others with civility and respect, and refuse to tolerate bullying or harassment. In conjunction with the Bay District Schools Code of Student Conduct and Discipline, the Academy will incorporate school-wide expectations.

BULLYING/HARASSMENT

There is a zero-tolerance policy for bullying/harassment. This includes electronically transmitted acts of bullying/harassment. It is the policy of the school that all its students, employees, and volunteers learn and work in an environment that is safe, secure, and free from bullying or harassment of any kind. The school will not tolerate bullying and harassment of any type. Students must notify the appropriate school personnel when bullying or harassment occurs.

Bullying and harassment are defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult

that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation. This definition is inclusive of, but not limited to, behaviors that are motivated by the victim's sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socioeconomic background, ancestry, ethnicity, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background, or any such traits the harasser attributes to the victim based upon the harasser's perception of the victim.

Such behavior is considered bullying or harassment whether it takes place on or off school property while under the supervision of school employees or at any school-sponsored function.

Bullying may involve but is not limited to teasing, threats, intimidation, stalking (including cyberstalking as defined herein), physical violence, theft, sexual, religious, racial, or gender orientation harassment, public humiliation, destruction of property, and social exclusion, including incitement or coercion, rumor or spreading of falsehoods, hazing, sexting, rage-baiting and cyberstalking.

Consequences and appropriate remedial actions for a student who commits one or more acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or recommendation for expulsion, as outlined in the approved code of student conduct. Remedial measures are designed to correct the problem behavior, prevent another occurrence of the behavior, and protect the victim of the act.

CHECK-IN / CHECK-OUT PROCEDURES

Arriving late or checking out of school early disrupts the student's educational process and disrupts the class from which they are entering or leaving. Students checking in to school late or checking out of school early must report to the front office to sign in/out. Students checking in late must obtain a pass from the front office. The student's late pass will be their pass to class. Students who become ill during the school day must go to the office to call a parent. Students will only be released to a person on their pick-up list.

School staff will verify the identity of any person who requests the release of a student from school. If the person requesting the release is not on the approved list, the student will only be released with verification and authorization from the parent/guardian. Students must check out through the office with an adult to leave campus during the day. Students will not be allowed to be checked out from school 30 minutes before the end of the school day. If a student must be removed early, it must occur more than 30 minutes before the end of the

school day to prevent disorganization and confusion at the time of dismissal. The Principal/Administrator may make exceptions to this policy on a case-by-case basis.

COMMUNICATION

Communication with parents/guardians is integral to a student's education. The Academy will promote collaborative parent/teacher relationships by having open lines of communication between teachers and parents and encouraging parental participation in parent-teacher conferences. The administration and staff recognize this and will always strive to facilitate open and frequent communications with parents/guardians.

Any change of address, telephone number, email address, or pick-up authority must be completed by the legal parent/guardian in FOCUS. By state law, two proofs of address must be provided for address changes.

The school sends regular communication to parent(s)/guardian(s) via email/Focus communications. These email blasts contain valuable information– be sure to read these or let the office know if email notifications are not being received.

Official school information will be provided via the school's website, official Facebook page, email, newsletters, and calls from school personnel. If you have a question regarding events at the school, please contact the school directly.

CONFISCATED ITEMS

If an item is confiscated from a student, parents will be contacted. Parents/guardians must come to the school to retrieve the item. Maritime Academy is not responsible for confiscated items' loss, theft, or damage.

CREDIT RECOVERY

Credit Recovery is available to students who have previously taken and have yet to pass a required class for graduation. Credit recovery will be evaluated case-by-case upon enrollment and during graduation plan updates at the end of each semester.

DISCIPLINE POLICY

The code of conduct exists to protect the rights of all students and adults by establishing a safe, well-ordered environment where students and teachers can focus on quality teaching and learning. The school administration and staff intend to protect these rights. Mutual respect, good manners, and positive behavior are essential elements of daily life at school.

The Bay County School Board (BDS) adopted a Code of Student Conduct that lists violations and

disciplinary actions that may result from those violations. Maritime Academy will adopt and follow the BDS Code of Student Conduct, except for the dress code.

While we recognize that most students and parents neither condone nor participate in misbehavior, we ask for your cooperation in ensuring your student understands the need for responsible behavior. School administrators will hold students and parents accountable for any action interfering with the learning process or the school's day-to-day operations.

Discipline is progressive in nature and is designed to modify the unacceptable behaviors that a student may exhibit. Failure to comply with the code of conduct may result in one or more of the following:

- After School Detention
- In School Suspension
- Out of School Suspension
- Behavior Contract
- Recommendation for dismissal from Maritime Academy

Failure to attend In School Suspension could result in either additional days of In School Suspension being added or Out of School Suspension.

A school must be safe and orderly to provide environments that foster learning and high academic achievement. Certain offenses cannot be tolerated and therefore will result in a recommendation for dismissal. The Zero Tolerance Policy includes, but is not limited to, the following offenses (BDS Policy 7.102):

- Intentionally or knowingly cause great bodily harm, permanent disability, or permanent disfigurement.
- Damaging or causing damage, by fire or explosion, any dwelling, structure, or conveyance.
- Battery, aggravated battery, assault, or threat on a Maritime Academy employee or supervising adult.
- Possession of any instrument or object (as defined by Section 790.001(13), Florida Statutes, or district code of conduct) that can inflict serious harm on another person.
- Possession or use of alcohol, tobacco, unauthorized medications, or an illegal substance.
- Committing a serious breach of conduct that disrupts the orderly conduct of the school activity.
- Possession of a weapon of any kind
- Theft

DRESS CODE

A higher standard of dress encourages tremendous respect for individual students and others as well as results in a higher standard of behavior. It also prepares students for the dress code requirements of the workforce. Adherence to the dress code policy is mandatory unless the Principal/Administrator designates a special day or occasion to promote school spirit or to improve the school climate.

All students must abide by the school dress code while attending any school-sponsored activity or field trip.

Clothing, jewelry, buttons, haircuts, markings, or other items which can be used as a weapon or are suggestive, revealing, indecent, promote the use of drugs, alcohol, or violence, or support discrimination based on age, color, disability, ethnicity, gender, linguistic differences, marital status, national origin, race, religion, socioeconomic background, sexual orientation, physical appearance, or any other basis as determined by the Principal/Administrator are strictly prohibited.

Shirts-

- Tops must be official Maritime Academy spirit shirts purchased from the school or solid-color polo shirts (Blue, Grey, Black, Orange, or White). Shirts may not be altered
- All shirts must cover the midriff, back, and sides; shirts should be fastened with no visible cleavage or undergarments visible. Shirts may be short or long-sleeved.

Bottoms-

- Bottoms must be chino or denim material in khaki, black, navy, or denim colors.
- Clothing may not be ripped or torn in any way.
- When standing up, the length of skirts/shorts/jumpers/dresses must be no shorter than mid-thigh.
- Pants will be worn at the waist level; no sagging is allowed.
- No leggings, athletic shorts, sweatpants, or joggers.

Shoes-

- Shoes must be flat, closed-toed, and have a back.
- Slippers, sandals, flip-flops, and backless shoes are prohibited.
- Shoes must be worn at all times while at school and be securely fastened to the feet.
- Water shoes are required for all aquatic activities.

Hair-

- Hair may not cover the face or eyes.
- No designs, or styles that will cause undue attention or distraction from the educational environment, as determined by the administration, will be permitted.
- Symbols, shapes, or signs shaved or dyed into the hair are prohibited.

Jackets-

- Jackets must be in school-approved colors (Blue, Grey, Orange, or Black) or a school-purchased sweatshirt.
- Maritime Academy sweatshirts with hoods are allowed, but students may not wear the hood to cover their heads.
- A uniform shirt must be worn under all jackets or school sweatshirts.

Dress for Awards Ceremonies-

- Students will be permitted to dress up for awards ceremonies.
- Dressing up means wearing business/professional and modest attire such as a button-down collared shirt with dress pants, sleeved dresses, or tops (no tank tops, spaghetti, or strapless shirts) with skirts or pants.
- Dresses and skirts should adhere to the dress code policy regarding length.
- Dressing up includes shoes with closed toes and closed backs.
- Students violating this policy may be removed from the ceremony and/or may receive disciplinary actions.

Dress for Water Activities-

- Water shoes are required for all water activities.
- One-piece bathing suits are required for female students.

Dress for Ropes Course-

- Skirts or dresses are prohibited.
- Students must wear shorts or pants, and closed-toed shoes to participate.

The Principal/Administrator or designee can decide if clothing complies with the school's dress code.

Violations of the dress code will be addressed as follows:

- 1st and 2nd offense - Notification of parent or guardian; change of inappropriate attire;
- Subsequent offenses may include one or more of the following at the discretion of the Principal/Administrator:
 - Notification of parent or guardian;
 - Change of inappropriate attire;
 - One to three days of in-school or out-of-school suspension; or three days after-school

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- detention.
- 4th and subsequent offenses are willful disobedience that will result in further disciplinary action, which may include out-of-school suspension or withdrawal of student invitation.

Any absence due to violating the Student Dress Code is considered an unexcused absence.

DROP-OFF/PICK-UP PROCEDURES

Students may be dropped off no earlier than 30 minutes before the start of the school day unless prior approval is given. Students can remain on campus after school if they participate in a school-sponsored event. Traffic will loop around the parking lot, and students will be dropped off/picked up in the designated areas. All vehicles are expected to comply with the pattern set up by the school personnel. The student drop off and pick up zone will be a "No Parking" area and be supervised during high traffic.

EMERGENCY EVACUATION

Student safety is one of our primary concerns. We need to be prepared for the unexpected. We will hold regular drills for fire, lockdown, extreme weather, and evacuations to prepare us for the possibility of an emergency. Under extreme circumstances, should we need to evacuate the building; the local police will assist in determining the location students will be held. The school will notify parents as to pick-up locations and procedures.

EXTRA-CURRICULAR ACTIVITIES/CLUBS AND ORGANIZATIONS

Extra-Curricular activities provide opportunities that support and extend academic learning. Interaction among students and school staff through extra-curricular activities allows for the development of interpersonal skills, problem-solving techniques, leadership skills, and citizenship.

Students at the Maritime Academy are eligible to try out for sports at their zoned District school as long as they meet all eligibility requirements. Due to our size, Maritime Academy cannot support most traditional athletic teams.

All participants in extracurricular activities must have attended school the day of the event to participate in school-sponsored activities. School comes before extracurricular activities. All students must attend any scheduled makeup tests before being allowed to participate in extracurricular activities.

Students must have a 2.5 cumulative GPA to participate in extra-curricular activities. Students serving out-of-school suspension can only participate in extra-curricular activity once they have completed their time and have permission from an administrator to return to activities.

Students may be denied the privilege of participating in field trips, social or extra-curricular activities if the said student(s) have been disruptive, violated the student code of conduct, or failed to conform to the school rules and regulations. The administration shall make final decisions on whether the student may participate with documentation and input from the staff.

Student Government (SGA)- Student Government Association leaders are elected by the student body to coordinate student interests and concerns. Representatives are involved in community service and school activities such as dances, fundraisers, and events.

SGA officers are elected school-wide, while class officers are elected by their respective classes. Incoming freshmen elect their class officers in the fall. Sophomore, Junior, and Senior class officers are elected in the spring for the following year.

GRADING AND REPORT CARDS

Academic grades reflect student mastery of the standards being taught. Parents will have real-time access to grades in the electronic grade book (FOCUS). Report cards and ESE (Exceptional Student Education) progress reports (if applicable) are issued every nine weeks. Please check the academic calendar for dates the report card will be available for viewing in FOCUS. Parents are encouraged to review their student's progress at any time using FOCUS since they have real-time access to grade books.

Due to the nature of the block scheduling, students will complete a full credit in half a year. This means in the Fall; students can earn 4 credits; in the Spring, students can earn an additional 4 credits resulting in for 8 credits each year. The school will use the following grading scale:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 0-59

GRADUATION/PROMOTION REQUIREMENTS

The purpose of promotions and retentions is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to their own needs and abilities.

Most students are expected to be promoted annually from one grade level to another upon completing satisfactory work.

Promotion requirements are as follows for the 24-credit graduation option:

5 credits to become a sophomore. 6 credits to be on track for graduation.

11 credits to become a junior. 12 credits to be on track for graduation

17 credits to become a senior. 18 credits to be on track for graduation

24 credits, meet the graduation requirements outlined by FL Department of Education

24 Credit Standard Diploma	
English	4 Credits
Math	1 Credit Algebra (EOC=30% of final grade) 1 Credit Geometry (EOC=30% of final grade) 2 Credits Additional Math
Science	1 Credit Biology (EOC=30% of final grade) 2 Credits Additional Science identified as Equally Rigorous *2 courses must have a laboratory component
Social Studies	1 Credit World History 1 Credit United States History (EOC (End Of Course) =30% of final grade) .5 Credit United States Gov't .5 Credit Economics w/Fin. Literacy
World Languages	Not required for graduation. Minimum 2 years of the same language is required for admission into most universities and some Bright Futures Scholarships.
Fine Arts or Performing Arts, Speech, Debate, or Practical Arts courses specified	1 credit in Fine or Performing Arts, Speech and Debate, or Practical Arts (eligible courses specified in Course Code Directory)
Physical Education	1 credit in Physical Education to include the integration of Health
Electives	8 Credits
State Assessments	Students must earn a passing score on the Grade 10 FAST ELA (English Language Arts) and Algebra EOC standardized assessment or a concordant score
On-Line Course	Requires a full course to be completed
Grade Point Average	Cumulative GPA of 2.0 on a 4.0 scale (unweighted)

*Above graduation requirements are subject to change pending state legislation

All graduation paths include opportunities to take rigorous academic courses designed to prepare students for their future academic and career choices. Regardless of the graduation program, all students must still earn a minimum of a 2.0-grade point average on a 4.0 scale and achieve passing scores on state-mandated assessments, as adopted, to graduate.

GRIEVANCE PROCEDURE

There will be times when you want to reach out to a member of staff to express a concern, suggestion, complaint, or request. It is always best to begin communication with the teacher/staff directly in charge of the class or program. If the matter is unresolved, the next step is to contact the administration. If a student or parent has a problem, they can follow the steps outlined below to resolve the issue:

Step 1: Talk directly to the person you are struggling with.

Step 2: If the problem still exists, talk to a teacher or administrator who is different from the person with whom you are having the problem.

Step 3: If you still feel the issue is unresolved, you can file a GRIEVANCE FORM with the Principal. Grievance forms are available on the school's website.

- o Ask your teacher or any other staff member for a grievance form.
- o Fill out the form completely. If you need help, ask a staff member to assist you.
- o Give your completed form to the Principal, who will schedule an appointment with you within 72 hours to discuss the problem.

Step 4: If you still need help, request a meeting with the Academy's Board liaison. The liaison or another representative of the Board will respond to you within 72 hours.

Step 5: If you still feel your problem needs to be addressed appropriately, you may request in writing that the entire Board consider the grievance at a regular meeting. The Board retains the discretion to hear any grievance, though all persons may address the Board during public comment.

HONOR ROLL/PRINCIPAL'S LIST

Students who receive all As and Bs on their report cards will be on the Honor Roll. Students who receive all A's will be added to the "Principal's List."

Students who maintain a 3.0 - 3.49 weighted GPA for the year will receive an academic certificate at the end-of-the-year awards ceremony. Students who maintain a 3.5 or higher weighted GPA for the year will receive an academic letter (subsequent years will earn a pin for their academic letter)

ILLNESS/INJURY

Please stay home when sick. Students with any fever or flu-like illness should stay home until

they are fever free for 24 hours without using fever-reducing medications.

The school will contact a parent if a student experiences injury or illness. If the school cannot reach a parent, a person listed on the emergency contact form will be contacted. If a student displays any of these symptoms during the school day, a parent or emergency contact will be contacted to pick up the student:

- Fever over 100 degrees. (The student must be fever free for 24 hours without medication before returning to school)
- Sore throat with fever and/or white spots on throat
- Rash with fever
- Nausea, vomiting, diarrhea
- Red, itchy, draining eyes
- Swelling or pain at any level that may interfere with learning
- Head Lice

If a student comes to the office reporting an illness, the office staff may take the student's temperature and notify the parent or emergency contact. If a student is not experiencing any symptoms of illness that require mandatory action, then it is the parent or emergency contact's decision to determine whether to pick up the student or have the student return to class. If the school cannot reach a parent or emergency contact and the student is not experiencing any signs of illness that require mandatory action, the student will be asked to return to class. There are limited facilities in the school, making it impossible to keep sick students for prolonged periods of time. School personnel must be notified of any student's chronic illness (i.e., asthma, diabetes, heart condition, or seizures). This heightens awareness in case of an emergency.

In the event of an accident, a trained staff member will administer initial treatment of minor injuries. The student's emergency contact will be notified by phone whenever treatment is administered. In the event of a more severe accident, EMS will be called. The emergency contact will be notified immediately.

INSTRUCTIONAL MATERIALS, EQUIPMENT, AND SUPPLIES

Students may be issued books in some of their classes, which remain the school's property. Textbooks include either the physical copy of the book itself or the digital version. Any lost, stolen, or damaged books are the sole responsibility of the student to whom the book has been assigned. If something occurs to this property, the incident must be reported immediately. Students not returning books or returning severely damaged books will be required to make payment for the replacement or repair costs to the school.

Students will be expected to provide all basic school supplies, such as paper, pencils, folders, binders, etc. Any additional supplies needed will be requested in writing by the classroom teacher. Parents are encouraged to check with their students to ensure they are prepared with the necessary supplies. The student must be ready for the school day and ensure they have all the needed supplies.

Maritime Academy is a 1 to 1 technology school. Chromebooks are in classrooms for student use. This equipment is school property and must be kept in good condition. Parents are responsible for repairing or replacing all lost, stolen, or damaged school property. Upon withdrawal from the program, all property and equipment must be returned in good working condition.

LUNCH

Lunch is served each school day. Students may bring their lunch from home if they so desire. The school will not allow a student to go without lunch. If students forget their lunch, the school will provide them with food. No food deliveries to the school will be allowed. Students are not permitted to leave campus for lunch; this includes being checked out solely for lunch purposes.

The school participates in the National School Lunch Program (NSLP). Students who may qualify for free and reduced lunch must complete the appropriate paperwork. Free and reduced lunch applications will be sent home upon enrollment and at the beginning of the school year. Free and reduced applications can be completed at any time during the year if there are changes to your financial situation. Parents must apply for benefits yearly. Applications should be completed and returned to the office as soon as possible. Notification about qualification for free/reduced lunch will be communicated promptly.

MAKEUP WORK

Students who miss school for any reason (excused or not) will be expected to make up all the work missed during their absence. It is the student's responsibility to request all missed work upon return to school. If a student will be absent for a prolonged time, parents/students may contact the school to request work but should provide at least a 24-hour turnaround to prepare such materials.

	On-Time	Late
Excused Absence	No penalty	-10 percentage points
Unexcused Absence	-10 percentage points	Student will receive a "40"
In School Suspension	-20 percentage points	Student will receive a "40"
Out of School Suspension	60% maximum credit	Student will receive a "40"

MEDICATIONS

To enable students to receive their prescribed medications during the school day, a specific medication/treatment form must be completed. This form requires the signature of the doctor prescribing the medication and the parent's signature. Whenever possible, prescription medication should be administered at home. When a physician specifies that medicine must be administered during the school day, the school should be contacted, and the following guidelines will be used to supervise medication administration in school:

- All medications must be brought to the school by the student's parent/guardian, accompanied by the required paperwork.
- All prescription medications require written Authorization for Medication Administration, with the parent and health care provider's original signature before the school accepts the medicine.
- Medication may not be administered until the written Authorization for Medication Administration form contains the date of the current prescription, the expiration date, and the frequency of the medication to be distributed.
- Prescription Medication/Treatment must be received in a pharmacy-labeled container with the student's name, healthcare provider's name, name of pharmacy and phone number, name of the medication, directions for dosage, and prescription date.
- School personnel shall not administer medication if there is a change in type, dosage, or frequency unless a new written Authorization for Medication Administration with original signature by the parent and health care provider is presented to the school official.
- When medication is delivered to the school, the designated employees shall count the exact quantity of the medication being given and log the medication into the Medication Administration Log. No more than a one-month supply of medication may be kept at the school.
- Students requiring asthma or anaphylaxis medication may be permitted to carry the medication only if a completed Authorization to Carry and Self Administer form is submitted to the school with the parent/guardian and physician's signature.
- All medications at the school must be kept in a locked cabinet or refrigerator stored away from general population areas where students will not independently have access to the storage.

- The administration or dispensing of any medications (including non-prescription) to students by the staff of Maritime Academy without specific written authorization by the student's parent/guardians and physician is forbidden.
- Students are **never** allowed to carry over-the-counter or prescription medication to school or keep medication in their possession.
- At the end of the school year, the parent/guardian must pick up all remaining medication. Any medication remaining at the school a week after the last day of school will be disposed of.

PARENT EXPECTATIONS

A student's registration indicates that parents or guardians have accepted the responsibility to provide the proper interest, encouragement, guidance, and home environment to foster the best possible learning situation. Listed below are the school's expectations for parental participation:

Notify the school when your child is absent. Understand that your child must attend daily, arrive promptly, and remain throughout the scheduled hours. Schedule medical appointments outside school hours whenever possible.

- Notify the school in writing if your child is to be released into the custody of another adult to leave the school grounds.
- Attend parent conferences, school meetings, and other school-sponsored activities.
- Review, sign, and return all written communications when requested.
- Provide an environment conducive to study.
- Provide continued interest and concern for your child's successful performance in school by encouraging and supporting the child in their performance on the homework assigned.
- Adhere to the Policies and Procedures detailed in the manual located on the website at www.amikidsmartitimeacademy.org

PARENT PORTAL (FOCUS)

All parents will have access to the web-based student information system. Parents can get up-to-date grades, attendance, and tardy records. Parents also have access to email teachers, view the school calendar, and see how their student is faring on State Standardized tests. It is especially important that phone numbers, addresses, and contact information are kept up to date.

PARENT/TEACHER CONFERENCE

Conferences may be scheduled at the request of the school or the request of the parent/guardian.

Parent/guardian requesting a conference with school personnel should make their request in writing or by emailing the teacher directly. Conferences requested by the school will give a specific time and date for the meeting. Please be aware that teacher conferences during the day must be scheduled through the teacher or front office.

Conferences held during the school day will be scheduled during the teacher planning time. All other conferences will be held before school and after school ends.

PRANKS/VANDALISM (BDS POLICY 6.504, 7.203)

Students are expected to take pride in their school building and to make every attempt to keep it in good condition. It is the policy of the school board that there shall be no tolerance for this misbehavior. Students who participate in this misbehavior may also be subject to losing the privilege of participating in class/school-sponsored activities including graduation ceremonies.

Students who participate in misbehavior that results in threats to the health, safety, and property of self or others will be subject to disciplinary actions. Students who vandalize or deface school property will be subject to disciplinary actions and will be responsible for its repair and/or replacement.

The School Board is authorized under Section 741.24, Florida Statutes, to collect for damages from parents of children under eighteen years of age who maliciously or willfully damage or destroy school property. A student who willfully damages or destroys school property shall be held accountable. Such accountability will include appropriate disciplinary action in accordance with the Student Code of Conduct; personal and parental liability and responsibility for actual damages; and where appropriate, referral to the criminal justice system

PERSONAL ITEMS

Students are responsible for all personal items brought to school. The school is not responsible for any items lost, stolen, or broken at the school. The school will not interrupt classes to search for lost or stolen personal items. Students who find lost items are requested to take them to the office. Lost items can be claimed by providing proper identification of the item.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection are not appropriate at school. Students are expected to refrain from public displays of affection on school property and during school-sponsored events. Embracing, kissing, holding hands/touching and sitting on another's lap is inappropriate behavior in the educational environment. Students are expected to refrain from this activity or risk disciplinary action.

SCHOLARSHIP AND HIGH-SCHOOL SERVICE HOUR REQUIREMENTS

Students must complete service hours during high school to be eligible for most scholarships.

These hours must be met before the spring semester of senior year and graduation. Service hours may include, but are not limited to, a business or governmental internship and work for a nonprofit community service organization. The hours must be documented in writing and signed by a representative of the organization. Service hours should be submitted to the office to be added to the student's transcript.

THE AMIkids Foundation Scholarship is available to any graduating senior who is going on to college/trade school. It is accessible by submitting an application to the school, and that completed application is forwarded to the home office for final approval.

SCHOOL TRIPS

School trips will be educational and considered part of the curriculum. They provide an experience not possible within the regular classroom, provide for cultural enrichment, and take advantage of many excellent resources outside the classroom. School trips are a privilege. Students must have an average GPA of 2.0 or better for the current quarter in order to attend. Students serve as school representatives; therefore, a student may only be permitted to participate in a field trip if the student shows good behavior at school. Any student field trip expenses will not be refunded if they are removed from the trip. All students must have a signed permission form before leaving campus for a field trip. Students are to wear their school uniform on all school trips. All field trip chaperons will complete a volunteer screening at the school office before the field trip. All overnight chaperons will complete a fingerprint background check at the Fingerprinting Office of Bay District School at their own expense.

SEARCH FOR A PERSON OR PROPERTY

When there is a reasonable suspicion that a student has items considered harmful or dangerous, the student will be allowed to surrender those items voluntarily. If this does not occur, the student and/or the student's articles, such as purses, backpacks, etc., will be searched by an administrator.

SEVERE WEATHER INFORMATION

Maritime Academy will follow Bay District Schools' instructions for operation in case of severe weather emergencies. Parents should watch the local news or check the school's website or social media regarding school closings or early dismissals.

STANDARDIZED TESTING

Maritime Academy students will participate in all state-mandated standardized testing. A testing schedule will be sent to parents/students and posted on the school website.

STUDENT DISMISSAL/WITHDRAW OF INVITATION

Section 1002.33, Florida Statutes, identifies the school authority to develop and implement admission and dismissal procedures. The charter contract between Bay District Schools and Maritime Academy affords the charter school the right of dismissal. Maritime Academy is a school of choice that extends invitations annually.

Board approved August 1, 2024

Dismissal can occur anytime during the school year once any dismissal criteria have been met and no significant improvements have been made.

Students can be recommended for dismissal for one or more of the following reasons:

- When a student's behavior is repeatedly inappropriate to others,
- Interferes with the orderly educational process,
- Exhibit absolute disregard for the conditions of conduct set by the school,
- Failure to wear the school-approved uniform as per Maritime Academy's Dress Code Policy,
- Excessive **attendance** violations (15 unexcused absences or more within 90 calendar days)

A meeting will be held, and the administration may recommend permanent withdrawal of admission for the student. In the event a student is recommended for dismissal by the administration, the Principal/Administrator will review for compliance with due process and forward the recommendation to the Board of Directors for consideration and official dismissal.

If the Board approves the dismissal, the parent/guardian has the right to appeal against the dismissal to the Principal/Administrator within five business days. If the appeal is not granted, the student will be withdrawn at the close of the 5th business day. If the appeal is rescinded after Board approval, the student may remain at the school pending ratification of the appeal by the Board and the next regular scheduled Board meeting.

A parent/guardian may voluntarily withdraw their student. Documentation for student withdrawal is a confidential record between the parent/guardian and the school. It will not be included in the student's permanent record.

Steps Taken Before Dismissal:

1. Document discipline violations and notify parents
2. Refer to the child study team (CST) as appropriate
3. Hold conferences with parents and students regarding violations
4. Hold dismissal hearing with parent and student.

Dismissal Procedures:

1. Letter to parent/guardian regarding the intent to dismiss and requesting a dismissal hearing.
2. Final declaration of dismissal or the option of withdrawal.
3. Transfer of records to the home-zoned school.

STUDENT DRIVERS

A junior or senior student with a valid driver's license may drive to school and park on the school campus with their parent's permission.

STUDENT EXPECTATIONS/ RESPONSIBILITIES

Each student is responsible for respecting the rights of all involved in the educational process. No student has the right to interfere with the education of a fellow student. Maritime Academy has high expectations for the conduct of its students to create an environment that prepares learners for success in school and society. Listed below are the school's expectations for students:

- Be in school, on time, and learning every day
- Be prepared for class with all materials necessary for that day
- Be attentive to the assigned task until dismissed by the teacher
- Submit assignments by the designated time with attention to detail and quality of work
- Assume responsibility for your own behavior
- Show respect and consideration for others
- Demonstrate appropriate and responsible behavior at all times
- Refrain from conduct that interferes with another student's opportunity to learn
- Contribute to a safe and orderly learning environment by respecting themselves and others, their property, school rules, and policies
- Cooperate with other students and assist school personnel in creating a climate of mutual trust and respect conducive to learning

TARDY POLICY

The school understands that, on occasion, a student may be late for school. However, tardiness is disruptive to the learning environment. A student is tardy when the student arrives after the beginning of the school day or when the student is outside the assigned class when the tardy bell rings. A student's tardiness shall be excused when the reason is acceptable to the administration. Acceptable reasons for tardiness are the same reasons that would warrant an excused absence.

Each student is responsible for regular and punctual class attendance. Students who leave more than 15 minutes before a class is over will be given a Late Absence. The administration will investigate chronic tardiness and late absences. Three tardies will equal one unexcused absence. Parent(s)/guardian(s) must attend a Child Study Team conference if a student is chronically tardy.

TECHNOLOGY

Students have the privilege of using computer/internet for academic purposes only. School devices may not be altered by students at any time; this includes downloading programs/files, renaming, trashing, or moving files, and attempting to access secured data or blocked websites. Students and parents should be aware that, as with any school property or activity,

inappropriate use of the internet or school devices is subject to student disciplinary action.

TELEPHONE/CELL PHONE/PERSONAL DEVICE USE

Students are only permitted to use the office telephone if it is an emergency and the use has been approved by school staff. Calls originating from the school will be strictly supervised. Students will not be called to the office to receive personal phone calls. Students are prohibited from using cell phones and personal devices during the school day. Personal devices include all of the following: all wearables (smart watches, wireless headphones, smart glasses, etc) and personal computers/ipads. Students will be instructed to turn off cell phones, personal devices, smart watches, or any electronic wearables and place in lockers or office during the school day. Students may NOT have phones or devices on their person or in backpacks.

Discipline:

1st violation – Confiscation of the device and only returned to a student at the end of the day.

2nd violation – One day of detention and confiscation of the device and only returned to a parent or guardian.

3rd violation – Two days detention and confiscation of the device and only returned to a parent or guardian.

Continued misuse – Student subject to disciplinary action, as determined by the principal or dean of students.

NOTE: Students that bring personal devices to school do so at their own risk. The district WILL NOT be responsible if a phone or other device is lost, stolen, misplaced, damaged, or confiscated.

During State Standardized testing, students will be required, for test security, to hand their cell phone and any personal wearables / devices over to the teacher or other school representative in the room. The devices will be returned after completion of the test.

TRANSCRIPT REQUESTS

High school students need an official transcript for each submitted post-secondary education application. Transcript requests should be made through email or the completed form to administration and allow 4 to 6 days for processing.

TRUANCY AND THE LEARNER'S PERMIT: DRIVER'S LICENSE DENIAL

The Florida Legislature enacted requirements for schools to report to the Department of Highway Safety and Motor Vehicles (DHSMV) students aged 14 or older who accumulated 15 unexcused absences within 90 calendar days. When reported to the DHSMV, a student's current license will be suspended. If a student still needs to get a driver's license or their license has been suspended under this provision, the student must attend school for 30 consecutive days without an unexcused absence to reinstate their driving privileges.

VISITORS

All visitors shall sign in at the administrative office and present a valid driver's license, which will be processed through the Raptor Screening System. The visitor will be given a badge which must be worn for the duration of the visit. Visitors must sign in and out and state whom they are visiting and the purpose of the visit. Visitors must receive approval from the Principal/Administrator in advance to observe in a classroom. Teachers will not stop classroom activities to hold a parent conference.

WITHDRAWALS

A parent/guardian who wishes to withdraw a student from school must do so at the administration office. All the student's teachers will fill out a withdrawal form. These signatures indicate that the student is clear of all school equipment (including textbooks and electronic devices). Current grades will also be filled out on the withdrawal form by each teacher covering the terms in attendance. Students will only meet promotion requirements if they enroll in another school to complete the academic year. Withdrawals will be processed by the next business day following the withdrawal date.

AMIkids Maritime Academy Bell Schedule

Activity	Time
Intervention Block **	7:45-8:25
Large Group	8:30-8:40
1	8:43-10:13
2	10:16-11:46
Lunch	11:49-12:19
3	12:25-1:55
4	1:58-3:28
Afternoon Announcements & Dismissal	3:30

NOTE: Breakfast is available from 8:15-8:30 for students by request only

** Math and Reading intervention for students who need additional assistance

AMikids Maritime Academy
2025-2026 Academic Calendar

August 2025						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Aug 4-8 School Inservice/Teacher Workday

Aug 11 First Day for Students

15

September 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Sep 1 Labor Day – No School

21

October 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	*10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Oct 9 End of 1st Nine Weeks

Oct 10 Record Day- No School for Students

Oct 13 Columbus Day- No School

21

November 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Nov 11 Veteran's Day- No School

Nov 24-28 Thanksgiving Holiday/Fall Break No School

Nov 27 Thanksgiving Day – No School

14

December 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	*19	20
21	22	23	24	25	26	27
28	29	30	31			

Dec 1 Return From Fall Break

Dec 18 End of First Semester

Dec 19-31 Christmas Holiday/Winter Break

14

January 2026						
S	M	T	W	Th	F	S
				1	2	3
4	*5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Jan 5 Teacher Planning No Students

Jan 6 Students Return

Jan 19 ML King Birthday – No School Closed

18

February 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Feb 2-6 FTE Survey 3 Window

Feb 16 Presidents' Day- All District Sites Closed

19

March 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	*13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Mar 13 **End Day 3** / Planning Day-No Students
Mar 16-20 Spring Break - All Schools Closed
Mar 23 Return from Spring Break

16

April 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Apr 1-9 Passover

Apr 3 Good Friday- All District Sites Closed

21

May 2026						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 21-28 MS/HS Exams (tentative)

May 25 Memorial Day- All District Sites Closed

May 26-29 Early Release

May 29 Last Day for Students

20

	First/Last Day for Students
	Teacher Planning (No Students)
	Holiday/Break (No School)
	Progress Reports
	End of the Grading Period
*	Storm Day, if needed

Q1	43	Sem	85 (127.5 hrs)
Q2	42	Sem	
Q3	46	Sem	94 (141 hrs)
Q4	48	Sem	

Florida Min 120 hrs per FL Statute 1003.436

Total School Days=179

STUDENT-PARENT HANDBOOK ACKNOWLEDGMENT FORM

Please sign and return this page to your student's first-period teacher.

I have received a copy of the Student/Parent Handbook. I have read the handbook and understand all the rules and expectations. I agree to be responsible for following all the rules and expectations of the school and understand the consequences of failing to follow the requirements.

I understand that this handbook may be amended during the year without notice. In the latest version, this handbook will be available on the school website (www.pcmaritimeacademy.org) and applies to all students upon implementing any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook as soon as possible.

Print Student's Name: _____

Signature of Student

Date

Signature of Parent

Date

ANNUAL DISCLOSURES

THE STUDENT AND THE LAW

As a Florida high school student, you need to realize that many school laws, rules, and regulations are tied directly to many Florida Criminal Statutes. The following are some examples of school violations that are criminal.

- Battery of a school official--This school law is punishable by suspension and recommendation for expulsion. It is also a Florida Criminal Statute and carries the punishment of a third-degree felony.
- Selling drugs within 1000 feet of the school property--For controlled substance felonies of the first degree, a minimum term of imprisonment of three years
- Carrying a weapon--Third degree felony
- Burglary--Third-degree felony
- Assault on a School Official--First-degree misdemeanor
- Destruction or defacing school property--First-degree misdemeanor
- Fighting on a school campus--Battery--First degree misdemeanor
- Consuming drugs on school property--Third-degree misdemeanor
- Consuming alcohol on school property--Third-degree misdemeanor
- Drivers passing a stopped school bus--Fine of \$100.00
- Driving with disregard for others--Fine of up to \$500.00 and driver's license suspension
- Operating a vehicle radio, sound system or tape deck too loud--Florida Statute 316.3045
- False bomb threat--Florida Statute 790.163--Second degree felony--Expulsion from school
- False fire alarm--Florida Statute 806.101--First degree misdemeanor

PUBLIC EDUCATION RECORDS

Pursuant to Florida law and School Board Policy 7.304, adult students and the parents or guardians of a student under age 18, currently or formerly in attendance in the Bay District School system, shall have the following rights with regard to public education records maintained by the District.

- Right of access. The right to review and inspect student records, including the right to reasonable requests for explanation and interpretation and the right to obtain copies of said records. The District shall presume that either parent of a student has a right to inspect their child's records unless the District has been provided with a legally binding instrument or court order which provides to the contrary.
- Right to privacy. The right to privacy concerning personally identifiable records held on each student, whether current or former.
- Right to a waiver of access. The right to allow another party access to all personally identifiable student records.
- Right to challenge and hearing. The right to challenge the content of any record that the parent, guardian, or adult student believes to be inaccurate, misleading, or a violation of their privacy.

Student records are maintained at the school the student currently attends or, in the case of former students, the school last attended. The procedures for exercising the aforementioned rights are explained in further detail in School Board Policy 7.304, copies of which are in each school office, the District offices at 1311 Balboa Avenue, and via the Internet at www.bay.k12.fl.us/district/policy.

Maritime Academy will forward records to other schools that have requested the records and in which the student seeks or intends to enroll (34CFR §§ 99.7 and 99.34(a) (ii)). Such records will include disciplinary records, which will include suspension or expulsion.

Parents and students over 18 years of age ("eligible students") have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

STUDENT SURVEYS

The District shall cooperate with the federal government and state agencies such as the Florida Department of Health in conducting student surveys. These surveys shall be completed anonymously and contain no personally identifiable information from or on any student. Parents shall be notified of upcoming surveys that reveal information concerning one or more of the following items:

- political affiliations or beliefs of the student or the student's parent;
- mental and psychological problems of the student or the student's family;
- sexual behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or student's parent; or
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

No student shall be required to participate in such surveys if the student's parent objects in writing to the student's participation. Parents shall have the right to inspect any such survey instrument before the survey is administered or distributed if the request is made within a reasonable time. Parents shall be notified annually at the beginning of each school year of this policy, and the notice shall include approximate dates during the school year when any such survey is administered.

Authority: §1001.41, Fla. Stat.; Law Implemented: PPRA, Public Law 107-110, Title X, Part F, Section 1061; History: New, December 10, 2003

BAY DISTRICT SCHOOLS ANNUAL NOTICE REGARDING DISCLOSURE OF STUDENT DIRECTORY INFORMATION

Federal and State laws require that Bay District Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from a student's education records. However, Bay District Schools may disclose appropriately designated directory information without written consent UNLESS you advise Bay District Schools to the contrary.

Parent(s), adult students, or former students shall have 30 days from the day of receipt to inform the student's school principal, in writing, that any or all of the directory information should not be released without their consent. Such directory information includes Bay District Schools has designated the following information as directory information:

- A student's name, address, and telephone number (if there is a listed number) • Image or likeness in photographs, videotape, film, or other medium
- Date and place of birth
- Major field of study
- Current grade level
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Dates of attendance
- Degrees and awards received
- Most recent previous educational agency or institution (school or center) attended by the student.

Directory information is generally not considered harmful or an invasion of privacy if released. Directory information relating to students shall be released only to the following:

- In-school use of student directory information for official school business.
- Student directory information, without addresses or telephone numbers, for school annuals, school newspapers, honors lists, and printed materials or programs for extracurricular activities.
- Student directory information of junior and senior students may be furnished, upon request to Armed Forces Recruiting Officers, including the U.S. Coast Guard, for their use in providing for mail out information to students in regard to opportunities available to them in the United States Armed Services; provided, however, that any student may request that their name not be given for this purpose.
- Florida public universities and colleges.
- United States Congressman and Senators and Florida legislators