



ARMY AND NAVY ACADEMY

**Cadet Guidebook
2015-2016**



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HONOR
INTEGRITY
RESPECT
RESPONSIBILITY
COMPASSION
GRATITUDE

MEMORANDUM FOR: All Army and Navy Academy Cadets

August 1, 2015

Subject: Cadet Guidebook

The Cadet Guidebook is intended to be THE one-stop reference for policies, procedures and expectations for all Cadets; one that will keep you headed in the right direction throughout your time at the Academy. It has provided generations of Academy Cadets with the knowledge they needed to succeed and graduate from our program. It can do the same for you.

It is our expectation that each of you will read and understand the guidance contained herein. If you have questions, seek out Cadets in your chain of command or adult supervisors to find out what you need to know. Remember, the only bad question is the one you don't ask.

We will be working with each of you to help you to achieve success individually and as part of your assigned Cadet Company to experience team accomplishments, as well. If each of you "wins" individually, and if your company performs at or above standards, we all win and the Academy will be better than in previous years.

The Army and Navy Academy is a team. The Administration, Staff, and Faculty are all here for one purpose: to ensure that you receive an excellent education in the broadest sense of the word. We expect that when you graduate, you will do so as well-educated young men of good character, ready to go on to college or other endeavors with the quiet confidence that you will succeed and become responsible citizens of your country of origin.

The U.S. Army used to tell its new recruits to "be all you can be." That is good advice for each of you. Your parents are sacrificing to give you the finest education possible. Take advantage of your opportunity, strive for excellence and enjoy the path you take towards achieving it.

Warrior Pride!



Arthur M. Bartell

Major General, United States Army (Retired)
President

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OUR MISSION

Army and Navy Academy's mission is to educate, mentor, and develop good character and leadership in young men.

VISION. Army and Navy Academy is a premier, college preparatory, military boarding school for young men. Internationally recognized, the Academy's structure instills pride in its Cadets and empowers them to develop academic excellence, leadership, and character traits to succeed in life.

PHILOSOPHY. Our philosophy is to provide a pathway for Cadets to:

- Value an active pursuit of knowledge to realize individual potential;
- Instill a sense of brotherhood, self-discipline, leadership and respect for others;
- Develop honor and pride in themselves and the school-wide community;
- Gain respect for God, country, and all for which they stand.

ACADEMY VALUES. The Army and Navy Academy school-wide community teaches and models the following in all aspects of the Academy life: honor, integrity, respect, responsibility, compassion, and gratitude.

PURPOSE

The purpose of the Cadet Guidebook is to outline how Cadets should conduct their lives as students at the Army and Navy Academy. Cadets are educated about the Guidebook and are also personally obligated to study the content after the Guidebooks are distributed to them. They are responsible for knowing the rules and the additional material within the Guidebook. The intended result is to help each Cadet develop the character attributes of honor, integrity, respect, responsibility, compassion, and gratitude as a result of following the program. Cadets, Academy Staff, and Patrons are called upon to understand and support the Guidebook with the primary goal to meet the Academy's mission.

Note: The Guidebook is a living document and undergoes annual review to ensure continuous improvement and commitment to the mission. Please also note that Guidebook changes occasionally occur during the course of the school year in order to help better clarify issues. If such a circumstance should present itself, the school will communicate those updates by the most effective means available.

ACADEMICS

CADET ACADEMIC GOALS. The Army and Navy Academy Cadet will:

- Develop intellectual curiosity, creativity, and independent thought through a rigorous academic core that prepares him for the challenges of a post-secondary education;
- Become an information-literate student who can gather, evaluate, and analyze facts in order to draw meaningful and valid conclusions in an ethical manner;
- Demonstrate an understanding of civic responsibilities and a commitment to service;
- Relate successfully to others, accept responsibility, demonstrate empathy, and adapt to change as he faces the problems that confront him now and in the future;
- Develop mature habits and skills that promote life-long good emotional health;
- Develop an appreciation for cultural diversity in our modern world.



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CADET LEARNING EXPECTATIONS

1. Demonstrate keen intellectual curiosity and independent thought in order to prepare for a post-secondary education and the globally oriented work world.
2. Cultivate self-discipline through a structured atmosphere that focuses on personal initiative, organization and effective time management, positive interpersonal relationships, and professional appearance.
3. Develop confidence, independence, and life-long friendships through our key programs: Academics, Athletics, Leadership, Cadet Life, and Associated Student Body.
4. Acquire and embrace an understanding of cultural diversity.
5. Actively participate in campus and local community activities.

ACADEMIC BEHAVIORAL EXPECTATIONS FOR CADETS

1. Be on time and respectful.
2. Be prepared for class. (Bring necessary class material, agenda book, and completed homework.)
3. Be an active participant in class. Class time is precious
4. Be a leader in the Corps. (Display proper military bearing and uniform.)

GRADUATION REQUIREMENTS

Cadets enrolled in Grades 9-12 must take 6 courses per semester and must meet all requirements as stated below. Fulfillment of requirements includes all grade-specific courses taken prior to their entrance to the Academy. Because the Academy aligns itself with the requirements for entry into the University of California system (noted by the “a-g” letter designations), we require that both D’s and F’s in core academic subjects be remediated to passing grades (C or above). With prior approval from the Academic Office, this may be accomplished through attending an accredited summer school program, or retaking the class at the Academy. Below are the minimum graduation requirements for Cadets in grades 9 through 12.

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Subject Area	Units	Min. Credits Required per Subject Area for Graduation	Circumstances
“a” History / Social Science	2.5	1 unit World History 1 unit U.S. History 0.5 unit U.S. Gov.	As approved 0.5 unit of Geography may replace 0.5 unit of World History.
“b” English	4	1 unit English 9 1 unit English 10 1 unit English 11 1 unit English 12	Qualified Cadets may take one full year of ELL (English Language Learner) in place of English 9 or 10.
“c” Mathematics	3	1 unit Algebra 1 unit Geometry 1 unit Algebra 2	A fourth year of math is offered as a requirement for admission into the more competitive universities.
“d” Laboratory Science	2	1 unit Biology 1 unit Physics, Chemistry or equivalent	Competitive universities generally require all three courses. Each of the units elected must comprise a full year of the science elected
“e” LOTE (Language Other Than English)	2	2 units in one LOTE	Cadets will not be required to take another foreign language if they demonstrate fluency in a language other than English. Fluency is demonstrated with a passing score on the standardized testing (SAT 2 Subject Test w/Listening).
“f” VPA (Visual & Performing Arts)	1	1 unit in one VPA	This requirement must be met by one year of a UC approved VPA course.
“g” Elective	1	1 unit	0.5 unit must be Economics.
JROTC /LET (Junior Reserve Officer Training Corps) / LET (Leadership Education and Training)	1-4	1 unit LET 1 1 unit LET 2 1 unit LET 3 1 unit LET 4	1 unit of JROTC/LET is required for 9-12 Cadets for each year enrolled.
Physical Education	2	2 units	.5 credits for each semester.

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GRADUATION PROCEDURES

Cadets who meet graduation and citizenship requirements will be invited to participate in graduation week activities. Failure to meet these requirements jeopardizes the Cadet's ability to participate in all graduation week activities, including commencement. When Cadets attain certain levels of academic excellence, they earn the privilege of being recognized at commencement according to the following levels:

- Graduation with Highest Honors (summa cum laude) 4.0 and above GPA
- Graduation with High Honors (magna cum laude) 3.8-3.99 GPA
- Graduation with Honors (cum laude) 3.66-3.79 GPA
- Graduation with Distinction 3.5-3.65 GPA

Only Cadets in good standing, as determined jointly by the President, Dean of Academics, and Commandant, may earn the honor of receiving a diploma from the Army and Navy Academy.

GRADING SYSTEM

The Academy's school year is divided into two semesters with three grading periods each. Each grading period lasts approximately six weeks. The semester grade is based on the combination of the three grading period grades and the semester exam grade as described in the table below.

First Semester Grade (Grades 9-12)	Grading Period 1	25% of Grade
	Grading Period 2	30% of Grade
	Grading Period 3	30% of Grade
	Final Exam	15% of Grade

Second Semester Grade (Grades 9-12)	Grading Period 4	25% of Grade
	Grading Period 5	30% of Grade
	Grading Period 6	30% of Grade
	Final Exam	15% of Grade

The grading periods, final exams, and semester grades are calculated as follows for students in grades 7-8, unless enrolled in a high school course. For example, Algebra 1 would count as a high school course for a lower school student, and the grading system for high school courses would apply.

First Semester Grade (Grades 7-8)	Grading Period 1	30% of Grade
	Grading Period 2	30% of Grade
	Grading Period 3	30% of Grade
	Final Exam	10% of Grade

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Second Semester Grade (Grades 7-8)	Grading Period 4	25% of Grade
	Grading Period 5	30% of Grade
	Grading Period 6	30% of Grade
	Final Exam	10% of Grade

FINAL EXAMINATIONS

Instructors provide examinations as a means to assess the acquisition of skills and knowledge learned within a course. They provide an additional learning experience as well as a means to assess learning effectiveness. Semester final examinations also afford an opportunity for Cadets to both develop the mental discipline and to gain the confidence to achieve in a college program.

Qualifications to Sit for Final Examinations

In order for a Cadet to sit for final examinations, he must be in good standing in all respects. A student's financial account must be current.

All letter grades are based on the following percentages:

Letter Grade	Percentage Range	Description
A+	98.5 - 100%	Excellent work; well above basic expectations
A	92.1 - 98.4%	
A-	89.5 - 92.0%	
B+	88.0 - 89.4%	Above average work; above basic expectations
B	82.1 - 87.9%	
B-	79.5 - 82.0%	
C+	78.0 - 79.4%	Average work; meeting basic minimal requirements
C	72.1 - 77.9%	
C-	69.5 - 72.0%	
D+	67.0 - 69.4%	Below average work
D	62.1 - 66.9%	
D-	59.5 - 62.0%	
F1	0 - 59.4%	Failure to meet requirements Pass; meeting or exceeding the minimum requirements
P	58.5 - 100%	
I	n/a	Incomplete work that still must be completed
W	n/a	Withdrawn from the class

¹Grounds for reassignment from the AP & Honors class to regular class

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The student's Grade Point Average (GPA) is determined by assigning the following numbers to the letter grade and averaging all classes together. Honors and AP level courses are afforded an additional weighting boost as shown in the chart below. Students earning below C- in honors or AP courses may be moved into regular sections of that course.

Letter Grade	Points for Regular-Level Class	Points for Honors- or AP-Level Class
A	4	5
B	3	4
C	2	3
D	1	1
F	0	0

ACADEMIC WITHDRAWAL & DISMISSAL POLICIES

To maintain good academic standing at the Army and Navy Academy Cadets must maintain at least a 2.0 GPA. If a Cadet's cumulative GPA falls below this standard he will be placed on Academic Probation. Failure to improve the GPA in the subsequent grading period will result in a review of the Cadet's overall performance regarding possible dismissal.

Course letter grades are calculated and amended to the Cadet's transcript each semester at the completion of all course work, including exams.

ACADEMIC ATTENDANCE POLICY

The Army and Navy Academy Cadet attendance policy states that daily attendance is essential to academic success. The California Association of Independent Schools (CAIS) requires their accredited independent schools to schedule at least 175 days of school in order to maintain their accreditation, following state law for public schools. These instructional days are vital for the Academy to ensure teachers can meet the requirements of the curriculum with each Cadet and that the Cadets are properly assessed.

Because interactions with his teacher and fellow students is central to any student's academic success, excessive classroom absences, whether excused or unexcused, compromise the Academy's goal of educating the Cadet. Therefore, if a Cadet incurs 7 or more unexcused absences per semester in any one class, course credit will be lost for that class. In these

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cases, the Cadet will be withdrawn from the class and receive a letter grade of "W". Additionally, if a Cadet misses more than 14 excused or unexcused class sessions in any particular class during a semester, which is 20% of the total class time, the issuance of academic credit will be reviewed. With this first policy in mind, Patrons and Cadets alike should realize that the Academy strongly discourages absences for any reason.

Whether the absence is considered excused or unexcused, the Cadet is responsible for obtaining and completing all missed academic work. In the case of unexcused absences, the teacher is not responsible to re-teach missed material or to re-administer tests or quizzes. Assignments missed due to unexcused absences may be factored into the grade as zeroes. As a result of their unauthorized absence from class, Cadets also incur demerits at a rate of +2 for each unexcused absence.

ACADEMIC SUPPORT SERVICES

There are a variety of academic support services and programs for Cadets. Below is a brief description of each. More information on each service and program can be obtained by contacting your Cadet's counselor.

Academic Counseling Program

The Academic Counseling Program provides academic and college counseling as well as standardized testing (i.e. PSAT, SAT, and AP) services for all Cadets. The Academic Counselors closely monitor the academic progress of Cadets and guide them in establishing their academic schedules for the school year; manage Cadets on academic probation status, ensure that graduation requirements are met, and work closely with the Learning Strategist. The Academic Counselors are responsible for implementing the range of academic intervention programs.

Learning Strategies Program

The Learning Strategies Program is an intervention and support program designed to assist Cadets with learning differences. A limited number of Cadets who have qualifying disabilities (i.e. IEP, 504) or who display a need for academic support may enroll in the Learning Strategies Program for an additional fee. The Learning Strategist works closely with the Faculty and Academic Counselors regarding the content-based academic needs of Cadets and regularly conducts SST (Student Support Team) meetings to further support Cadets.

English As A Second Language (ESL) Program

This program is specifically designed for Cadets who are non-native English speakers. Courses within this program provide a strong emphasis on reading, writing, and vocabulary development and are designed to support rapid and effective building of English language skill and confidence. One unit of an ESL course may be taken which satisfies a Cadet's English curricular requirement. ESL courses may also be taken within a Cadet's course of study to better support their learning.

Tutorial & Mandatory Tutorial

Cadets are encouraged to meet and work with their teachers during the tutorial period that is set aside Monday through Thursday to ask questions about their classes and receive help with their homework. Faculty may require students to attend tutorials at any time during the year to make up missing assignments or assessments, to receive additional help in a specific subject area, or to review for a test or quiz. Cadets may also be placed in a Mandatory Tutorial by the Academic Counselor, Dean of Academics, or by the request of Patrons based on the manner of their performance.

Any Cadet who earns a grade of D+ or below in their courses at the end of a grading period can expect to attend at least one mandatory tutorial session per week with the teacher of that course for the following grading period. Grades are also evaluated at the midpoint of each grading period (approximately every three weeks) to determine mandatory tutorial rosters.

Evening Office Hours

Faculty members hold evening office hours at least twice a month during CQ time, Monday through Thursday. This is another valuable opportunity for Cadets to receive individualized academic support and seek extra assistance from their teachers. An evening office hours schedule is published monthly by the Academic Department.

In-Barracks Study - Call to Quarters (CQ)

Cadets who have met or exceeded established standards are allowed to study in their rooms between 1900-2100 Monday through Wednesday and 1900-2030 on Thursday. Cadets who have met or exceeded established standards are allowed to study in their rooms between 2000-2100 on Sundays, 1900-2100 Monday through Wednesday, and 1900-2030 on Thursday. During these designated quiet-times, Cadets are expected to study in their rooms on appropriate academic course work. Weather permitting Cadets will study with their barracks doors and

window shades open in order to allow for proper supervision by the TAC and academic team personnel. During CQ times, computers may be used for academic purposes only and their screens will be visible from the door at all times. The use of phones, messaging, and email is prohibited during this time. iPods (or other MP3 technologies) may be used quietly with headphones. Snacks and beverages are allowed as long as their use is responsible.

Only academic activities are permitted during CQ. They include:

- Reading, studying, and doing homework.
- Attending study hall.
- Tutoring other Cadets or receiving tutoring with company TAC permission.
- Obtaining extra instruction from a teacher with company TAC permission.
- Practicing an authorized activity, such as drama or scouts, with company TAC permission.
- Using the library or computer center for academic purposes with company TAC permission.

The following procedures apply to ALL Cadets during CQ:

- Visiting is permitted during CQ only for getting or giving academic assistance.
- Cadets must be in their rooms, in the library, or in a supervised classroom during CQ.
- Any Cadet requiring medical treatment will report to his company TAC and get permission to report to the Health Center.
- Visitors are not allowed on campus during CQ.
- These rules apply equally to day Cadets who may be on campus during CQ time.

Thursday Missing Homework Study Hall (7th & 8th grade only)

The development of intrinsic motivation, self-reliance, and task commitment are essential keys to academic success and student ownership of the learning process. Thursday Study Hall is designed to identify and hold accountable those students who consistently miss/fail to submit multiple assignments.

During this structured time, Cadets bring in and work on their unfinished class assignments and study under close supervision. Teachers provide the Proctor with a list of missing Cadet assignments along with all accompanying materials for work completion. Cadets are responsible

for arriving on time and being prepared to fully participate and work effectively during this time. Demerits may be issued to Cadets who arrive without their work or who are otherwise unprepared to fully engage in their academic pursuits during this study time. This study hall is conducted at the discretion of the Dean of Academics.

Friday Missing Homework Study Hall (Grades 9-12)

To foster greater student accountability in preparing Cadets for the independent nature of college, the few students who display academic neglect by not completing their work on time prior to Friday, may be assigned to Friday afternoon study hall. This study session runs from 1230 to 1630 on Friday. Cadets must attend this session for a minimum of 30 minutes and may only leave thereafter when all missing homework assignments are completed.

Repeat offenders may be required to submit a weekly “Progress Review Sheet” and be referred to the structured study hall program. Being assigned to Friday study hall more than three times may negatively affect your eligibility for Honors and/or AP courses. This academic commitment supersedes athletic commitments; Cadet-athletes will attend/complete this commitment before attending practices or games. This study hall is conducted at the discretion of the Dean of Academics.

Progress Review Sheets

Cadets who are negligent in meeting their academic responsibilities may be required to submit a weekly Progress Review Sheet to their Academic Counselor. This academic response helps High School Cadets glean greater feedback from their teachers regarding their overall academic progress as it fosters academic self-sufficiency.

Structured Study Hall

Cadets who earn a D+ or below during a grading period or who display a need for academic support will be assigned to structured study hall. Structured study hall takes place during CQ time Monday through Thursday. It is an aggressive academic intervention program designed to help Cadets develop effective study skills. Cadets are expected to arrive at the study location on time and with all required study materials. The structured study hall roster will be published and updated every few weeks by the Academic Department.

A Cadet may request to be placed in this proctored study environment or be assigned into it if it is deemed a better setting for that individual. Advisors and Patrons may also request that a student be placed in structured study hall for reasonable cause. This study environment is supervised and Cadets’ agenda books will be checked to verify completion of homework. iPods, headphones, cell phones, or unauthorized electronic devices are not permitted during this study time and computer use is closely monitored.

Academic Probation

If the Cadet shows further academic decline by having a GPA which falls below 2.0, he may be placed on Academic Probation. This level of academic intervention represents a much more formal condition, reflecting the seriousness of the student’s current academic situation and underscoring the fact that the Cadet’s continuing enrollment is at risk. With this intervention comes the creation of additional support steps with the objective to provide a more effective and structured framework for academic improvement. Cadet athletes whose GPA falls below 2.0 for two consecutive grading periods will be ineligible to play any CIF sport according to CIF rules.

Tutoring Services

Please contact your son’s respective Academic Counselor for a list of community resources that specialize in one-on-one tutoring and/or SAT/ACT tutoring.

STANDARDIZED TESTING

Test of English as a Foreign Language (TOEFL)

All 10th-12th grade international students are encouraged to take the TOEFL (Test of English as a Foreign Language) yearly, in order to prepare for the college application process. The TOEFL is required of all international students at more than 6,000 colleges and universities nationwide and is an excellent gauge of English language proficiency.

The Academy has an internal monitoring exam for all students in the ESL program. This exam is based on the state ESL Standards and the national TESOL (Teaching English to Speakers of Other Languages) benchmarks.

Educational Records Bureau (ERB) Testing Program

The ERB test is given to Cadets in grades 7, 8, and 9 in the spring of each year.

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Preliminary Scholastic Aptitude Test or National Merit Scholarship Qualifying Test (PSAT / NMSQT)

All sophomore and junior Cadets must take the Preliminary Scholastic Aptitude Test or National Merit Scholarship Qualifying Test. These tests are administered on campus during a specified national testing date in October.

Scholastic Aptitude Test (SAT)

Junior and senior high school Cadets are required to take the SAT. The SAT Reasoning & Subject tests are administered according to a national testing schedule set by the College Board. The Academy is a recognized test site center. Please contact your Cadet's counselor regarding registration.

American College of Testing (ACT)

The ACT is a standardized college admissions test administered by the American College Testing Service. It is strongly recommend that Cadets take the ACT as a junior or senior. There is a notable difference between the ACT and the SAT. The ACT is composed of four 35 to 50 minute sections in English usage, mathematics usage, social studies reading, natural science reading and writing test. It is a yardstick of both reasoning ability and knowledge of specific subject matter covered in classes.

PERSONAL/SOCIAL SUPPORT

School Counseling Program

The goal of the school Counseling Program is to support the emotional wellness of all the Cadets. The Counselors collaborate with the Academic and Cadet Life Departments, all Academy staff members, Patrons, and community members to unify support and provide interventions including academic, career/college, personal/social, and crisis response support. Common Cadet issues that the school Counselors deal with include depression, poor relations, low academics, and adjustment issues. The school Counselors support Cadets' needs via individual meetings, group counseling, and/or campus wide prevention programs.

Peer Counseling Program

Peer Counseling is based on the fact that students often seek out their friends when they are experiencing a problem. Peer Counselors are selected through a survey from their peers who stated they would go seek out specific Cadets if they had a problem. Peer Counselors are trained and supervised to provide Cadets with listening and helping skills and to know when to refer a friend to an adult. The Peer Counselors can be easily identified on campus by their blue and orange chord.

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The School Counselors offer a variety of supportive groups designed to meet the social and emotional needs of the Cadets. The availability of groups changes from year to year depending on the interest and needs of the current Cadets. Some examples of groups are, but not limited to: Loss of Someone Close to You, Divorce/Family Separation, Adjusting to Life at the Academy, Anger Management, Handling Stress, Relationship Groups, and Health and Wellness.

ACADEMIC HONORS & HONOR SOCIETIES

Industrious Cadets deserve to be recognized for their academic achievement. The Academy offers many opportunities to earn and wear military decorations which attest to a Cadet's hard work in school. Cadets may qualify for the following academic awards:

Honor Roll

The Honor Roll is the Academy's method of recognizing Cadets who earn a minimum GPA of 3.5 for any grading period while carrying a full course load. Recipients are recognized at a special Chapel Service. Additionally, Cadets may earn the following awards for academic, leadership, and citizenship excellence:

Dean Raymond Ede Superior Academic Achievement Award

- Grades 7-12
- 3.8 or above semester GPA
- No D or below semester grades
- All satisfactory or better citizen grades during the semester

Academic Chord

The Academic Chord is presented to Cadets who earn the Dean Raymond Ede Superior Academic Achievement Award for one semester.

Silver Star

The Silver Star is presented to Cadets who earn the Dean Raymond Ede Superior Academic Achievement Award for two consecutive semesters.

Peterson Legion of Merit Award

- Grades 8-12
- 3.5 or above semester GPA
- Hold the rank of corporal or above
- Be in the top 15% of total merits earned of their respective class and/or approval from Head of School
- Be in a leadership position for at least one semester
- Achieve excellent and at least one outstanding citizenship grade during the semester

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General William W. Crouch Award

- Grades 9-12
- 3.3 or above semester GPA with a semester Leadership Education and Training grade of an A
- Be in a Platoon Sergeant or above leadership position for at least one full semester
- Excellent or outstanding citizenship grades for all grading periods during the semester

National Honor Society

The National Honor Society is a national organization that honors academic achievement. The society is organized as a community service club and enables the faculty to select and recognize Cadets who are outstanding scholars and leaders. College scholarships are available to members who meet the competitive criteria. See the club advisor for more details.

National Beta Club

The National Beta Club is a community service club that recognizes students who achieve high academic qualifications. LTC Stephen Miller formed the Academy chapter in October 1995. See the club advisor for more details.

CSF (California Scholarship Federation)

The California Scholarship Federation is a statewide honor society that recognizes academic achievement. Requirements are based on GPA earned in academic subjects only. The Dr. Joseph Bagnall chapter was formed at the Academy in October 1995. See the club advisor for more details.



ASB PROGRAM

ASB ACTIVITIES

Associated Student Body (ASB) activities offer opportunities for Cadets to participate in many social activities. Cadets can be a club member, raise money for their classes, and sharpen social and leadership skills. There are many adults who participate as advisors in ASB activities. All Cadets with satisfactory or above citizenship may participate in ASB functions.

During the 2014-15 school year, the ASB sponsored 15 different clubs including: Astronomy Club, Beta Club, Cadets for Christ, California Scholarship Federation, Choir, Forensics, Interact Club, Key Club, Letterman's Club, Multi-Cultural Club, National Honor Society, Peer Counseling, and the Travis Manion Foundation. In addition to the club activities, the ASB sponsors several all-school functions throughout the year.

Formation of New Clubs or Organizations

Additional clubs and organizations may be formed under a charter and constitution authorized by the Academy. A group of Cadets with similar interests may form a club by complying with the following procedures:

- Get approval from ASB Director
- Find an advisor
- Submit a request to the ASB Council for review, including a constitution and by-laws. (See ASB Director for examples)
- Provide the name of the club or organization
- Determine the officers of the organization

All clubs must be formed with the approval of the ASB Director. Clubs formed outside of the ASB are unauthorized and will be closed.

ASB Dances

The ASB sponsors dances during the school year. All Academy rules are in effect and must be observed. To encourage competition among classes, each class sponsors at least one dance each school year.

Formal Dance

The ASB Council, ASB Director, and ASB Social Hostess are responsible for the Autumn Ball. Formal dress is required. The faculty encourages Cadets to attend the dance with a date, which can be arranged with the Social Hostess as needed. Patrons and families are also encouraged to attend the Autumn Ball. Formal invitations are sent.

Weekend & Community Service Activities

The ASB coordinates a variety of weekend activities as well as many weekend social events and outings.

Movies

Movies shown in the recreation hall or any other place on campus must have a rating of G, PG, or PG-13.

Schedule of Meetings

Dedicated ASB time is set aside in the weekly schedule on selected Thursdays and Wednesdays for groups to gather. Cadet club leaders and faculty advisors coordinate the activities during these times.

ASB Council

The Corps of Cadets elects ASB officers in the spring of each year. Candidates for the offices of President and Vice President must be members of the rising First Class and must have their petitions for office approved by the President’s Council. The Secretary is appointed by the Director of ASB. The ASB Council consists of five elected officers:

Office	Duties
President	Presides at meetings of the ASB Council, appoints committees and chairmen with the approval of the ASB, and acts as the official representative of the Cadet corps in Council matters.
Vice President	Assists and advises the president, serves as chairman of the election committee, and informs the Cadet corps as needed.
Secretary	Handles ASB correspondence, keeps minutes, and becomes class agent upon graduation.
Treasurer	Monitors disbursements of Cadet funds as directed by the ASB Director.
Public Affairs	Responsible for photographing ASB sponsored events, to include ASB and class meetings. Interview Cadets of various clubs in order to update website content.

Class Officers

Any Cadet in good standing is eligible to hold office in his class. Class officers consist of a President, Vice President, Secretary, Treasurer, and Sergeant-at-Arms.

Standards of Conduct

Cadets holding elected office are held to high standards and must set an example for other Cadets to follow. They must be in good standing, i.e., no unsatisfactory citizenship grades and a minimum GPA of 2.5. If they fail to maintain any of the criteria, the ASB Director will place them on probation for one grading period. At the conclusion of the probationary period, their fitness for office will be evaluated. When Cadets perform below acceptable standards they may be removed from office by the ASB Director.

Advisors to Classes, Clubs and Activities

Advisors attend all meetings and activities sponsored by the ASB organization. Advisors are responsible for ensuring good conduct of Cadets on and off campus. They are also responsible for controlling visitors on campus associated with Club activities.

ASB Director

The ASB Director coordinates the fun and meaningful activities conducted by ASB organizations. The Cadet members of the ASB Council and the Director oversee Cadet activities that broaden Cadets’ exposure to campus life. The ASB Director has the authority to add officers or positions to the ASB council when appropriate to meet the mission requirements.

ASB Social Hostess

The Social Hostess is an assistant to the ASB Director for ASB functions. She leads organization of and decorating for the Autumn Ball, supervises dances, orders invitations, and helps to teach etiquette.

Financial Expenditures

The ASB Director makes preapproval for all club, class and activity expenditures. Clubs must end the year with a positive financial balance. Nutritional supplements that are permissible for the Cadet consumption without health center supervision include: carbohydrate/electrolyte drinks, energy/nutrition bars, carbohydrate boosters, and vitamin enriched water.

GUIDEBOOK EXPECTATIONS AND HONORING THE RULES

The Academy provides a foundation for boys to mature into young men and develop good character. This foundation helps cadets establish positive habits and take personal responsibility. The expectation is that our Cadets will learn the value of good decision making both personally and for the community. As an aspiring leader, we expect our Cadets to learn to lead through their positive examples. Likewise, we expect Cadets to develop discernment regarding the type of examples they choose to follow and to take personal responsibility for their actions.

This Cadet Guidebook explains the rules and standards that are to be followed by Cadets at all times. These standards apply when participating in school sanctioned activities on and off campus, while in the City of Carlsbad during local liberty, on overnight pass, or at other similar times. The discipline system is designed to teach and reinforce good decision making and consistency in behavior, no matter what situation one finds oneself. The Guidebook is also written to allow character growth in a Cadet's life. The system is designed to reward Cadets for following rules and meeting or exceeding standards and hold Cadets accountable and provide consequences for not following the rules or meeting standards.

This system is one that has been used at National Service Academies over the decades which uses a system of rewards (merits) or discipline (demerits). Merits are earned through doing positive acts. Demerits are awarded for failing to meet standards.

The Army and Navy Academy has rules built upon years of tradition, experience and success in developing boys into men of greater character. Each Cadet can succeed by:

1. ***Keeping his room and common area clean, orderly, and ready for inspection.*** Common areas are grounds, latrines, showers, hallways, stairs, etc. Maintaining clean rooms and common areas signals Cadets are proud of their Company, barracks area, and school.
2. ***Wearing his uniform correctly and maintain a high standard of personal appearance, always ready for inspection.*** If a Cadet looks sharp, he will be sharp and represent himself and the Academy in a worthy manner to the community.

3. ***Being on time and at the right place at the right time.*** Honor is ensuring your word is your bond. This means keeping commitments by attending formations, classes, and mess meals according to the Academy schedule. This includes doing ones best and fully meeting your obligations.
4. ***Treating all other Cadets and adults with dignity and respect at all times.***

Honoring the rules will ultimately lead to academic success, promotion, and increased responsibility and position within the Corps. The program is based on results achieved only when a Cadet builds good habits and self-discipline.

ANTI-HARASSMENT POLICY

The Academy prohibits any and all forms of discrimination which includes harassment and behaviors commonly recognized as bullying, hazing, sexual harassment and sexual abuse/assault. Discrimination includes acts of discrimination or harassment based upon actual or perceived religion, race, color, national origin, gender, physical or mental abilities/disabilities, physical traits, academic achievement, grade level, socio-economic status, neighborhood/area of residence, sexual orientation, personal characteristics or beliefs, or any other basis protected by federal, state, or local law. Discrimination and harassment can take place in person or in writing and can be physical, verbal, demonstrative or electronic. Regardless of its form, it is prohibited.

Reporting Protocol

The Academy believes any violation of this policy is a serious matter requiring immediate attention and a thorough investigation as it is a threat to the safety and well-being of a member of our community, as well as being antagonistic to our core values. Cadets are strongly encouraged to report such violations. Cadets who are aware of a violation or suspected violation of this Policy should tell any member of the Faculty or Staff with whom they are comfortable speaking about the suspected violation. The Academy encourages reporting incidents of harassment as soon as possible; however, there is no time limit on when such a report may be made. The Faculty or Staff member who is informed about an alleged violation is obligated to report the suspected violation to the appropriate ANA administrator for investigation.

CHARACTER & SELF-DISCIPLINE

If for any reason, a Cadet is uncomfortable reporting the violation to a Faculty or Staff member, or a member of the Administration, he may instead report directly to one of the following individuals:

- Chairman of the Board of Trustees: Jack Wyatt (951) 277-1945, wyattjd@earthlink.net
- Legal Counsel: Jack Sleeth, or Lesa Wilson (619) 322-2488, jsleeth@stutzartiano.com or lwilson@stutzartiano.com

Finally, should any Cadet wish to report a violation of the policy anonymously, he may do so. Regardless of how a violation is reported, it will be addressed and investigated to the extent possible given the limitations inherent in investigating anonymous reports. An anonymous reporter may decide to reveal his or her identity at any later time which will greatly increase the Academy's ability to deal effectively with the reported violation.

CITIZENSHIP GRADES

Citizenship grades are issued for each grading period and are based on the Cadet's merit and demerit totals accrued on the last day of the grading period. Citizenship grades are NOT included in calculating the academic GPA but do influence future Cadet promotions, battalion positions, and the possibility of returning to the Academy in subsequent school years. See section on Progressive Discipline for further details.

Cadets who earn excellent or outstanding citizenship grades and are maintaining academic excellence are eligible to receive extra privileges as a reward for their performance. These privileges include, but are not limited to; extra days of local liberty, allowed to check-in in lieu of attending formation at certain accountability formations. The list of privileges will be discussed with a committee of Cadets and the specifics of the rewards will be published by the Commandant.

Citizenship Grade	Demerits
Outstanding	25+ merits and 0-3 demerits
Excellent	Less than 25 merits, 4-10 demerits and no Friday Detention attendance
Satisfactory	11-25 demerits or Friday Detention
Unsatisfactory	26+ demerits or / Detention two or more Fridays

Note: Demerits are the cumulative number of demerits issued during a grading period. Merits are the cumulative number of merits earned during a grading period.

CHARACTER & SELF-DISCIPLINE

MERITS AND REWARDS

The Academy believes in rewarding good behavior. Merits and demerits are recorded and measured separately. Merits are not used to justify or off set demerits accumulated from poor behavior. Merits are earned by exceeding the standards and expectation set forth in the Cadet Guidebook. Those merits accumulated each grading period are factored in when citizenship grades are assigned. Merits may be earned by Cadets in a variety of ways:

Meritorious Performance	Earns This Many Merits
Merit Chit	1 merit/reward
Outstanding room	1 merit/day
Entire week without missing homework	3 merits/week
Entire week without a tardy	2 merits/week
Outstanding personal appearance	1 merit/day

MERIT CHIT

Recognition of positive character attributes is a vital part of behavior development. The merit chit is an at-will reward presented to individual Cadets by Academy staff and designated Cadet leadership. Its purpose is to recognize selfless acts and outstanding conduct that reflect the values we instill in Cadets. Individuals nominating a Cadet for this type of merit must provide a sufficiently detailed narrative description of the deed and pass the information to the Company TAC or Commandant's staff.

MERIT PRIVILEGES AND OPTIONS

Cadets with the highest acquired merit totals during the grading period will be recognized at a chapel awards ceremony. The highest merit winner, if eligible, may be considered for meritorious promotion.

CHARACTER DEVELOPMENT PROGRAM

Character development is an integral part of the Academy's mission. The Commandant of Cadets will conduct a recurring development program during the school year designed to reinforce our Academy values and instill a lifelong commitment to leadership, character, and service. The sessions will range in format from an invited guest speaker, multi-media presentation or practical exercise, and be included on the master activities calendar.

PROGRESSIVE DISCIPLINE PROCESS

A primary program goal is to help our Cadets develop effective leadership skills. Among the skills we hope to strengthen are those of self-discipline and responsibility. At the Academy, actions are valued above words, so Cadet's actions are carefully evaluated based on clearly described expectations. When performance does not meet expectation often demerit values, based on the communities shared expectation, are assigned.

Each week (Thursday-Wednesday), Cadets' actions are observed and assigned demerits accumulate. It is the Cadet's responsibility to check his demerit balance daily. Cadets are allowed to perform voluntary community service (with TAC approval) to reduce demerit balances less than six. Once a Cadet's balance reaches seven, he is required to stay Friday afternoon for detention (1230-1700) and perform extra duties around campus as assigned by the Commandant. Attendance at Friday detention lowers the Cadet's demerits balance by seven. Performing voluntary community service with the TACs approval can further reduce any remaining demerit balance. Balances carry over to the next week.

Publication and Appeal of Demerits

Cadet demerit totals are published each weekday (Monday-Friday). It is the responsibility of each Cadet to check the board for information concerning his discipline record. A copy of the list will be forwarded to each TAC and company XO. Should a Cadet disagree with the demerits issued, he must make an appeal to his TAC or Commandant. Failure to respond to the posted demerit report by the end of the duty day (2200) negates the appeal process.

Extra duty

When demerits are earned they are "worked-off." Under certain circumstances, the Cadet Life Staff may assign other duties to certain Cadets in lieu of evening "tours."

MEANS OF ENGAGING POSITIVE ACTIONS**Verbal Warnings**

Verbal warnings are given to Cadets when they have misbehaved through some violation of classroom or Guidebook standards. They are used to reaffirm expectations of Academy policy and in a first time instance in lieu of discipline that carries demerits. It is the most widely used method of guidance at the Academy.

Class I and II Offenses

Class I and II offenses are minor in nature but do represent potentially harmful and undisciplined behavior on the part of the offending Cadet. These offenses are disruptive to the Academy's ability to maintain good order and discipline on the campus. Class I offenses are assigned one (1) demerit per occurrence while Class II offenses have a demerit value of two (2) demerits per occurrence.

Class III Offenses

Class III offenses are rule infractions of a more serious nature, and involve a significant breach in the community's trust or the potentially its safety and security. Depending on the nature of the infraction, the Commandant can issue 3-10 demerits for Class III offenses.

Special Order Offenses (SO)

SO offenses represent major infractions that are serious breaches of good order and discipline for the individual and the community. These offenses are considered serious individually, but may result where the dismissal of the Cadet would when considered collectively. They automatically produce an unsatisfactory (U) citizenship grade for that grading period and, depending on the nature of the incident, may include loss of rank and leadership position. The number of demerits that could be imposed for a Special Order will be determined by the Commandant.

- Cadet will receive a published order that lists the offense(s) and punishment imposed with a copy sent to the Patron.
- Cadet will meet with the appropriate senior staff member after receipt of an SO.
- Cadet will receive an Unsatisfactory Citizenship Grade for the grading period in which the offense took place.
- Cadet will be restricted from local liberty until all SO demerits are worked off.
- Cadet will be assigned mandatory attendance to Friday detention.

Dismissible Offenses

The President of the Academy is the decision-making authority for dismissal of a Cadet upon the results of interpretation/results of an investigation by the Commandant. There are a number of offenses require mandatory dismissal without appeal.

Disciplinary Interventions

- 1. Friday Detention.** Cadets repeatedly assigned to Friday Detention during each semester must meet with the appropriate Senior Staff Member for discipline counseling to formulate a plan of action to correct documented behavioral Issues. Friday detention takes precedence over most scheduled activities. Some legitimate activities may supersede this commitment when approved in advance by the Commandant or designated representative:
 - Scheduled academic activities that are verified by the assigned counselor.
 - Scheduled CIF and Middle School Independent School athletic events that are verified by the Director of Athletics or Commandant.
 - Personal or medical emergency where the Patron provides documentation to the TAC or Operations Office.
 - 2. Cadet Support Plan.** A Cadet support plan for improving oneself is offered during certain conferences to provide a Cadet a means to refocus his priorities and address specific expectations. Patrons receive a copy of the agreement and are to sign and return the copy back to the school if not physically present for the conference.
 - 3. Restriction.** Restriction is a discipline tool used for more serious offenses. It is most often used in conjunction with Special Order offenses but can be used at the discretion of the Commandant when deemed necessary. Cadets on restriction are required to wear the uniform of the day at all times and restricted from local liberty. Other stipulations of restriction may be imposed on a case-by-case basis.
 - 4. Saturday School.** Repeated poor behavior, high demerit balance (50+ in one grading period), or as corrective action stipulated in a special will result in a Cadet being assigned to Saturday School. Cadets will lose free time privileges Saturday morning and will be assigned additional duties around campus.
 - 5. Suspension.** The commandant is the decision-making authority for a suspension. A suspension is used as a discipline tool or means to ensure the safety and security of the campus with suspensions served off campus; transportation arrangements are the responsibility of the Patron and at their expense. Suspensions will be coordinated with the assigned counselor to minimize their academic impact.
- Suspension of a Cadet may be directed to:
- Allow time to investigate any situation
 - Invoke discipline when a Cadet reaches a certain number of discipline offenses
 - Execute discipline otherwise unavailable that serves the Academy interests
 - Enable Patron and Cadet to reflect on current trends in behavior and develop strategies to improve performance
- A Patron conference may be mandated upon return from suspension to discuss strategies to improve performance.

DISCIPLINE OFFENSE TABLE

All Cadets are expected to conduct themselves in accordance with the Cadet Guidebook. Any Cadet whose conduct draws the school into discredit or compromises the school's standing in the community is subject to disciplinary action. In such circumstances, the Academy reserves the right to apply a prescriptive level of demerits to a Cadet found in violation of the code of conduct.

The following tables describe offense categories of behavior that either results in demerits, Special Orders, or dismissal. These tables are not all inclusive in describing potential offenses; however, should behavior occur that is not specifically listed, it will be judged in accordance with similar type of offenses and/or the law and administered accordingly.

CLASS I OFFENSES

Abuse of Senior honors (includes use of position for favors; violation of visitation by friends, family, etc.).

Courtesy infractions, such as: rudeness, interrupting, ignoring, failing to salute, failing to greet an adult.

Cutting or shaving a Cadet's hair or having one's hair cut by another Cadet.

Failure to follow orders (FFO), either published or written orders (e.g. daily schedule) or verbal; respond to fire alarms, crisis response drills, etc.

Failure to properly manage clothing ensemble (turning in all clothing to laundry at one time).

Health/sanitation violations i.e. spitting, failing to attend to personal hygiene, etc.

Inappropriate use of cell phone or other electronic devices (excluding calculators) in class or staff/administrative offices or while walking around campus.

Out of room during CQ/Quiet time without permission.

Pass Card Violation.

Minor Personal Appearance (PA) Failure/Uniform violation.

Security violation: leaving personal property unsecured; leaving room unsecured.

Tardy to any class, formations, athletic practice, or schedule appointment.

Use of profanity.

CHARACTER & SELF-DISCIPLINE

CLASS II OFFENSES

Violation of TAPs in any way; In an unauthorized area without permission from TAC, WSO or adult faculty (see note 1).

Aggravated roughhousing & throwing objects, out-of-control horse play.

Conduct Unbecoming of a Cadet comprised of, but not limited to: excessive noise, acts, or speech that reflect poorly on the Cadet, school, or community; playing loud music; violating City Ordinances; acts that contribute to an unhealthy environment on campus; disruptive behavior in class resulting in removal; repeated improper wear of the uniform.

Failing to prevent, report, or discourage any act contrary to Good Order & Discipline.

Failure of room standard.

IT violation; any behavior that may compromise the integrity of the computer network, potentially damage Academy hardware/software, or use of blocked websites, spamming, unauthorized use of staff/faculty passwords, etc. (see notes 1 & 6).

Leaving/arriving campus in civilian clothing or improper uniform; after signing out in proper uniform.

Major Personal Appearance (PA) Failure/Uniform Violations – failure to meet prescribed standards.

Possession of list B Contraband items.

Possession or use of cigarettes, tobacco products, etc. 1st OFFENSE – evaluation, counseling, entered into RTT program (see notes 2 & 5).

Removed from the classroom for misconduct.

Unauthorized absence from campus within the local liberty area (1st offense).

Unauthorized Absence: Failure to report for any health center appointment, formation, class, tutorial, study hall, or office hours.

Use of profanity directed at another person.

Violation of Off Limits Area (refer to pages discussing On and Off Limits Areas) while on local liberty.

Visitation to an unauthorized area without permission.

CHARACTER & SELF-DISCIPLINE

CLASS III OFFENSES

Breaking or entering into any Academy facility without authorization or an Academy staff member present.

Conduct Unbecoming of a Cadet. Anything that is deviant, abnormal or may endanger oneself or others such as fighting; includes defiance of published standards; This discipline category can be broadly applied to a variety of situations.

Disrespect toward a ranking Cadet.

Multiple or repeated Class I or II offenses.

Possession of list A Contraband item.

Possession of otherwise legal drugs without approval by the Director of the Health Center.

Possession or use of cigarettes, e-cigarettes, tobacco products, etc. SMOKING OFFENSES 3rd & SUBSEQUENT also includes: Patron conference with Commandant (see notes 2 & 5).

Possession, use, or distribution of supplements outside of the health center control/approval.

Unauthorized absence from campus within the local liberty area 2nd offense.

Unauthorized possession of Academy keys/codes; includes giving room or quad codes to another Cadet(s) or personal keys (i.e. car keys day students).

Unauthorized use of beach area, or swimming in ocean or pool when not supervised by a trained lifeguard.

Use of an open flame, or possession/use of any flammable material, fireworks, etc.

CHARACTER & SELF-DISCIPLINE

SPECIAL ORDER OFFENSES

Dereliction of duty (including failure to report violations of the Guidebook).

Disrespectful, disruptive, or disobedient behavior toward an Academy administrator, faculty, staff member.

Verbal Harassment surrounding gender, race, national origin, sexual orientation, disability, etc.; or communicating a threat that brings into question the security or safety of others.

Giving a ride to another Cadet when driving; or, riding in a vehicle driven by a Cadet if permission from both Parents or Patron is not on file with the Commandant (see note 3).

Honor Code Violation (lying, cheating, stealing, or toleration).

Involvement in unlawful/anti-social acts; participation in gangs or racist groups; leader of a group causing civil unrest on or off campus.

Multiple or repeated Class III offenses.

Possession, distribution, or use of any alcoholic substance and use of adulterants.

Physical harassment brings into question the safety and security of others.

Posting of private information or harmful, offense material depicting or describing another Cadet on internet sites that is detrimental to the Academy (see note 7).

Retaliation; no Cadet may retaliate, or take any deliberate adverse or harmful action against another Cadet for any reason.

Receiving, buying, contributing, or transacting in any manner, stolen property; distribution of contraband.

Unauthorized absence from campus outside the local liberty area.

Willful damage or vandalism to Academy property; willful damage to another person's property; destroying property off campus when part of a school sanctioned group or activity (see note 4).

Conduct Unbecoming of a Cadet. Anything that is deviant, abnormal or may endanger oneself or others; includes defiance of published standards; This discipline category can be broadly applied to a variety of situations.

CHARACTER & SELF-DISCIPLINE

DISMISSIBLE OFFENSES

Bullying.

Hazing.

Multiple Special Order Offenses; Multiple Honor Code Violations.

Possession, distribution or use of firearms, explosives, knives, slingshots, or any other type of weapon/instrument or device capable of killing or maiming.

Possession, distribution or use of illicit drugs or mind altering substances; possession, distribution or use of drug paraphernalia; positive test for illicit drugs; refusal to provide a urine, hair, or other sample or take a test for illicit drugs; includes "huffing" or "glue sniffing" (see note 8).

Possession, distribution, or use of legally prescribed drugs not under the control of the Health Center.

Sexual misconduct, to include lewd/lascivious actions against another person/Cadet, taking photos, or displaying indecent photo images of other Cadets by any means.

Possession, use, or distribution of alcohol (2nd offense).

Conduct Unbecoming of a Cadet. Anything that is deviant, abnormal or may endanger oneself or others as determined by Academy administration.

Note 1 Confiscation of the cell phone/electronics may occur with equipment either shipped back to Patrons at Patron expense or held.

Note 2 Evaluation and treatment will be at Patron's expense.

Note 3 Notification will be made to the Patron to pick up the vehicle; subsequent offenses will result in suspension of the Cadet until the vehicle is removed from the campus/local area.

Note 4 Patrons will be responsible for remuneration of damages to academy property and it is strongly recommended reimbursements be made for damages to other person's property.

Note 5 Patrons will be responsible for costs of random tobacco testing done by the Health Center.

Note 6 Refer to Technology Use Agreement.

Note 7 If a Cadet has an account on a social networking site (Facebook, Twitter, etc.), the Academy requires that the Cadet permit the Academy access to view the Cadet's profile. Any use or behavior on a social networking site that disrupts the school environment, or is a violation of any school policy, is subject to discipline.

Note 8 Refer to drug free covenant signed by Patron and Cadet; random drug testing expenses are paid by the Patron.

Drug Testing of Cadets at Registration

In the event of a positive drug or tobacco result during registration, the Cadet will be advised by either their Patron or if a Patron requests, a school official the positive test result and his required enrollment into the RDT or RTT Program. A follow-up letter that outlines Patron and Cadet requirements for the program will be mailed to the Patron of the Cadet confirming mandatory participation in the RDT or RTT program.

Failure to fully comply with these requirements within two weeks will result in the Cadet's immediate dismissal from the Academy. Cadets who test positive for use of drugs after entry into the RDT program shall be expelled immediately and without any refund of tuition, room, or board.

Drug and Alcohol Testing of a Cadet

The Army and Navy Academy may test for drugs at their discretion based on reasonable cause. When the decision is made to test, the Academy staff shall immediately test individual Cadets via urine, saliva or other recognized techniques and sent to an outside laboratory for confirmation of results. Positive drug tests shall result in the immediate expulsion of the Cadet from the Academy.

Any Cadet with two offenses of possession, use, or distribution of alcohol may be considered for expulsion. Submission to drug testing is a condition of enrollment. However, drug testing is not required to dismiss a Cadet who has in any way broken the covenant to remain drug free. Refusal to submit to a drug test will result in immediate dismissal.

As a military boarding school for young men, Army and Navy Academy's mission is to educate and develop good character, instill pride and empower our Cadets to develop academic excellence, leadership, and character traits to succeed in life. Our philosophy advances the fulfillment of our mission, and provides a pathway for Cadets to value active pursuit of knowledge for the realization of individual potential; develop a sense of brotherhood, self-discipline, leadership and respect for others; acquire personal honor and pride in themselves and school-wide community; gain respect for God, country, and all for which they stand.

The Army and Navy Academy school-wide community teaches and models honor, integrity, respect, responsibility, and compassion in all aspects of the Academy life. It is with this philosophy in mind that we set out to provide and maintain an educational community in which all members can achieve their goals in an environment free of any type of harassment. It is our hope that this policy will help encourage and maintain an environment of mutual respect among all members of its community and in doing so will help our young men become leaders.

Academy Tradition of Building Leaders

Since 1910, Army and Navy Academy Cadets have learned about leadership. True leadership sets the example and achieves results. Leadership is neither assertive nor demanding. The reading and knowing of this document and encouraging others to do the same is a mark of positive leadership.

US Army JROTC

The US Army JROTC program has been established since 1916. JROTC, through its world class Leadership, Education, and Training (LET) curriculum, teaches citizenship and leadership training using the opportunities within the Corps of Cadets as a leadership training ground. Cadet leaders are challenged to put their classroom knowledge to use in the day to day routines of Academy life and in the many extraordinary experiences in which they have the opportunity to engage.

LET Instructors

These individuals teach lessons that help Cadets become better leaders and citizens. Through the LET program, Cadets gain valuable practical experience as they sharpen their leadership skills. The majority of the instruction occurs beyond the classroom. Cadets are challenged to take their lessons to the campus, to the barracks, and on to the playing fields.

Cadet Leaders

Cadets qualify for officer and senior non-commissioned officer leadership positions by graduating from the Leadership Candidate Course (LCC.) Once qualified, a selection board of Senior Administrators selects and assigns the most effective leaders to be officers and senior noncommissioned officers at the end of the school year. Cadets gain greater leadership responsibilities progressively as they demonstrate greater confidence. Cadet leadership is a privilege and ineffective leaders will be counseled and may ultimately be removed from leadership positions.

Progressive Development.

Every Cadet can work for a leadership position in a progressive manner. Cadets earn respect and show responsibility by:

- Being on time and doing their homework.
- Cleaning their rooms and common areas.
- Keeping their uniforms ready to wear and wearing their uniform properly.
- Taking responsibility for themselves and their community.
- Leading other Cadets to do the same.
- Being proactive in solving problems when they arise.

LEADERSHIP

Drug Testing of Cadets at Registration

All Cadets arriving for registration shall be drug tested that day as part of the registration process. Each student will submit to immediate urine drug and tobacco testing—failure to do so will automatically place him in the Random Drug Testing (RDT) program or the Random Tobacco Testing (RTT) program.

Leader Candidate Course (LCC)

LCC is open to all juniors who aspire to become officers and who meet the basic qualifications for acceptance into the course. Some qualified sophomores may also be selected for attendance.

The Commandant offers LCC during the months of April and May of each year. Successful graduates of this program will be appointed to temporary leadership positions after LCC graduation. Cadet leaders who then successfully complete “On the Job Training” during the months of August and September will earn their “permanent” rank during Patrons’ Weekend in October.

Non-Commissioned Leader Candidate Course (NCLCC)

Cadets who have been selected for a senior NCO leadership position will be required to attend a special NCO leadership training course during the month of August. This training is designed to prepare the newly appointed NCO leaders for the new school year. Training focuses primarily on preparing leaders for their specialized duties and for conducting the New Cadet Orientation Training program.

Commissioning Ceremony. The Academy conducts an official Commissioning Ceremony for new Cadet officers during Patrons’ Weekend in the fall. The Commandant is responsible for publishing an official promotion order, signed by the President, which confirms the Cadet officer’s positions and rank. The newly commissioned officers will also receive the Cadet officers’ sword, the symbol of an officer’s rank and position, at the Sword Presentation Ceremony during the Corps Review that same weekend.

Promotion/Appointment to Leadership Positions. The Commandant is responsible for drafting all promotion orders; and, with the approval of the President, signs all orders for all Cadet promotions. The Commandant also maintains orders for all 7th and 8th grade promotions.

LEADERSHIP

CADET CHAIN OF COMMAND

The opportunities, privileges, and responsibilities of leadership are extended to only the top Cadets in the Corps. In accordance with these responsibilities, Cadets are placed in the chain of command. There are commissioned and noncommissioned officers in the Corps of Cadets chain of command. Noncommissioned officers assist commissioned officers in training and supervising Cadets. The Cadet Corps is organized as a U.S. Army Battalion, which is comprised of Companies, which in turn are made up of platoons and squads. The chain of command from lowest to highest is:

- Team Leader (Corporal to Sergeant)
- Squad Leader (Staff Sergeant)
- Platoon Leader (Second or First Lieutenant)
- Company Commander (Captain)
- Battalion Commander (Lieutenant Colonel)

In addition to the direct chain of command outlined above, there are additional administrative leadership positions often referred to as the “chain of support.” These positions are also found at the company and battalion levels:

- Platoon Sergeant (Sergeant First Class) - assists the platoon leader with the daily functions of the platoon
- Company First Sergeant (First Sergeant) - assists the company commander with the daily functions of the company
- Company Executive Officer (First Lieutenant) - assumes command of the company during the absence of the company commander
- Battalion Command Sergeant Major (Command Sergeant Major) - assists the battalion commander with the daily functions of the battalion
- Battalion Executive Officer (Major) - assumes command of the battalion during the absence of the battalion commander and supervises the battalion staff

Job Descriptions

Detailed job descriptions for each Cadet leadership position have been developed and are used to encourage leadership skill development through positive feedback as evaluation expectation rubrics.

CADET OFFICER HONORS

The Cadet officers are expected to set the highest standards of conduct as they are expected to lead through their examples. As they have great responsibility regarding the Cadet Corps' effectiveness, they are also afforded the opportunity to earn several leadership honors. Commissioned Cadet officers must maintain the highest personal standards and lead the Corps with consistency to retain their commissions and to earn leadership honors. The following Cadet officer honors are in effect:

- Command units at the platoon, company, and battalion level (1911)
- Wear West Point sword as arm of choice (1936)
- Wear maroon sash for informal and formal occasions (1936)
- Wear distinctive officer uniform accoutrement
- Wear gold chinstrap (hatband) on service cap (1970)
- Authorization for the Battalion Command Team (BC; XO; CSM) and Primary Staff to be billeted in West Fegan (2004)

REWARDS & AWARDS

UNIT AWARDS

The General George Patton Trophy for Best Company of the Year

This is a memorial trophy sponsored by The Military Order of the World Wars (MOWW) and consists of a unit trophy and an official letter of Commendation for the Company Commander. The President and Senior Army Instructor present the Commander's Trophy at the annual change of command parade in June. The winning company is that which accumulates the highest total points in the grading period competitions at each level. The company that wins "Best Company" is designated as "Honor Company" for the following school year. The Honor Company escorts the Colors in all parades.

Company of the Grading Period

The competition is held and graded following each grading period. The Best Company Guide-on Streamer is given to the company whose members rank best in all the categories for each grading period.

INDIVIDUAL AWARDS

Warrior Crest

The school mascot is the Warrior. The Crest Cadets wear on their uniforms is called the Warrior Crest. New Cadets will be able to wear this emblem once they have gained foundational knowledge about Cadet responsibilities and expectations.

Uniform Decorations

Cadets can qualify to wear many ribbons, medals, badges and cords are under the JROTC military program. Ribbons for Academic excellence, personal appearance, and conduct are authorized for wear on the daily duty uniforms, but they must be authorized and listed in the official Cadet Record (CADREC) through the JROTC department. Cadets must have written authorization from the JROTC Department before buying or wearing any award or decoration.

THE FIRST CLASS REQUIREMENTS IN LEADING THE CORPS

Army and Navy Academy seniors are called First Classmen and hold the top leadership positions in the Corps of Cadets. First classmen are expected to take their responsibility of training younger Cadets and overseeing their growth and acclimation to the Corps seriously. Although they too are learning leadership strategies, they have demonstrated the ability to lead by example in daily life routines and to set the standards for other Cadets.

Consequently, in order to maintain high morale, good order, and discipline, the First Class must exemplify the highest standards throughout the Corps. It is every First Classman's responsibility to personally follow the standards, enforce the standards, and teach the standards contained in this Guidebook and within the US Army JROTC program of instruction.

FIRST CLASS LEADERSHIP HONORS

First Classmen receive honors that underclassmen do not share. These traditional honors are granted to First Classmen and represent the trust, confidence, and responsibility bestowed upon seniors to lead the Corps of Cadets. The traditional authorized senior honors are listed below. The number in parentheses indicates the earliest verified date of the privilege:

- Top leadership positions (1910)
- Class ring (1911)
- Senior garden and well (1936)
- Senior class composite picture (1937)
- Local liberty until CQ formation, provided all duties are accomplished properly before liberty is taken (1950)
- Class flag (1958)
- Senior whites (1961)
- Senior lawn (1976)
- Senior lawn ordinance to protect the Academy tradition (1995)
- Campus privileges after Taps, restricted to the quiet use of phones while dressed in the prescribed daily uniform until 2300 hours (2010)

LEADERSHIP

Senior Privileges

The senior class may be granted senior privileges as authorized by the President. It is the responsibility of the class officers and senior class advisor to submit a list of proposed privileges to the Commandant who in turn discusses in a joint review with key administrators. These privileges, once officially approved, are authorized to only those seniors who meet the expectations of senior leadership as well as maintaining satisfactory academic and citizenship performance. Failure to meet the expectations may result in loss of any or all privileges.

THE SILVER "A" AWARD

The Silver "A" is the highest award given by the Academy. In 1943, the then newly appointed President of the Academy, Colonel William C. Atkinson, established the Silver "A" Award which identified young men in whom he saw the potential to "do great things, to lead fellow Cadets, and to accomplish the Cadet mission." Once earned, it can be revoked only by the President who is obligated to adjudicate offenses if a Silver "A" winner makes a serious mistake. Silver "A" privileges do not extend to any other Cadet; only the Silver "A" Cadet has the rights and privileges of a Silver "A".

Silver "A" Privileges

Silver "A" Cadets have proven to be mature and trustworthy; therefore, it is normally accepted practice to entrust them with greater freedom requiring prudent judgment surrounding the following Silver "A" privileges:

- Extended pass and leave (providing all duties are covered)
- Local liberty during the period of time after school and prior to TAPs
- Unrestricted on-campus privileges while in proper uniform
- Unlimited use of cell phone privilege during non-academic times of the duty day
- Authorization to wear the Silver "A" pin, ribbon, and cord with any military uniform

Qualifications

First Classmen who exhibit the following qualifications are selected by the administration each year:

- Seizes all academic opportunities within his capabilities
- An honorable example to his peers and underclassmen (honor is defined as having a keen sense of ethical conduct)
- Is responsible and trustworthy on tasks given

LEADERSHIP

- Shows sacrifice and service toward his fellow Cadets
- Is loyal to Army Navy, his reputation, and his class
- Is involved in many facets of Cadet activities including sports, the arts, drama, student government, military leadership, etc.
- Epitomizes what the Academy strives to achieve

All First Classmen are expected to complete their senior year with satisfactory or better citizenship. Accordingly, any First Classman who fails to achieve satisfactory or better citizenship for the year will come under review as to whether or not he will be afforded the privilege of participating in graduation week activities, including commencement. To ensure his participation in graduation week activities and commencement, a senior is required to earn a minimum of three (3) points in their second semester citizenship grades and a minimum of seven (7) points overall for the school year. These grades are earned each marking period and are determined as follows:

Outstanding Citizenship	= 3 points
Excellent Citizenship	= 2 points
Satisfactory Citizenship	= 1 point
Unsatisfactory Citizenship*	= 0 points

** Any Cadet with an Unsatisfactory citizenship grade will be placed on campus restriction for all non-athletic activities for the grading period following the Unsatisfactory grade; and will remain on restriction until a satisfactory or higher grade can be achieved.*



LEADERSHIP

Some examples below show combinations of how a senior could meet the standard:

1st semester grades	points	2nd semester grades	points	Total Points for School Year
O,O,O	9	O,O,O	9	18
S,O,O	7	E,E,O	7	14
E,E,E	6	E,S,O	6	12
S,E,E	5	E,S,E	6	11
S,S,E	4	U,E,E	4	8
U,S,E	3	S,E,E	5	8

Should a first classman fail to earn at least 7 citizenship points during the year or less than 3 during the second semester, he will depart the Academy on the Friday preceding Graduation Week and receive his diploma and transcript by mail.



HONOR CODE AND HONOR COUNCIL

CADET HONOR CODE

Excellence in character primarily stems from personal integrity and honor. The Honor Code was instituted in the early 1900's to help young men grow up to be honorable men. The Honor Code represents the expectation of behavior for each Cadet and forms the foundation of trust and teamwork at the Army and Navy Academy.

“AS A CADET AT THE ARMY AND NAVY ACADEMY, I WILL NOT LIE, CHEAT, STEAL, OR TOLERATE THOSE WHO DO.”

- **TO LIE** is to make an untrue statement, intending to deceive or produce a false impression. The statement can be oral, written, or implied by action.
- **TO CHEAT** is to attempt or aid in an attempt to gain unfair advantage over others. Using the work of another person as your own is cheating.
- **TO STEAL** is to knowingly take a property or service, temporarily or permanently, without consent. Taking or borrowing without permission is stealing.
- **TO TOLERATE** is to ignore the dishonorable actions of other Cadets. A Cadet who knows that another Cadet violated the Honor Code has an obligation to report it. If he does not report the incident, he has committed toleration.

THE HONOR TREATISE OF THE ACADEMY CORPS OF CADETS

Army and Navy Academy's Honor Treatise is based upon true personal integrity—doing what is right at all times and living honorably, rather than simply getting by through not breaking the rules. It states:

It is essential that we, as members of the Corps of Cadets, be united by a common thread—our trust and confidence in each other. Such trust and confidence can come only from exercising personal integrity. We must always stand for what is right. In order to satisfy this high standard, we will adhere to the following principles in both word and deed:

- We must be honest by ensuring that the full truth is known at all times; thus, we do not lie.
- We must be fair by ensuring that any work submitted is our own and that any authorized assistance is properly documented; thus, we do not cheat.

HONOR CODE AND HONOR COUNCIL

- We must be respectful by ensuring that another's property is given the proper consideration as his and only his; thus, we do not steal.
- We must be supportive by ensuring that any Honor Code offense committed by a fellow Cadet is properly reported in a timely manner; thus, we do not tolerate honor violations.

THE HONOR COUNCIL

The Honor Council is a Cadet organization responsible for education, supervision, and administration of the Honor Code.

It consists of seven qualified Cadets from the First Class who have demonstrated to the Corps, Faculty, and Staff they are capable of upholding the standards of honor. They meet to hear reports of violations of the Honor Code and determine the guilt or innocence of the accused Cadet. Recommendations for serious punishments, up to and including dismissal, can be made by the Honor Council for guilty cases of lying, cheating, stealing, or toleration.

HONOR COUNCIL MEMBERSHIP

Honor Council membership is open to qualified First Classmen who must apply through the Honor Council Advisors and who meet the basic qualifications.

Qualifications

- a. Honor Council Candidates must have a minimum of 8 points on their citizenship grade issued by the Commandant, with no citizenship marks below satisfactory during the four grading periods preceding appointment.
- b. Honor Council Candidates (and Council members) must have a minimum 2.75 GPA in core academic subjects (exclusive of band, drill team, PE, LET, etc.) for the previous two semesters.
- c. It is expected that all Honor Council members will set an example for other Cadets to follow. They are expected to maintain the standards that they met for eligibility for the office. If the level of performance in any area drops below standards, the elected member is placed on probation for one grading period by the Honor Council Advisor(s). At the conclusion of the probationary grading period, the member will be evaluated by the other members of the Honor Council and will recommend either reinstatement or removal to the Honor Council Advisors.

HONOR CODE AND HONOR COUNCIL

- d. Honor Council members may be removed from service for cause upon the written request of two-thirds of the remaining members of the Honor Council. The Honor Council Advisor(s) are the approval authority for such requests. Should positions on the Honor Council be vacant, the alternates for the Honor Council will be used in order of merit as directed by the Honor Council Advisor(s).
- e. Candidates who do not meet the qualifications to become Honor Council members may request a waiver which must be approved by a vote of two-thirds of the sitting Honor Council and the Honor Council Advisor(s). Waivers are reviewable by the Head of School.

Elections

- a. Qualified rising First Classmen prepare and deliver a speech to the Corps during a Chapel Assembly. The candidates are then listed on a ballot and voted on by the entire Corps of Cadets. They are then ranked by the number of votes received.
- b. The top four candidates from this list, as well as three other candidates selected by the Administration, are designated as the Rising Honor Council.
- c. Dishonorable actions and behavior less than that of a model Cadet may result in the removal of an Honor Council member. The Honor Council Order of Merit list is maintained throughout the new academic year and alternate council members are activated from the top of the list as required by the Honor Council Advisors and with the approval of the President.
- d. To remain in good standing, each Honor Council member's discipline records will be checked at the end of each grading period. If a member has an unsatisfactory citizenship grade he will be placed on probation for one grading period. If his citizenship grade remains unsatisfactory during the subsequent grading period he will be removed from the Honor Council and an alternate will take his place. Additionally, an Honor Council member who receives a Special Order is subject to dismissal from the Honor Council.

REPORTING HONOR VIOLATIONS

1. **Accusing.** Any Cadet, Administrator, Staff, or Faculty member who initially believes an Honor Violation may have occurred becomes the accuser and has the authority to report the offense. The Cadet suspected of committing the offense is the accused. Before reporting the offense, the accuser will first give the accused an opportunity to explain his actions. The accuser should point out the exact action considered improper and request an explanation. If the accuser is not satisfied with the response, he should make this fact clear to the accused and state that he (the accuser) intends to report the offense.
2. **Accuser Reporting.** The accuser contacts an Honor Council member, an Honor Council Advisor and the Commandant immediately upon determination that an Honor Violation may have occurred. It is in the best interest of the institution, the Corps of Cadets, and the individual Cadet to report alleged violations and let the Honor System work - it is an educational process to benefit every Cadet.
3. **Self-Reporting.** When a Cadet violates the Honor Code and reports himself to the proper authorities, this will be taken into consideration by the Honor Council and Commandant as a mitigating circumstance. Self-reporting demonstrates that the Cadet knows that what he did was wrong, and that he is willing to accept the consequences of his conduct. Self-reporting must occur before it is discovered by a potential accuser.
4. **Self-Admission.** When a Cadet violates the Honor Code, is reported, stands accused, and immediately admits his mistake because of conscience, this will be taken into consideration in determining appropriate consequences for his action(s). The accuser will pass any self-admission information to the Honor Council Member or Advisor. Self-admission comes from a sense of integrity as the individual has been honest with himself. Self-reporting is viewed as responsible conduct and is encouraged at all times.
5. **Admission of Guilt.** After a case has been submitted to the investigative process, the accused may change his plea from “not guilty” to “guilty” before the investigation is completed. This gesture will be taken into consideration by the Honor Council as a mitigating circumstance. However, admission of guilt after the pressure of an investigation is realized by the accused is not as honorable as self-reporting or self-admission.

RIGHTS OF THE ACCUSED

1. **Any Cadet accused of violating the Honor Code has the right to:**
 - Be promptly informed of the specific violation by the accuser.
 - Have a reasonable time in which to prepare a defense, but no more time than is considered necessary in the eyes of the Honor Council Advisor.
 - Have an impartial, unbiased investigation and hearing.
 - Receive a prompt and fair hearing.
 - Have a counselor, TAC, or faculty member available to help him prepare for the hearing.
2. **At any hearing, the accused Cadet has the right to:**
 - Call witnesses on his behalf during the Honor Council hearing. The accused must inform the President of the Council before the hearing begins if he intends to call witnesses and provide a list of names. He is responsible for making sure his witnesses are present at any hearing.
 - A hearing will not be delayed on account of tardy participants. Participation of witnesses is strictly controlled by the Honor Council Advisor.
 - Remain silent during a hearing without prejudice or any assumption of guilt. There is a certain amount of risk the accused Cadet takes in maintaining silence on the matter at hand. The burden of defense rests solely with him.
 - Act as a witness on his own behalf. If the accused elects to act as a witness on his own behalf, he waives his right to remain silent and may be questioned by the Honor Council.
 - Read a prepared statement without follow-up questions.
 - Have a counselor, TAC, or faculty member present at the hearing. Participation by a counselor is strictly controlled by the Honor Council Advisor.
 - Double Jeopardy. The burden of discovering the truth in an Honor Case rests solely with the Honor Council. Therefore, when a Cadet is found “not guilty,” he shall be absolved from that allegation with no further vulnerability to the charge. However, the Commandant may refer the case to a Disciplinary Committee for adjudication if there appears to be just cause.

HONOR CODE AND HONOR COUNCIL

3. **Documenting Infractions.** Should the rights of the accused be infringed upon during the processing of an Honor Case, the facts will be documented as a matter of record in the report to the Academy President.
4. **Administrative Review.** All Honor Cases are subject to the review of the Academy President. The President reserves the right to hear all appeals and dispose of them as deemed appropriate by him, the President's Council, or any sub-element thereof.
5. **Appeals Process.** The appeals process considers the technical aspects of conducting an Honor Investigation and an Honor Hearing.
 - Cadets may seek an appointment for appeal of a guilty verdict based on procedural error on the part of the Honor Council. The Cadet appeals first to the Honor Council Advisor(s). If, after considering the elements of the original investigation and proceeding, the Honor Council Advisors consider an appeal appropriate, the appellant is directed to send his written appeal to the Commandant for adjudication.
 - Simple disagreement with a guilty finding is not grounds for formal appeal or redress; however, all requests for appeal or redress are heard. Results of the appeal or redress hearing are published immediately by the Commandant.
 - If upon reviewing the facts presented by the appellant the Commandant determines that there is cause to reopen a case, in which case it will be referred to the Disciplinary Committee for final resolution.

PROCESSING HONOR VIOLATIONS

The following steps are to be implemented when a violation of the honor code is reported.

1. The accuser notifies the Honor Counsel Advisor of the alleged honor violation within three academic days of having knowledge of the incident.
2. The Honor Counsel Advisor reviews the accusation and directs the Cadet Investigative Committee to begin an investigation.
3. The Investigative Committee informs the accused Cadet of his rights.
4. The faculty member facilitates a call between the accuser and Patron to inform them their Cadet is under investigation.

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5. Once an investigation is completed, the findings are presented to the Honor Council Advisor who decides if a hearing will take place.
6. The Honor Council Advisor informs the accused, appropriate administrator, and Commandant, about the pending case.
7. Honor hearing date and time are set. All parties are notified by the Honor Council Advisor.
8. Honor hearing is held; the Council determines "guilty or "not guilty"; and the accused Cadet is notified of finding.
9. The Honor Council President conveys finding to the commandant.
10. The Commandant reviews the Honor Council's finding, either approves or disapproves, and adjudicates the appropriate punishment as necessary.
11. If the Patron was not present at the Council hearing, the designated staff member notifies the Patron of the discipline imposed.



REGULATIONS

Trainer, Advisor, Counselor (TAC)

As the title implies, the TAC is an adult male company leadership advisor with a fundamental obligation to train, advise, and counsel each Cadet assigned to him regarding the Cadet's performance & progress in meeting academy objectives in leadership, character, and service. The TAC is the Cadet's first point of contact on campus for any issue requiring adult intervention. The TAC oversees all aspects of Cadet life and is the first person Patrons should contact concerning their Cadet's accountability, discipline, and over all well-being. The TAC may direct Patrons to other departments as needed to better address individual situations.

ON-LIMITS & OFF-LIMITS AREAS

On-limits areas are areas where Cadets may go on "pass" or local liberty. These areas include:

- Carlsbad Village Drive up to the I-5 freeway
- Carlsbad Boulevard from the Academy to Pine Avenue—promenade side of the street only and when accompanied by another Cadet
- Village of Carlsbad restaurants and shops—bounded by Ocean Street, Jefferson Street, Carlsbad Village Drive, and Grand Avenue, west of the I-5 freeway
- Other areas for which the Commandant gives prior permission on a case-by-case basis

Off-limits areas are areas in which Cadets are NOT authorized.

These areas include:

- All buildings on campus when not open for business
- The Academy beach and pool areas when a lifeguard is not on duty
- All residences, unless permission is attained from the Commandant and the occupant to visit the residence
- All eating establishments or other places where alcoholic beverages are consumed, unless in the company of a Patron or adult authorized by the Patron
- All parts of the Santa Fe Railroad unless traveling as a passenger – this includes the railroad tracks and right-of-way except at guarded public crossings.
- All public beaches and parks, unless in a group under direct Academy supervision
- Any motel in which the Patron is not lodging
- The bridge and the area north of the bridge towards Oceanside, including any part of the lagoon area

REGULATIONS

- The City of Oceanside, except when traveling to and from the bus or rail station or with Patron (not applicable to Day students when signed out)
- The city of Carlsbad, except for the on-limits areas described above (not applicable to Day Students when signed out)
- The Senior Lawn (except First Classmen)
- Company Areas a Cadet is not assigned to, unless authorized by the Company TAC of that area
- The Academy stage in Davis Hall, unless authorized by Academy Staff
- All liquor stores and smoke shops

EMERGENCY PROCEDURES

Fire Procedures

Most of the school facilities are wired for safety alarms. However, some campus areas have independent alarms/detectors. Therefore, it is essential all Cadets listen and respond appropriately to Public Address System announcements. Also, an emergency situation may not be a fire alarm but some other situation either requiring evacuation or other type of action. Emergency drills are used to ensure all adults and Cadets are familiar with situations outside of ordinary daily life. Cadets should never assume that an alarm is just a drill.

Reminder: It is a CRIME to tamper with the fire alarm system punishable under California Law that can lead to suspension or dismissal. Tampering includes hand pulls or detectors.

Main Assembly Area on campus for Cadets to go during an emergency or drill is:

CREAN-ATKINSON HALL LAWN

Alternate on-campus assembly areas: Will be designated via the Public Address system by the Operations Office staff. Areas include the Academy Parking lot near the tennis courts, Davis Hall Lawn, and Maffucci Athletic Field.

Alternate off-campus gathering point is Magee Park.

REGULATIONS

If a fire alarm sounds, Cadets must take the following action:

RESPOND IMMEDIATELY!
LEAVE their room
MOVE immediately to Crean-Atkinson Field
JOIN their Cadet Company
WAIT for instructions

Emergency Response: In the event of emergency involving a threat to a Cadet's physical safety, extreme caution must be exercised. Stay away from any dangerous action, stay on the floor, and away from windows and doors. If in the classroom, Cadets are to follow the instructions of their teacher. If in your barracks, Cadets are to follow the instructions of a Cadet life staff adult or Cadet leader(s) and listen for public address announcements from the Operations Office staff.

REQUEST FOR CADET ABSENCE

ALL requests for Cadet absence from required Academy functions must be completed and submitted by Patrons via a Request for Cadet Absence Form. A copy of this form can be found online at the Army and Navy Academy website. Copies of this form are also available in the Academic and Operation Offices.

Expected absences

All requests for a Cadet's expected absence must be made at least 48 hours in advance. This amount of time is necessary to process the request and to ensure Cadet safety. It also allows key administrators time to consider the merits of the request. Completed forms for all absences need to be faxed to 760.729.2852 at the Operations Office or attached to an e-mail addressed to: Cadetabsence@armyandnavyacademy.org.

Unexpected absences

In the case of unanticipated absence or late return to campus, a Patron must contact the Operations Office at 760.729.2852 and send a confirmation email to the Operations Office at Cadetabsence@armyandnavyacademy.org.

It is vital that the Patron reports the circumstance surrounding the absence as soon as possible. The Commandant of Cadets will evaluate the nature of the unexpected absence, and they will further determine its status (excused or unexcused). In some cases supporting documentation surrounding the circumstances of the absence may be required. Turning in the request form does not guarantee that the absence will be excused.

REGULATIONS

The Army and Navy Academy will accept as reasons for authorized absences from school:

- Absence due to personal illness (In the case of three or more days a doctor's note is required).
- Appointments with health professionals that cannot be made outside of the regular school day (requires official documentation for confirmation).
- Observance of recognized religious holidays when the observance is required during the regular school day.
- Absence due to emergency family matters.

Cadet absences in conjunction with Thanksgiving, Christmas, and spring breaks are extremely difficult to authorize. Patrons must realize that a Cadet's early departure or a late return connected to a holiday break will more than likely have a severe impact on his academic grade status. In such circumstances, the school accepts no responsibility to assist a student to catch up work missed. Patrons and Cadets should review the academic calendar prior to making travel arrangements.

CLOSED WEEKENDS

All Cadets are required to participate in all closed weekend activities, without exception. Closed weekends are an essential part of the program and are among the reasons why boys attend the Academy. During closed weekends, the bulletin of activities will identify key times when Cadets may take local liberty with their Patron after all scheduled activities are completed. During closed weekends, Cadets are only allowed to go on overnight pass with his Patrons.

Advanced Coordination for unexpected closed weekend absences

Situations completely outside of a Patron's control may arise that limit a Cadet's opportunity to participate in activities during a closed weekend. When they are known, these occurrences should be brought to the attention of the Commandant immediately for resolution. Routine medical appointments, family reunions, weddings, and other social events are not considered appropriate reasons for a Cadet's absence from closed weekend participation. Patron notification concerning Cadet absence after a closed weekend does not meet appropriate notification timing standards.

Campus Departure Procedure

Before leaving campus on an authorized absence, Cadets must check out at the Operations Office with a pass card signed by his TAC. Patrons are not allowed to sign out their Cadet without their Cadet physically present at the Operations Office. When Cadets return to campus, they must immediately report directly to the Operations Office to check in.

HEALTH CARE AFTER TAPS***Illness after TAPs***

If a Cadet is ill after TAPs, he must report to either the Company TAC or the Night Shift TAC in Charge at the Operations Office. All Academy TACs are trained in first aid and CPR. If an acute situation exists, 911 will be called for evacuation of the Cadet to a local area emergency room.

Personal Property & Security

Students are required to lock their valuables when they are not being used. The school provides constant reminders to students throughout the course of the school year regarding securing one's valuables. The information is also posted in each barracks quad area. The school does not accept responsibility for a student's personal belongings.

Security Regulation

Each Patron and Cadet must be prudent, exercise good judgment and common sense, and take, at minimum, the following precautions:

- Keep valuables at home and avoid bringing them to campus
- Mark all property
- Secure property at all times
- Keep personal key or combinations private

Anything short of these precautions is considered carelessness. The Academy is not liable for loss or theft of unsecured items. Be careful with safeguarding personal property. Respect the property of others. Patrons will have the responsibility for replacing Cadet belongings under their own personal insurance. Protection and securing personal belongings is a responsibility of each Cadet.

Valuables

Expensive watches, jewelry, laptop computers, electronics, and large amounts of cash are not appropriate for the boarding school environment. Possession of such items on campus is discouraged. These items are best left at home.

Reporting Loss

Report loss or damage to the Company TAC or Operations Office as expeditiously as possible. The report should include a description of the missing articles. Include the identifying description marked on the item. Depending on the value of your loss, the Cadet life staff may require the Cadet to file a police report. If the report indicates that the perpetrator has been identified, and that he is a Cadet, the TAC or Faculty Member will refer the individual to the Honor Council for a hearing.

Bag Check

The Cadet life staff may conduct checks of bags and baggage when Cadets are departing campus or returning to campus. This may be on a random basis or 100% check of all Cadets.

Keep Your Money Safe

There is no need for large sums of money with access to an ATM on campus. Patrons need to open an account and deposit money for Cadet needs. Neither the Business Office nor the Operations Office is a resource for getting or keeping money.

Business Office Advisory for Cash Disbursement

Patrons may contact their local bank for an ATM card. The usage fee on the on-campus ATM has been waived but a small fee may be charged by the individual user's banking institution. The Business Office will not cash personal checks or money orders or provide cash advances for travel funds. Travel arrangements need to be made in advance and cash for traveling may be obtained at the ATM on campus. Birthday checks need to be sent to the home address, as they are unable to be cashed due to cash limitations in the Business Office.

Lost and Found Property Reporting

If a Cadet finds property that does not belong to him, he should immediately bring the property to the Operations Office for disposition.

PROHIBITED ITEMS ON CAMPUS

Sometimes items permitted at home may not be permitted on the school campus for reasons of safety, obeying Carlsbad City Code, and maintaining good order and discipline in a boarding school environment. Consequently, infractions constitute discipline offenses when items are brought to the Academy because the prohibited item is contrary to Academy program guidelines.

It is extremely important for Patrons to ensure their Cadet does not bring prohibited items to campus in order to avoid confiscation and disposal of what may be an expensive item. While the list of items is not exhaustive, it remains the responsibility of each Patron to leave prohibited items at home, use good judgment when their Cadet transports items to campus, and if necessary, call the Operations Office if there is any doubt as to whether an item is authorized for campus use. **See Appendix B for a current list of all prohibited items.**

There is limited space for storage of items over the summer; however, Cadets must prepare items for storage and abide by the following guidelines.

- **Storage Containers.** Items must be in sturdy containers, such as trunks, suitcases, or durable boxes/containers capable of being locked or taped shut. Cadets must secure them.
- **Inventory of Items.** The Cadet shall perform and annotate an itemized list of inventory of the storage container contents with the Director of Safety & Security. The Director of Safety & Security shall maintain a copy and the Cadet shall retain a copy of the inventory.
- **Materials.** Boxes and tape can be purchased at a number of retail stores in Carlsbad Village, and at the Academy Cadet Store.
- **Identification.** Cadets must tag all items with name and student number and logged in the storage logbook with home address and phone number.
- **Claim Check.** A TAC will log containers in and out of the “Cadet Storage Log Book” and issue the Cadet a claim ticket for stored items.
- **Limitations.** No more than one footlocker or equivalent sized article may be stored.
- **Limitations.** No more than one footlocker or equivalent sized article may be stored.

- **Departure during School Year.** If Cadets leave the Academy during the academic year, belongings must be retrieved prior to departure. If it is impossible to take property, Cadets must arrange for the property to be boxed up and shipped home. The Academy will NOT do this. Unclaimed items may be given to charity.
- **Uniforms.** The coastal environment is harmful to clothing stored in boxes. Cadets store uniforms at their own risk.

Access to Storage Area

No Cadet will have unaccompanied access to the storage room.

Unauthorized Items

No unlaundered uniform items shall be stored in the storage room. Flammable and corrosive items shall not be stored.

Summer Storage.

In special circumstances, Cadets may store personal belongings during the summer vacation at the Cadet’s own risk. The following provisions apply without exception:

- **Enrollment Agreement.** A completed enrollment agreement for the new school year must be submitted with any outstanding fees paid by June 1. Storage will otherwise not be permitted. A \$75 storage fee will be charged to the account. It is payable in advance.
- **Priorities.** Summer storage priorities are (1) international Cadets who are enrolled for the next fall, (2) Cadets attending Academy summer programs, and (3) all other Cadets.
- **Unclaimed Property.** Cadets must claim any property stored over the summer no later than 30 days from opening day in September of the new school year. Any property left at the Academy unclaimed may be given to charity.

CAMPUS VISITORS

Cadet, Staff, and Faculty safety is of primary concern. Therefore, all visitors must first report to the Operations Office. The following rules apply:

- 1. Visiting Hours.** Visitors may see Cadets during Cadet free time between 1630 and 1830, Monday through Thursday. Otherwise, visitors must remain off the campus. All visitors must be on foot when moving throughout the Academy's grounds. For safety/liability reasons, no vehicles of any kind may be brought into the Cadet life, academic, and athletic areas of the campus. Visitation during weekends and holidays is allowed between the hours of 1200 and 1630.
- 2. Female Visitors.** Female visitors must be escorted to the Operations Office where the staff will sign them on campus. Females are not allowed on campus after the start of 3rd mess. Exception: participation in scheduled activities such as band, drama, and sports events, etc. Cadet rooms are off limits to all females except as authorized by the Cadet's Company TAC.
- 3. Evening Hours.** Cadets have obligations from III Mess to TAPs, which preclude visitation, in the evenings. However, Patrons and other immediate family members may have dinner with their Cadet at III Mess. Cadets must escort their family members to the Operations Office where staff will sign them in and give visitation instructions. The Academy reserves the right to charge the Cadet's incidental account for meals consumed by family members.

All visitors are requested to depart the campus **no later than 1800 hrs** Monday through Thursday.

MESS HALL PROTOCOL***The Mess Hall***

The Army and Navy Academy mess hall is intended as a place in which Cadets, Faculty, and Staff may take their meals and enjoy the camaraderie of being together. Every effort should be made by Cadet leaders to supervise members of their units and maintain the expected level of dignity. The Food Service Manager reserves the right to refuse service to anyone who is unruly, disrespectful, destructive, or inappropriately attired.

Attendance

All boarding Cadets will attend all scheduled messes and go through the serving line. Day Cadets are required to attend scheduled messes

whenever they are on campus. Cutting in line by any student is NOT authorized.

Entry and Exit

Cadets will enter the mess hall only through the main Cadet entrance. They may not enter through the exit or side doors. **Proper Attire**
Proper attire is required in the mess hall at all times. Cadets will wear the uniform of the day to all scheduled messes. The wearing of PT gear is authorized for III mess and open weekends. The wear of team athletic uniforms is prohibited. Adult supervisors are responsible to arrange late feeding for groups for Cadets under their supervision, as required.

Headgear

Headgear is removed when indoors unless under arms, carrying a guidon, or performing other ceremonial duties.

Talking

Talking must be kept to a minimum while going through the serving line in order to keep the line moving efficiently. Talking is permitted in a moderate tone at the table during mealtime. Loud, boisterous behavior may result in a Cadet being asked to leave the mess hall.

The Mess Line

Cadets are required to enter the mess hall even if they do not desire to eat an offered item at that time. They may not bypass the main serving section.

Table Etiquette

Proper conduct and table etiquette is observed at all times. Second portions may be served at the Food Service Director's discretion.

Supervision

One of the primary duties of Cadet chain of command is to oversee the underclassmen. This instills responsibility in the First Classmen and provides role modeling opportunity. Leaders are reminded that they should generally ensure the Cadets they lead are properly fed before they themselves go through the mess line(s).

Mess Hall Clean Up

It is the duty of every Cadet to ensure his assigned eating area is clean and policed. Tables and chairs are straight, trash is picked up and tables are free of trays, dishes, and debris. Company Officers should check their areas before leaving the mess hall.

REGULATIONS

Personal Conduct While Eating

Cadets are expected to conduct themselves in an appropriate manner while in the mess hall. They are to be courteous to the individuals who work in the mess hall. They are not to drop trash on the floor, and are to pick up any trash they do drop. They are not to throw food or engage in food fights. They are to treat each other with dignity and respect at all times. Cadet leaders are expected to set the standard for proper behavior and to oversee the conduct of other Cadets.

Removing Food from the Mess Hall

Cadets may take one piece of fruit per meal out of the mess hall. No other food or beverages may be removed from the mess hall. All silverware, plates, and plastic cups are to remain inside the mess hall. Cadets may fill reusable bottles with water only.

ROOM VISITING PRIVILEGE

Visitation Privileges

Visiting another Cadet in his room is a privilege one Cadet grants to another. Respecting the property and privacy of others is mandatory, and Cadets must not enter the room of another Cadet unless that Cadet is in his room. Under no conditions shall more than 4 other Cadets be in a room due to fire code safety concerns. Each Cadet and roommate is responsible for complying with this rule.

Room visits are NOT authorized during CQ nor are room visits authorized by Cadets from outside of each Cadet Company. Cadets may not enter other company areas without the permission of the Company TAC of that area. Cadets must check in and out with that TAC. 9th-12th grade Cadets may not visit the room of a 7th-8th grade Cadet, and vice versa, without permission from a TAC.

CQ/Study Hall

Visiting in barracks rooms is NOT authorized during CQ. Cadets involved with group projects must identify the group of Cadets and go to the Company TAC before CQ to request being able to study together.

CAMPUS TELEPHONES AND CELL PHONE USE

Campus Phones

Cadets may use a Company TAC phone or the Operations Office phone in the event of an emergency or if they have a calling card as long as conversations are limited in duration.

REGULATIONS

Cell Phones

Cadets are allowed to bring cell phones to campus to be used inside each Cadet's personal room. Should a cell phone not have the proper telephone reception inside a room, a Cadet is authorized to use the phone outside of his room within his Company barracks area. Should a phone not receive reception within a Company area, then the Cadet must bring that to the attention of the Company TAC and identify a zone of calling where he may use the phone.

Under no circumstances will the phone be authorized for use outside of the Academy barracks/lawn areas. Violation of this policy could result in confiscation of the phone, loss of privilege or both. If confiscated, the phone will be returned to the Cadet's Patron. Cell phone use is not authorized during class, CQ, tutorial, or other designated academic times.

DAILY BULLETIN, SCHEDULE, TAPS, & LIGHTS OUT

The Daily Bulletin includes the schedule of bugle calls, formations, class schedule, tours, athletics, meal times, Taps, Cadet bedtime, lights off, and other activities. A copy of the Daily Bulletin may be found on the Army and Navy Academy web page, in the operations office, and in the Academic Office.

AUTHORIZED ABSENCES POLICY & CHECK-OUT PROCEDURES

Authorized absences from campus are comprised of home leave, overnight pass, and local liberty. Home leave and passes require Patrons to check out their Cadets from the Operations Office. Check out can be authorized to others if the Patron provides the necessary permission in writing or as part of the Registration Forms. Every Cadet must completely fill out with address and accurate phone number and sign his own Pass Card, not the Patron.

Cadets who check out while in a restricted status place themselves in an Unauthorized Absence (UA) status which may result in a Special Order.

REGULATIONS

Home Leave with Patron

The Commandant grants a pass or a home leave only if Cadets qualify for pass privileges. Cadets not on restriction must do the following:

- Cadets must have a properly filled out pass card, their room inspection completed by the Company TAC, and be in proper uniform.
- For the Cadet's protection, Patrons must submit a signed request 48 hours in advance of the weekend that identifies the whereabouts of their Cadet for that weekend.
- Cadets will be permitted to depart campus only to those destinations indicated on the official permission sheet, which is signed by the Patron. Random checks of pass cards may be done to verify Cadet provided information.
- Home leave is a privilege and is offered to Cadets who maintain the required academic and citizenship performance. Passes and leaves are issued only for open weekends. (See the section below called "Closed Weekends").
- Thanksgiving, Winter, and Spring Breaks are always home leaves. All Cadets are required to vacate the campus during these times.
- When the Corps of Cadets is required to attend home sporting events, Cadet departure will be delayed until after the completion of the sports activity.
- Passes begin after classes on Friday and end at 2000 hours on Sunday for all Cadets. There will be an accountability formation at 2000 hours on Sunday evening.

Overnight Pass with Patrons (in the Local Area)

The Commandant may grant overnight passes when Patrons are in the local area if a Cadet is not on restriction. Closed weekends, times and permission will be identified on the weekend schedule. Passes will not take place of participation in mandatory activities. Uniform regulations apply.

Invitations for Pass or Home Leave with Other Cadets

Cadets may be invited to spend the weekend with a fellow Cadet. When this occurs, the two families must coordinate and agree as well as make all arrangements together. Both sets of Patrons must provide written permission to the Operations Office at least 48 hours prior to the student's departure. A student may not check out with another student's Patron on closed weekends.

REGULATIONS

Medical Pass or Leave

If a Cadet is sick, the Academy Health Center Staff shall determine the best options for treating him. If determined that it is medically advisable for Cadets to recover from an illness at home, the Health Center personnel will make arrangements with the Patron to pick their Cadet(s) up from the Academy. If the Patron wants the Cadet to come home to see a personal physician or dentist, they must coordinate their request with the Health Center and with the Academic and Operations Offices. Normal pass and leave procedures apply. Cadets and Patrons are requested to coordinate with teachers to obtain Cadet homework assignments.

EMERGENCY Request Procedures for Taking a Cadet off Campus during School or Closed Weekends

Emergency requests are for life threatening and narrowly defined medical situations. Dental examinations, routine family matters or visitations that could have been communicated or planned in advance are not considered emergency and will subject the Cadet to discipline if absent from closed weekend activities.

- Initial requests that are time sensitive may be made by telephone to the Cadet's Company TAC or Operations Office staff. Written follow up by letter, fax, email or medical note must also be provided to ensure proper authorization is obtained.
- Documentation is retained in the Operations Office.
- Notification of Cadet transportation arrangements made by the Patron must be coordinated with the Operations Office 760.547.5229.

Local Liberty Policy

Local liberty is a privilege. Local Liberty will not be granted until all Cadets are trained properly in the wear of their uniform, maintenance of their room, and display of items and other Cadet knowledge areas identified by Cadet leaders. The boundaries for local liberty are described in the Guidebook

Cadets must wear their uniform properly while on local liberty. Failure to do so could result in forfeiture of local liberty pass as determined by the Commandant.

- **Buddy System.** Cadets must go on local liberty with a friend. Groups of more than five Cadets should be broken into smaller groups of no more than four.
- **Take a Friend.** Patrons may request other Cadets to accompany their Cadet on pass or liberty. The other Cadets may go only if their Patrons have granted written permission. That permission must be on file in the Operations Office.
- **Restriction Prevents Cadets from Going on Local Liberty.**

REGULATIONS

Pass Card

The “pass card” is the form that is used to account for Cadet absences from campus. Every Cadet must use pass card for ALL absences from campus. Cadets request a pass card from the Operations Office or from their Company TAC. The correct process is:

- The Company TAC verifies a Patron Permission Form is on file in the Operations Office that lists (authorizes) a Cadet to go to the requested destination.
- If transportation is involved, the Cadet or Patron must make the transportation arrangements. The Academy does not arrange for transportation. Bus transportation maybe provided to Lindbergh Field (San Diego) for Thanksgiving, Winter, and Spring Breaks (no pick-up) if there is sufficient interest. Generally, a minimum of 25 Cadets is required.

Check Out Procedures from On-Campus Prior to Departure.

Cadets must:

1. Be in the proper travel uniform (any combination of black wool with cover or CCU).
2. Ensure the pass card lists a phone number (no cell phone numbers) and complete address of the travel destination.
3. Have the pass card signed by their Company TAC or, in the absence of the TAC, another Cadet Life Staff member authorized by the Commandant to sign pass cards.

Checkout Procedures from Off-Campus Events (CIF sports, ASB club events, etc.)

Sometimes it is convenient for Cadets to leave directly for home from an off-campus activity (such as a football game, etc). Departures from off-campus Academy-sponsored events may be authorized using the following procedures:

1. Cadets must use the pass procedures already discussed.
2. Written permission must be in hand from Patrons 48 hours in advance and must indicate the person who will be giving the Cadet a ride from the event; on the spot decisions at the sporting event produces a lack of accountability and control, which can lead to confusion as to the whereabouts of their Cadet. Adherence to providing advance notification by the Patron to the Operations Office and Athletic Director is absolutely essential to ensure the safety of their Cadet.
3. Pass cards will indicate departure from the event in the “Leave” section of the pass card with the name of the adult they will be leaving with for the weekend.

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4. Before leaving campus, Cadets will be on a pass card roster provided to the coach or ASB event sponsor to allow handover of a Cadet to the Patron or identified individual authorized to pick up the student. Should a Cadet not be on the roster, he will be required to return to campus so as to ensure the health, safety, and welfare of the Cadet. The pass card of the Cadet will reflect the boy on pass once the event sponsor verifies on the return the Cadet was picked up by the authorized individual, who must be the adult identified in the written permission and annotated on the roster.
5. Cadets may depart from the event in the uniform authorized for that event. However, return to campus must be in CCUs or black wool. Failure to do this shall result in discipline and potential forfeiture of future privileges.

Check-In Procedure

Upon returning to campus from any home leave or pass, Cadets must immediately check in with the Operations Office before going to quarters. Patrons are strongly encouraged to accompany their Cadet to the Operations Office to ensure this happens. For Patrons who rely on public transportation to the school, they are asked to call at the estimated time of arrival by their Cadet to campus to verify safe arrival.

Notification of Late Return

The Academy takes responsibility for Cadets only upon physical return and proper check-in to the campus. Cadets are required to report to campus within 30 minutes of returning to the Carlsbad area and must physically check in to the Operations Office and pull their pass card to be counted as present on campus. Cadets failing to do so will be reflected as having a pass card violation.

PERMISSION REQUESTS

The Commandant may grant Cadets permission on a case-by-case basis and at the request of a Patron. Permanent permissions for a Cadet may be granted for the following reasons:

- To ride in cars or leave campus with Academy Patrons of other Cadets when an adult is driving in the car
- To ride in cars of school staff members when an adult is driving in the car
- To ride in cars of adults to whom Cadet Patrons assign responsibility
- Day Students - To drive to and from school

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- To go home on scheduled leaves
- To participate in competitive sports
- To visit the homes of Academy faculty and staff members
- To participate in Academy-sanctioned events, trips, and outings

TRAVEL TO MEXICO

Cadets who are citizens of Mexico must comply with the laws and regulations of Mexico and the United States when in travel status. Cadets who are not citizens of Mexico MAY NOT travel to Mexico unless they have Patron permission to do so, are properly signed out from the Academy, and are in possession of a valid passport.

INTERNATIONAL CADETS AND PASSPORTS

International Cadets must turn in their passport and I-20 to the Operations Office upon enrollment. The Operations Officer will return it only for travel authorized by Patron. The passport and I-20 must be returned to the Operations Office immediately upon return to campus.

CADET MAIL

Cadet mail is delivered to the Operations Office. Cadets will be paged to pick up package mail. ALL package mail will be opened in the presence of a TAC to ensure Cadet safety. Company TACs will distribute the letter mail prior to CQ. The Academy mailing addresses are shown. Note that there are different addresses for letter mail and package mail:

Letter Mail	Package Mail
Cadet Name (Company ___) Army and Navy Academy PO Box 3000 Carlsbad, CA 92018-3000	Cadet's Name (Company ___) Army and Navy Academy 2605 Carlsbad Blvd. Carlsbad, CA 92008

NOTE: It is the Cadet's responsibility to change his mailing address when he leaves the Academy. The Academy does not forward mail and will return to sender any mail received after the end of the school year.

DAY CADET REGULATIONS

The Army and Navy Academy program is designed for both Day Students and Boarders requiring equal participation of those aspects that are

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foundational to the military structured college preparatory environment. The provisions of the Guidebook apply to all Cadets, regardless of status. Patrons and Cadets alike must pay particularly close attention to the following activities that require day students attendance:

- **Arrival Time:** Day students will be required to sign in at the Operations Office no later than 0730 and will participate in the 0740 school formation.
- **Departure Time:** Unless an extended stay is approved by the Commandant, all day students should depart the campus NLT 1700 on weekdays, or 1830 PM if they are participating in a CIF interscholastic team in season.
- **Designated arrival/drop off point for Day Students arriving by car:** Day students will be dropped off at the arch in front of the campus. This is to ensure an adult-to-adult hand off of your Cadet.

Day Student Mandatory Participation

- Academic School weekday, including tutorial and PT
- Closed Weekends
- Thursday/Friday Missing Homework Study Hall if assigned
- Drill practices, extra duty, weekly assembly, parades, inspections, special events
- Other events identified by bulletin or activity planner, i.e. chapel, etc.
- All formations

Sign In, Sign Out

Day students are required to report by 0730 to the operations office and sign out with a Cadet Life Officer (TAC). Cadets should be dropped off at the front archway in the morning. Cadets may be picked up at any location on campus after PT/interscholastic sports.

Personal Appearance (PA) / grooming standards

Uniform of the Day (UOD) requirements are shown in the daily bulletin:

- Monday and Tuesday, UOD is short sleeve black wool
- Wednesday is long sleeve black wool with tie
- Thursdays are ACUs, with cover
- Friday is short sleeve black wools

Changes to the UOD are sometimes made, but infrequently. Cadets will be advised the preceding day at second Mess formation and Patron advised as time permits via EMA. Additionally, the daily bulletin, included on the school webpage, reflects the UOD. In the event of a short notice change, Day Students will be contacted using a Day Student phone tree.

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Day Students Marching of Tours

Day students will have the opportunity to march tours prior to departing campus at the end of the day. It is the Cadet's responsibility to work with the TAC to coordinate times for reducing demerit balances. Day students are required to attend Friday detention if assigned by the Commandant.

Evening Visits to Campus

Once they have departed campus for the day, Day Students are prohibited from returning to campus, unless their return is for academic reasons and has been pre-arranged with the Operations Officer and applicable member of the Faculty. However, Day Students may remain in campus common use facilities for athletic and academic assistance on a continuing basis if coordinated with Academics and Operations Office. Under no circumstances will day students be allowed to remain in the barracks at the conclusion of the school day.

Overnight Campus Stays

If a Day Cadet desires to remain on campus overnight, he must get advanced permission from the Commandant with written permission from his Patron. Depending on the length of the stay and circumstances, there may be a fee involved. Should a fee be deemed appropriate, the Business Office will contact the Patron in advance. Approval will be made on a space available basis.

Privately Owned Vehicles

The Academy grants Day Cadets in good standing (i.e. Satisfactory or Outstanding Citizenship) the privilege of driving to and from school in privately owned vehicles. Local and state laws apply and the following must be complied with before approval and during the period of commuting in order to be granted approval of this privilege. Automobiles must be registered through the Director of Safety & Security (see below).

Parental Release and Request.

Patrons of Day Cadets must provide written permission requesting Cadets to drive to school that include:

- Type of vehicle, year of manufacture, make, model, and color
- Vehicle identification number
- Vehicle license tag number
- Photocopy of the Cadet's driver license
- Photocopy of proof of auto insurance

REGULATIONS

• Signed acknowledgement that their son agrees to:

1. Arrive on time
2. Park in the Academy vehicle parking lot adjacent to the tennis courts
3. Sign in and out at the Operations Office
4. Turn in car keys to the Operations Office every day without retaining a second set of keys
5. Never drive the vehicle during the school day unless granted prior approval
6. Get authorization from the Operations Office before departing if an emergency arises
7. Drive in and around the campus and Carlsbad Village area in compliance with traffic laws. Failure to do so can result in suspension from school
8. NEVER give a ride to another Cadet to ensure personal protection and the protection of other Cadets

Approval Process

The Commandant will review the request and will recommend approval/disapproval. The decision will be recorded in writing and the Patron will be notified. The Operation's Office retains a copy of the authorization in the Day Cadet's file for the current school year. Any Cadet vehicle without the appropriate authorization to be parked on Academy property will wheel clamped and/or towed at the owner's expense.

Cadet Living Quarters

Cadet living quarters include individual rooms and common use areas. Individual rooms and common use areas are the responsibility of Cadets that use and share those facilities. The general campus cleanliness is the responsibility of every Cadet.

Cadet Sleepovers

Cadets sleeping overnight in another Cadet's room is strictly prohibited.

Visitation Privileges: Refers to the time of day a Cadet may have a visitor on campus. Under no circumstances are visitors allowed in the barracks areas. Visitors frequenting those areas shall be asked to leave the campus. Visitation hours are from 1630 until 1800, Monday through Friday. Patrons and friends must abide by the posted times or the Cadet risks missing mandatory program activities. Weekend visitation is Saturday and Sunday, 1200 until 1830. Cadets on restriction shall be required to march tours during certain periods during the visitation timeframe. The Commandant can provide those details.

BARRACKS LEADERSHIP

Cadet Leaders

Within the Corps of Cadets, Cadet leaders are responsible to their TACs for barracks cleanliness and management. Cadet leaders in each Company chain of command can report violations of the Cadet Guidebook and recommend merits to the Commandant via their TAC.

Barracks Leadership

Cadet leaders train, advise, and coach Cadets under their leadership. They appoint assistants to help with the many tasks. The Company Cadet leadership is responsible to the Company TAC, who is responsible to the Commandant for the living quarters in the Company barracks. When Cadets accept a leadership position, they accept the responsibility that goes with the position. Cadets who have been placed in charge have been carefully selected because of demonstrated desire, aptitude, and signs of leadership ability.

Barracks Leader Duties and Teamwork

Cadet leaders ensure barracks rooms and common use areas are cleaned and policed before the day's scheduled activities begin and are completed to Academy standards according to the following standards:

- Monitor Cadet activity and encourage good order and discipline within the quad at all times. (No loud music, loud voices, roughhousing, etc.).
- Report incidents involving damaged/lost property to the TAC.
- Approach Cadets who are not assigned to a quad to ask if they have permission from the Company TAC to be there.

Bathroom Cleaning Detail

Cadets clean the bathrooms according to the list of tasks shown in the section called "Common Area Displays."

Maintaining Floors

Floors will be maintained by regular sweeping and mopping when needed.

CAMPUS CLEANLINESS & PERSONAL HYGIENE

Campus Cleanliness (Police Call)

The Battalion Command Sergeant Major assigns each Company a specific portion of the Academy grounds to pick up/remove trash and debris.

Bathroom Sanitation

One of the most important skills that can be learned is good sanitation. Good sanitation prevents illness and disease. All Cadets are required to clean up after themselves when they use the bathroom. Flushing the toilet, wiping up any spills, cleaning the sink, and sweeping the floors are mandatory. Each quad leader posts a roster of "quad jobs" for these common area responsibilities. Each Cadet listed on the roster is responsible for completing the job to a high standard.

Personal Hygiene

Each Cadet must bathe at least daily, particularly after sports or PT. Shower immediately afterwards using soap all over the body and shampoo on hair. Cleaning fingernails daily and washing hands immediately after going to the bathroom is imperative. Brushing teeth twice a day, using deodorant after a shower, and changing underwear daily will eliminate personal embarrassment. In addition, weekly laundering of uniforms is essential.



Sleep Practice

All Cadets are required to sleep between the sheets. Sheets and pillowcases are laundered weekly. Cadets are expected to get eight or more hours of sleep.

Mandatory Use of Footwear

Authorized shoes must be worn around campus and outside barracks rooms to prevent serious injuries. Cadets are not permitted to go barefoot on campus except in barracks rooms, around the pool, and at the ocean.

ROOM KEYS & COMBINATIONS

CADETS MUST KEEP THEIR ROOMS SECURE to avoid a situation where items may be lost or stolen. Room keys are Academy property entrusted to Cadet care and must be returned upon your departure. Cadets must neither loan their key or combination to anyone nor borrow a key or combination from anyone.

Unauthorized Possession of Keys or codes

If a Cadet has a room key or learned of a room that is not his, he must identify that to the Operations Office immediately to place himself above suspicion in the event something happens.

BARRACKS STANDARDS

CADETS MUST KEEP THEIR ROOMS INSPECTION-READY AT ALL TIMES. This means clothes are folded, neatly stowed, and hung properly on hangers. Personal items are stowed and displayed like the pictures and diagrams show. Dirty uniforms are placed in laundry bags and clean uniforms on hangers.

Room Inspections

A TAC will inspect rooms daily. If rooms are displayed according to the highest standards, Cadets will pass the inspection. Failure of room inspection results in issuing of demerits and reinspection by the TAC. Results of the inspections will count toward company points for 'Best Company' competition. Cadets can earn merits or demerits on these inspections.

CADET ROOM DISPLAYS

Room displays are shown by senior leaders to new Cadets on exactly how rooms must look. During the SAI's New Cadet Orientation, Cadet leaders will provide training to new Cadets. Rooms must be displayed in accordance with Cadet training standards and wall charts. Items that cannot be displayed properly or stowed in the footlocker must be sent home. Personalized gear such as chairs and rugs are authorized at the discretion of the Commandant and are still need to be clean and serviceable. Items deemed inappropriate or excessive will be required to be removed.

CLOTHING DISPLAY

Clothing is hung from left to right, short to long as shown:

**HANGING AREA DISPLAY**

CADET ROOM REGULATIONS

Food and Drink

Small amounts of packaged snacks and drinking water are allowed in barracks rooms. Under no circumstances is food preparation allowed in a room. The use of an open flame or heating elements is prohibited. Health and sanitation standards are of primary importance and override all other considerations. Cooking items are prohibited and will be confiscated.

Musical Instruments and Quiet during Rest Time

Playing musical instruments quietly in rooms is allowed only between 1630-1800 weekdays, and 1200-1700 on weekends. Musical instruments may not be played during CQ, or during designated Cadet rest periods on weekends. Further noise restrictions shall apply during testing periods (SAT), Closed Weekends, and as otherwise posted in the daily bulletin. The Band Room should be the main area to play instruments.

Surfboards and Wetsuits

These may be secured in centralized storage areas. Wetsuits may be hung in the bathroom until dry. Dry wetsuits are to be hung in the closet display to the far right. At no time are wetsuits to be left in a common area overnight.

WEEKLY SCRUB DOWNS

Weekly scrub downs are managed by the Cadet leaders in coordination with the Company TAC. They usually occur on Thursday evenings. All Cadets must participate in cleanup and scrub downs. Failure to fully participate in area cleanups and scrub downs can be grounds for disciplinary action.

TYPES OF ROOM INSPECTIONS

Personal Inspection 24/7

Rooms must be ready for inspection at all times.

Cadet Leader Inspections

Cadet leaders must inspect rooms prior to school during weekdays and on weekends with the aim of guiding and coaching Cadets to have an excellent room.

Laydown Inspections

These are inspections during which Cadets may be required to display all of their personal property, as directed by their Company TAC. For example, this could occur at the beginning of the year to ensure all returning students have all required items.

Formal Room Inspections

Formal room inspections are conducted to ensure the safety, health, and welfare of the Corps of Cadets. The Commandant and SAI conduct announced formal inspections. Most formal room inspections are conducted during Closed Weekends and are called a “standby inspection” (see below). The President and Patrons of Company Commanders may augment the Cadet Life staff to inspect throughout the school year.

Standby Inspections

For some formal inspections, Cadets “stand by” outside their room door and stand at Parade Rest outside their room door until the inspector approaches. When the inspector approaches, Cadets will come to attention and salute. The senior ranking Cadet reports to the inspector, for example, “Sir, Atkinson 101D prepared for inspection.” (Parade Rest means Cadets will stand with hands folded behind their back and legs spread apart shoulder width, where they may move their upper torsos and talk quietly when the inspecting officer is not in the area.)

Day Student Cadet Inspections

Day Cadets are authorized one locker in a designated area. Lockers are subject to all inspections. Day Cadets will be assigned rooms in the barracks space permitting.

ROOM ARRANGEMENT

Furniture

Standard room furniture is assigned to the room. Do not remove Academy furniture from rooms or common areas at any time since Cadets sign for their room/furniture at move-in. Missing or damaged items will require reimbursement to the Academy. Doorways and windows may not be blocked for Cadet safety.

Personal Items on Display

All personal articles displayed must be in good taste, reflecting a mature and dignified character. Cadets must not post, tack, or attach anything to the walls, stalls, doors, or other building surfaces as they shall be removed and subject a Cadet to disciplinary action and the cost of repairs.

Items Issued to Cadets for Room Cleaning

Cadets are issued a broom, dustpan, and trash can. Cadets are responsible for using them properly and keeping them in a useful condition. Lost items will require reimbursement to the Academy.

COMMON AREA CLEANUP DUTIES

Sweeping dirt and debris and picking up dirt with the dust pan as well as pickup of all loose litter is required to pass the common area inspection. If a trash can is full, then it is the responsibility of the Cadet to notify the Operations Office to identify places for disposal of trash and dirt. It is the responsibility of every Cadet to pick up any trash that they see in any open areas. We strive to keep the campus clean and debris free at all times. This can only occur if we all work together to keep the campus clean and debris free.

CHECKING IN AND OUT OF BARRACKS

Inventory and Accountability Upon Arrival and Changing Rooms

When a Cadet first moves into a room, the Company TAC will conduct a joint inventory of the Academy-owned property in the room with the Cadet, who will then sign a “hand receipt” accepting responsibility for all Academy property in his possession. This report will also reflect the condition of the room, including the floors, walls, doors, windows, etc. Anything broken or not working should be annotated with the report given to the Company TAC before the conclusion of the inspection.

The hand receipt goes into each Cadet’s file. If damage occurs after the joint inspection, the Cadet’s Patron will be responsible to pay for it. When moving out of the room, the Company TAC will again conduct a joint inventory of the room with the Cadet and make an evaluation of the condition of the room and all Academy property on the hand receipt.

No Cadet should leave a room without this joint inspection having been completed. Again, any damages will be the responsibility of the Cadet and his family.

Clearing Quarters

When Cadets leave the Academy for an extended time, they must remove belongings from their rooms and then turn in their room key. Company TACs will inspect rooms using a Check-In/Check-Out Sheet and ensure rooms are clean and free of damages. TACs will instruct of corrections required to clear the quarters. If there are damages or if the room is not clean, Patrons will be advised and charged a standard fee to clean the room.

Standard Cleaning Fee

The standard cleaning fee is \$50 for a room.

DAMAGE TO ACADEMY PROPERTY

Damage Report

Cadets are responsible for their room and furnishings and condition as contained on the hand receipt. If someone damages or abuses Academy property, then it must be reported immediately to their Company TAC, who shall file a report to the Director of Safety & Security. If a Cadet discovers property that is damaged or worn out, it must be reported to their Company TAC or to the Director of Safety & Security. Damages caused by other Cadets’ actions and were not reported in a timely manner become the responsibility of the Cadet signed for that property.

Damage to Academy Property

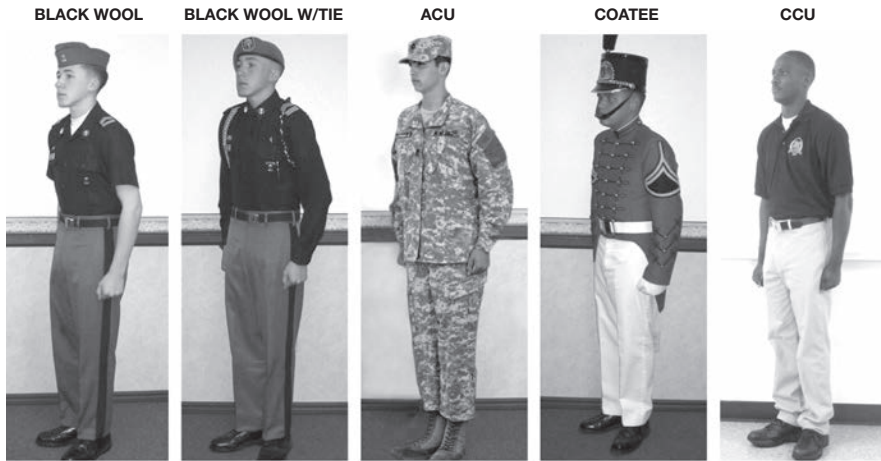
If a Cadet damages Academy property, he and his family shall be held responsible for the repair or replacement of it. If a Cadet does not admit responsibility, then the cost of repairs may be apportioned equally among those Cadets who were present and had responsibility for the area and a charge shall be made against the Patron’s account based upon the cost schedule for labor and material. The Director of Safety & Security is the sole administrator and liaison with the Director of Facilities. When damages arise, a statement of charges will be signed and the Cadet account charged accordingly for Patrons to pay for the damage. In addition, demerits will be administered, if appropriate.

BAGGAGE & CONTAINER STORAGE

Barracks Room Storage

There is NO space for storage in barracks rooms. Cadets may keep one, small soft-side bag under their bunk or in the closet. This bag is the size of an airliner carry-on bag, no larger. It is for passes and home leaves. Patrons must take all baggage and containers home at or before Patron’s Weekend. If they don’t do this, Cadets will be required to ship baggage and containers home at personal expense.

UNIFORM EXAMPLES



CADET UNIFORM REGULATIONS

Mandated Wear

Cadets shall wear the prescribed Cadet uniform at all times, including when off campus in the local area.

Authorized Source for Uniform Purchases

All Cadets must purchase and wear a full complement of Academy issued uniforms to maintain a high standard of uniformity and personal appearance in the Corps of Cadets. The only authorized source for most Cadet uniforms is the Campus Store. Each uniform is comprised of special components. Uniform regulations are learned through new Cadet training conducted by the SAI and Cadet leaders.

Cadet Casual Uniform (CCUs)

CCUs consist of the Army Navy logo polo shirt, khaki trousers (no cargo pockets or cuffed pant leg) with belt and Army Navy buckle, black Academy issued shoes, and black socks. This uniform is intended for use in situations when Cadets are off campus. It is authorized for travel to and from campus, local liberty, athletic team travel, weekend activities, and ASB functions off campus.

Extra Duty Uniform

Black/Wool uniform and garrison caps (the flat one), unless otherwise authorized by the Tours TAC.

Mixing Uniforms

Cadets shall not mix items of uniform with civilian clothes or items of uniform common to the US military services.

CQ Uniform

Cadets are authorized to wear PT gear during CQ/Study Hall.

Serviceable Uniforms

Cadets are responsible for:

- Ensuring the serviceability and fit of all uniforms
- Having uniforms altered
- Purchasing new items if necessary
- Within their capability, Cadets are encouraged to mend small tears and sew buttons. Damage beyond the ability of the Cadet to mend should be submitted to the tailor for repair; Cadets will be charged for this service. Uniforms that cannot be mended or are not mended after having been instructed to do so, may be confiscated and destroyed as unserviceable.

Sign Out and Travel Uniform

Cadets are allowed to wear CCUs when signing in/out and traveling to/from campus.

Swimming Attire

Swimming attire is worn at the pool and beach only. Swimming attire includes shoes, flip flops or sandals, Academy issued swimming trunks, and an authorized Academy T-shirt.

Unauthorized Uniforms

Commercial or U.S. military issue/surplus items are not authorized.

Uniform of the Day (UOD)

The Commandant prescribes the UOD. The UOD is prescribed in the daily and weekend bulletin and will rarely change from the following format:

- Mon, Tues:** Short sleeve black wool
- Wed:** Long sleeve black wool w/tie
- Thu:** ACUs
- Fri:** CCUs

Announcement at the previous day II Mess Formation will be made, if the uniform changes from the above format. The UOD is worn at all school formations and for the entire class day. Special activities and sports may require the PT uniform. The prescribed uniform is the only uniform to be worn on campus. Those failing to wear the prescribed uniform are subject to discipline

UNIFORM RESTRICTIONS

Decorations

Ribbons and medals are NEVER mixed on the same uniform. Cadets may wear either ribbons OR medals, but not both. The BC prescribes ribbons OR medals to be worn with Coatee. Medals may be worn only on Senior Whites and Coatee for formal occasions. Only one row of decorations is worn on the Coatee.

Sports Awards

Medallions won for sports achievement may be worn ONCE, i.e., on the Black Wool uniform the next school day after the Cadet receives the award. They are never worn again on the military uniform. There is a special ribbon to wear in lieu of each medallion won. See the Handbook for Leaders: Uniform Appearance, Awards, and Decorations, under Athletics.

Cut-Offs

Cadets will not alter uniforms or clothing to accommodate fashion or fad. Strict military style will be maintained. Cadet uniforms and accessories may NOT be worn in a torn or cut off condition and must be clean and free of non-prescribed markings. This includes clothing worn for all sports teams.

Electronic Gear

Cadets will NOT wear headphones, carry iPods, or have any other type of electronic device while in uniform except in their barracks area.

Senior Whites

Senior Whites are not authorized for parades, except for the Change of Command/graduation parade.

CIVILIAN CLOTHING

Cadets may NEVER wear civilian clothing on campus except when worn as props for drama productions or as part of a prearranged school sanctioned activity approved by the Commandant in advance of the event. Any civilian clothing worn or found on campus will be confiscated, stored in a secure location and will be returned to the owner at the end of the school year.

The wear of civilian clothing is not authorized for any weekend activities event or faculty hosted field trip, unless that activity requires specialized clothing to perform the activity.

The mixing of Academy Cadet uniform items and civilian clothing is not authorized. The exceptions below apply when you are outside the local area:

- Letterman's jacket without insignia or rank
- Wear of varsity letter on the left breast of the black Cadet windbreaker
- PT uniform items

UNIFORMS AND UNIFORM ACCESSORY ITEMS

Army Combat Uniform (ACU)

The uniform designated for use during field training exercises, parade practice, and other similar types of activity announced by the SAI. ACUs must be clean, dry, and serviceable with all accouterments (name tag, rank, etc.) worn properly as directed by the SAI.

Belt, Webbing, Crossed or Single-Strap

No longer required, unless necessary for performance of duties, such as color guard members.

Belt Buckle

The "Army Navy" logo belt buckle is worn with the leather/fabric belt when wearing the black wool uniform.

Boots

Brown combat boots, plain toe, are required for wear with the ACUs. Jungle boots, jump boots, and other specialty type of boots are not authorized for wear.

The Cover

Wearing of headgear is officially called "cover". Cadets wear a cover with uniforms as prescribed. Proper cover is required while out of doors, both on and off campus. Cadets uncover when indoors. Cadets may remove their cover when sitting in stands viewing an outdoor event with the Corps of Cadets. The cover is always worn at CQ formation.

- **Under Arms.** When under arms, Cadets never remove their cover, except when tradition or occasion prescribes otherwise. Cadets serve "under arms" when serving as guidon bearer or as a member of a color guard, drill team, burial detail, etc. The proper procedure to uncover is to stow weapons, guidons, or flags and then uncover. Members of the Cadet Guard (when dressed in helmet, arm band, and spats) are considered under arms and do not uncover indoors when in the performance of their duties, except when tradition or occasion prescribe otherwise.

UNIFORMS AND PERSONAL APPEARANCE

- **Class Banquets off Campus.** The Commandant will determine the wear of cover during class banquets.

Berets

Berets may be worn only with Black/Wool uniforms when so authorized by the Commandant. They are authorized in daily formations ONLY when the entire unit wears them. Berets are NEVER worn with senior whites.

Rain Gear

First, a transparent, thin plastic rain cap cover with a visor protector is authorized for wear in rainy weather with the service cap. The Battalion Commander prescribes rain gear for formations, with the concurrence of the Commandant's staff. Second, a white heavy plastic cover is authorized wear on the service cap with the Senior Whites uniform.

Gloves

White gloves are mandatory for all Cadets in Coatee uniform for parades, with or without a weapon. All Cadets wear white gloves with all uniforms when carrying a weapon or colors (except guidon when no other Cadets have gloves). Black leather gloves are optional for wear at the discretion of the Cadet when not in formation. They may be worn with the Black/Wool with and without tie uniforms. Gloves must be of black leather material, strapless, lined or unlined. They may be worn only with the bomber jacket, letterman jacket, or rain poncho. White gloves are authorized for wear with the Senior Whites at the Change of Command Parade, the only parade where Senior Whites shall be worn.

Shirt Decorations, Duty Uniform

Only the following insignia and accouterments are authorized for wear on the black short-sleeved shirt when it is worn as part of the duty uniform:

- Army Navy Academy Distinctive Academy Insignia (enlisted & officer types)
- Academic and Citizenship Awards, Three Ribbons for: Head of School, SAI's, and Commandant's Awards
- Insignia of Rank Worn on Black Shoulder Loop Sleeve
- Name Tag
- JROTC Academic Achievement Award (gold wreath)
- Honor Unit with Distinction Insignia (Gold Star)
- Best Company Unit Decoration
- Badges for ASB and Honor Council

UNIFORMS AND PERSONAL APPEARANCE

- Marksmanship Qualification Badge
- Fourrageres for Superior Performance and Unit Membership
- Pin devices for the Silver "A" and Legion of Merit
- Senior Leadership Camp Tab, "Summer Camp" and other like Tabs
- Badges for organizations and activities such as Academic Decathlon and the Order of St. Michael

Shoes

All footwear, including athletic shoes, beachwear, etc., must be clean, dry and serviceable.

- Cadets are required to purchase at a minimum two pairs of high gloss black corfram shoes. Shoes with square toes, fancy leather-work are NOT oxford type. Cadets must have two pairs for good health and hygiene so they can alternate wearing each pair and let the other pair of shoes dry out. Laces are strung diagonally through all holes and tied.
- Seniors must wear dress white shoes and ankle length, white socks with their Senior White Uniform.
- Cadets are required to have one pair of black athletic shoes such as the New Balance or Nike Cross Trainer styles which are available at the Cadet Store. They must be ALL BLACK, including logos.
- ALL BLACK canvas material shoes are authorized for wear with PT gear (when not in PT formation) or with the CCU.

Socks

Black, ankle length socks are worn with the black corfram, low quarter shoes. Black, above the ankle length athletic socks are worn with athletic type shoes. Socks with colors or designer insignia are NOT authorized. White, ankle length socks are worn with white shoes as part of the Senior White uniform.

Shoulder Boards

The soft shoulder boards with pin-on or sewn-on rank insignia are the mandatory shoulder board to use for all Cadets. Officers only may wear the optional hard shoulder boards with senior whites and blouse uniforms.

Suspenders

Suspenders are devices worn with high-waisted white trousers that help keep trousers up when wearing the Coatee. White braces are the only authorized color.

Ties

Ties must be tucked into the shirt between the second and third buttons from the top of the long sleeve black wool shirt.

Trousers and the Gig Line

Cadets must align the outside right edge of the belt buckle tip with the trouser flap covering the zipper and shirt line to form a continuous straight line called a “gig line.” Cadets must keep a straight gig line. Trousers must be tailored, with the waist at the level for which they were originally fitted.

Underwear

Underwear must be worn at all times. T-shirts will not extend beyond shirtsleeves. White undershirts are never worn as an outer garment (unless directed by an athletic coach during practice).

Black Waist-Length Jacket

This jacket is worn with the black wool uniform. The black waist length jacket is worn at the discretion of the individual Cadet but may prescribed or restricted from wear on occasion for uniformity purposes. A complete black wool uniform is worn under the black waist length jacket. It is never worn with the PT uniform. When worn, it is to be zipped within one inch of the top.

LETTERMAN’S JACKET

The Varsity Letterman’s Jacket may be worn with CCUs. It may NEVER be worn with the PT uniform. In lieu of the purchase of the letterman’s jacket, Cadets may wear their varsity letter on the left breast of the black waist length jacket. The following regulations apply:

- The standard for the jacket is black wool with white leather sleeves and rolled raglan collar.
- Cadet name is embroidered in 1/2 inch gold letters, 4-5 inches below the top button and centered on the right chest.
- The varsity athletic letter (only one letter) is sewn on the left breast.
- Only gold stars and pins of lettered sports may be worn on the jacket (on or above the letter). Other pins, patches, insignia, or rank will not be worn on the jacket. Nicknames may be sewn into the inside of the jacket, but not on the outside.
- The graduation year is worn on the upper left arm.
- Player numbers of various sports may be worn on the upper right arm.
- When the jacket is worn, the bottom three buttons will be fastened. Black gloves may be worn with the letter jacket when not in formation.
- When the jacket is worn, the bottom three buttons will be fastened. Black gloves may be worn with the letter jacket when not in formation

UNIFORM DECORATIONS

Military uniform decorations are a symbol of acknowledgment by the Academy of a job well done. Cadets may earn awards for achievement and awards of recognition for contributing to special units, clubs, and activities. Cadets should ask their platoon leader or Cadet leader to loan their copy of “Handbook for Cadet Leaders: Uniform Appearance, Awards, and Decorations”.

MARKING CADET CLOTHING & UNIFORMS

A Cadet’s last name, first initial, and Cadet serial number must be marked in all his clothing, uniforms, and equipment. Proper marking is important for recovering lost property. Marking is subject to inspection during all inspections. Use a permanent marking pen. The Campus Store sells them.

Item	Where to Mark	Item	Where to Mark
Coatee	Inside collar band, top center	Laundry bag	Bottom seam
West Point Style jacket	Inside collar band, top center	Tennis shoes	Inside right
Gray trousers watch pocket, inside	Watch pocket, inside trousers	Pillow case	Opening seam, inside center rear
White trousers	Inside, right front waistband	T-shirts	Inside neckband
Long Sleeve Black Shirt	Inside collar band, top center	Underwear	Inside right front waist band
Short Sleeve Black shirt	Inside collar band, top center	Towels	End seam, on corner
Beret	Inside sweatbande right side	T-shirts	Inside neckband
Service cap	Inside sweatband,	Sweat shirt	Inside, back below neck
Athletic trunks	Inside, right front	Sweat pants	Inside, back below waistband
Academy blanket	Bottom hem, corner	Books	(All) Inside front cover
Shoes, dress	Inside right	Socks	On top of foot
ACU trousers	Inside, right waist band	Boots	(All) Inside front cover
Boots	Inside flap/tongue	Necktie	Inside label

GROOMING

Cadets will present a neat, clean-shaven appearance at all times. Piercing and other body adornments are prohibited. In a boarding school situation where one comes into contact with many people, personal hygiene is essential or sickness can result from poor habits. Therefore, Cadets must shower daily and maintain clean, cut, and unpainted fingernails. Good habits developed now will cause them to carry over into college life when dating becomes an issue.

Shaving

Cadets shall be clean-shaven at all times. No stubble whatsoever is permitted regardless of the time of day and it is the Cadet's responsibility to ensure that he is clean-shaven regardless of how he accomplishes the task. Lower School Cadets: the Commandant will determine if shaving is needed, but Cadets should begin shaving when facial hair is noticeable upon inspection. Cadets will not shave or cut their eyebrows in any manner that attracts attention.



Tattoos, Piercings, and Earrings

Cadets may not obtain tattoos, pierce themselves, or wear earrings while enrolled, regardless of Patron approval. Cadets with existing tattoos must keep them covered at all times.

HAIRCUT REQUIREMENTS

Hair Length/Style Requirements

Upon registration, Cadets will receive an initial buzz cut haircut. Subsequent haircuts shall present a neat, tapered, conservative appearance from the side and back with hair not to exceed 2 inches in length on the top of the head and graduated taper on the sides and back of the head. Sideburns shall be tapered, if present, and no longer than to the middle opening of the ear. Hair must be tapered from the back of the neckline upward without presenting any appearance of a block cut. Hair on top of the head must be neatly combed and not fall over the forehead, nor impede the wear of headgear. Unkempt or stylish fad/extreme haircuts are not allowed (for example: step cuts, spikes, or the "rooster-look" are not allowed). The Commandant has final decision on whether or not a haircut meets the requirements.

Body Hair

Inscriptions, symbols, or other modifications of a natural hair taper are not permitted. A shorter haircut than the one described may be worn. However, no Cadet is permitted to shave his head and/or body hair. (Note: Swim Team members are authorized to shave portions of their body not covered by their competition swim suits body prior to CIF championship events).

Facial Hair

Prohibited.

Bleaching or Coloring Hair

Prohibited.

Barbershop Facilities

A barbershop is located between Cottage 6 and Cottage 7, with prices comparable to those in the local community. Cadets may sign charge slips for service. If a Cadet Patronizes a local barber, he must have his hair cut in accordance with Academy regulations. Cadets not in compliance with the Academy haircut standards shall be taken to the Campus Barber for a haircut that meets the standards at Patron expense. Billing for such haircuts will appear on the Patron's monthly statement.

UNIFORMS AND PERSONAL APPEARANCE

LAUNDRY & DRY CLEANING REQUIREMENTS

The Academy requires Cadet uniforms to be dry cleaned. This prolongs their serviceability and wear, ensures appearance standards are met, minimizes theft, and allows additional time for Cadets to focus on academic endeavors and leisure activities instead of laundering clothes. Company TACs manage the process of what uniform items may be washed as well as pick-up and drop off times. Arrangements with a local dry cleaning service are provided. The drop off/pick up point is located in Mohan Hall.



ATHLETICS

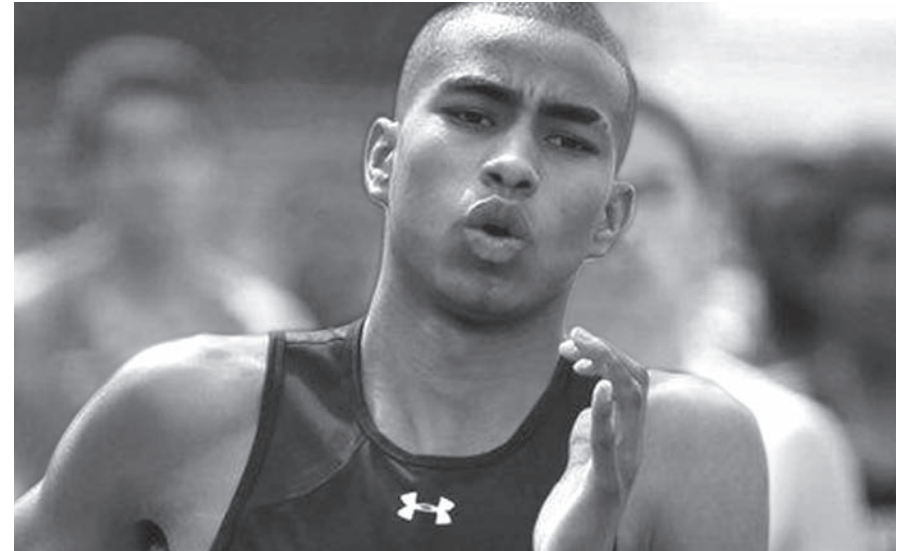
ATHLETIC PROGRAM

The Athletic Program at the Academy is designed to strengthen young bodies and minds, and to keep Cadets in top physical condition, learn the essence of teamwork, and build character. There is a program for everyone. Playing sports helps build esprit de corps, build physical fitness, and create good character. Cadets are encouraged to express their interest to participate to a coach, their TAC, or the Athletic Director to learn how to get involved.

Some of the requirements are:

- Cadets must meet the criteria established by CIF to compete in athletics
- Cadets must maintain the 2.0 GPA for eligibility as established by CIF
- Cadets failing to meet academic and/or citizenship expectations may be restricted from participating in CIF or club sports and activities

The Athletic Director supervises all CIF sports activities, schedules athletic events, assigns coaches, and supervises inter-scholastic sports. He is responsible for the Academy weight room. If you have a question about eligibility for the athletic program or would like more information, please see the Athletic Director.



ATHLETICS

Coaches provide the leadership and guidance needed for Cadets to do well. There are head coaches and assistant coaches. They are in charge of Cadets when practicing or playing sports.

Athletic Program

The Academy's athletic program is sanctioned by the California Interscholastic Federation (CIF) and is a member of the Coastal Conference. The Military Training Department offers rifle and match shooting as a non-CIF sport for high school Cadets.

Season	Grades 9-12	Grade 7 and 8
Fall Sports	Cross Country Football Water Polo Surfing (Club)	Flag football
Winter Sports	Basketball Soccer Wrestling Rifle Team Roller Hockey (Club) Surfing (Club)	Basketball Soccer
Spring Sports	Baseball Golf Swimming Tennis Track & Field Lacrosse	Baseball Track

CIF Code of Ethics

Cadets and coaches must sign a pledge and adhere to the policies outlined in the Code of Ethics administered by the CIF. Failure to follow the guidelines established by CIF will result in ineligibility.

ATHLETICS

Weight Room

Cadets are allowed in the weight room only when supervised by a qualified adult. The weight room is open during the hours posted on the door or in the Bulletin. Only out of season athletes approved by the Athletic Director may use the weight room as their PT class. All others must wait until after the completion of company PT.

Beach and Pool

The Head Lifeguard manages the Academy's beach and pool. The Academy beach and pool are the only authorized areas where Cadets may swim, surf, or body board. Cadets on local liberty may NOT use another beach. Cadets must:

- Pass a swim test prior to using the beach or pool
- Use of the beach or pool ONLY when a lifeguard is on duty
- Sign in and out at the beach for accountability purposes
- Follow the directions of the lifeguard and leave the beach clean

Beach Boundaries

The boundaries of the Academy beach extend from the southern fence by the Chapel to the northern fence in front of the President's house. Cadets are not allowed to walk north or south of the Academy's boundaries. The beach is divided into two sections: (1) an area for hardboards, and (2) an area for body boards and swimmers. The President's residence and the hill directly in front of the President's residence are off limits.

Proper Athletic Attire

Cadets who participate as official members of interscholastic teams will wear the appropriate uniform to athletic practices and athletic events as prescribed by the Athletic Director. No unauthorized sports apparel shall be worn to/from athletic practices.

Wearing Uniform Jersey during the School Day

The varsity Football team is authorized to wear a game jersey on Friday for a Friday or Saturday game with their Cadet uniform of the day on campus. This has been an Army and Navy Academy tradition since 1967.

Travel Uniforms

The travel uniform for all athletic teams is the Cadet Casual Uniform (CCU):

- Army Navy logo polo shirt
- Khaki trousers
- Academy black belt with buckle
- Black athletic shoes
- Black wind breaker or black PT Sweat shirt (weather dependent)

Head coaches may deviate from this standard based on special circumstances (lack of changing facility, etc.). Listed are optional travel uniforms.

CIF Sport	Uniform
Football	Game jersey with Academy sweat pants; after the game, Academy black t-shirt/ sweat shirt with black sweat pants.
Cross Country	Race uniform and Academy sweat suit, weather permitting
Water Polo	Game uniform and Academy sweat suit, Team Parka weather permitting
Basketball	Academy sweats and black t-shirt or polo shirt coaches purchase for team (resale); Academy color scheme applies.
Soccer	Game uniform & Academy sweat suit
Wrestling	Game uniform & Academy sweat suit or wrestling sweats purchased by the school or Academy black t-shirt or purchased polo shirts - team must be in the same uniform.
Baseball	Academy uniforms
Swimming	Academy sweats and black t-shirt, team Parka weather permitting
Track and Field	Academy uniform and sweats
Tennis	Academy uniform that players purchase, shirt, shorts and sweats
Golf	Polo shirt purchased by the team and khaki pants

APPENDIX A: GLOSSARY OF KEY POLICY AND PROGRAM DEFINITIONS

Additional Training: Training that may be directed by members of the Cadet Life Staff for those Cadets who fail to meet standards of conduct that are specified in the Guidebook.

Adulterant: Adulterants are substances consumed or used to avoid detection of drug use or to alter drug testing results. Use of adulterants may be grounds for dismissal.

Appealing Demerits: If a Cadet believes there is an error with his demerits, he has 24 hours from the time that the demerits are first posted to appeal demerit infractions. Appeals are to be made by the Cadet to the person who issued the demerits since the person (teacher, TAC staff member, Cadet leader, etc.) issuing the demerits was the one who observed the offense. If the appeal is successful, the person who issued the demerit will sign a note or initial next to the entry on the demerit record and the Cadet may turn it in for review by the Commandant. A Cadet who wishes to appeal a Special Order must make his appeal to the applicable Head of School. Appeals beyond the 7 day time deadline can be dismissed out of hand, unless exceptional circumstances apply.

Assistant Commandant for Operations: The person who maintains records on real property accountability, serviceability, and inventory of Cadet furnishings, supervises the Operations Office and is responsible for the overall safety and security of the campus.

Assistant Company (CO) TAC: A male who assists Company TAC in the Cadet life program and executes the daily program of activities, outside the academic hours of instruction.

Bulletin Board: Is located at Cottage 7 and lists demerits and other Cadet information. Cadets are required to read the bulletin board every day and comply with the directives/notices published. Demerit lists are published and posted Monday through Friday.

Bulletin Board: Is located at Cottage 7 and lists demerits and other Cadet information. Cadets are required to read the bulletin board every day and comply with the directives/notices published. Demerit lists are published and posted Monday through Friday.

Bullying: Bullying is making a person a victim of abusive action(s). It is hurtful/harmful behavior toward another individual. It is intentional, and often times will be repeated. Bullying is a form of violence. It involves a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying may be physical (hitting, kicking, spitting, pushing), verbal (taunting, malicious teasing, name calling, threatening), or emotional (spreading rumors, manipulating social relationships, extorting, or intimidating). Bullying can occur face-to-face or in the online world. Bullying is also one or more acts by a pupil or group of pupils directed against another pupil that can constitute sexual harassment, hate violence, or severe or pervasive intentional harassment, threats, or intimidation that is disruptive, causes disorder, and invades the rights of others by creating an intimidating or hostile educational environment, and includes acts that are committed personally or by means of an electronic act, as defined. Bullying is an expulsion offense.

Chief of Staff: The principal advisor to the President and provides liaison, coordination and operational direction across all Warrior Operational Lanes.

Citizenship Grade: The single measure to assess how well a Cadet meets the requirements of the Cadet life program, military program, and behavioral expectations of the Academy program. Citizenship grades are used in evaluating Cadets for promotion and leadership opportunities as well as their continued enrollment. Grades are given at each academic grading period and are comprised of Outstanding, Excellent, Satisfactory, or Unsatisfactory. The grades are derived from the demerit balance on the last day of the grading period and/or Special Orders on a Cadet's record for that grading period.

Closed Weekends: Closed weekends are designated weekends identified in the School Calendar which require mandatory Cadet participation. This information is available on the website. Cadets are required to remain on campus during closed weekends. Patrons may visit their Cadet at the campus. Participation in published activities is mandatory and a Cadet who fails to attend a closed weekend without prior excused authorization may receive an automatic unsatisfactory citizenship grade for that grading period. Closed weekends are: all designated September Weekends, Back to School Weekend, Autumn Ball Weekend, Gala Weekend, Alumni Weekend, and Commencement Weekend.

Commandant's Council (CC): CC's are convened by the Commandant for those Cadets who for any number of reasons are not meeting the citizenship requirements of the program. It is an opportunity for the Commandant to review a Cadet's performance and ensure the Academy is using all means necessary to support the Cadet's further development. Reasons for convening a CC, but not limited to: two consecutive unsatisfactory citizenship grades, multiple Special Orders, repeated/multiple guidebook violations. The CC is not meant to replace academic counseling sessions, rather focusing chiefly on disciplinary issues.

Commandant's Open Door: The Commandant maintains an "open door" policy. This gives Cadets an opportunity to meet with the Commandant privately for any reason.

Common Areas: This term describes the facilities all Cadets use. They include quad areas, stoops, breezeways, stairways, bathrooms and shower areas, lawns, sidewalks, and other parts of campus every Cadet is responsible to help keep clean.

Community Service: The opportunity for Cadets to serve in a volunteer capacity to assist Academy staff members and non-profit organizations in the community. This allows Cadets a means to reduce their demerit balance during weekends, and at other periods of free time. Community service requirements for use in decreasing demerits can be found in the Guidebook under Community Service.

Demerits: Demerits are issued to Cadets if they break the rules of the Guidebook. Cadet Officers and all Faculty, Staff, and Administrators are empowered to enforce this Guidebook and write demerit reports. Demerits are submitted to the Operations Office either by use of a written chit or through electronic means. Cadet Senior NCOs may write a demerit report and then have the first officer in his chain of command sign it.

Demerit/Merit Chit: A piece of paper or electronic template form used to classify an action and is signed by a Cadet Officer, staff or faculty member to identify a violation of the rules or to reward good behavior.

Demerit List: The Operations Office publishes a demerit list every weekday which can be found on the bulletin board.

Dereliction of Duty: Willfully or negligently failing to perform assigned duties. This pertains directly to the duties and responsibilities of Cadet leaders.

Directive: A document that mandates certain and specific requirements. No deviation of action from the requirement identified in the document is allowed. An example of a directive is a Special Order that outlines Cadet discipline, such as restriction to campus.

Disciplinary Committee: A Committee comprised of members of Staff and Faculty who hold hearings to address certain classes of disciplinary infractions.

Dismissal: The primary term used to describe the action that occurs when a Cadet is expelled from the Academy.

Discipline Offense Table: The table classifies behavior that violates the Academy rules or the law and identifies the associated discipline.

Distributing Contraband: The act of illicit trading/selling of goods to other persons.

Expulsion: Synonymous with dismissal.

Extra Duty: Extra duty is a means other than marching tours to work off demerits.

Harassment: Refers to a wide spectrum of offensive behavior which may be found to be threatening or disturbing.

Hate Speech: Racial slurs and discrimination on the basis of constitutionally protected categories.

Hazing: At Army and Navy Academy, this applies when a Cadet Officer, non-commissioned Officer, or appointed leader uses his position or authority from rank to engage in any activity which causes, or is likely to cause, bodily danger, physical harm, or personal degradation, or disgrace. Hazing is an expulsion offense.

Home Leave: Home leave is an extended visit home during holidays or long weekends and is the Patron's responsibility to manage. Cadets on restriction due to demerits are not authorized home leave, except for Thanksgiving Break, Winter Break, Spring Break and Memorial Day weekend.

Local Liberty: Local liberty is a limited pass of a few hours off campus in the authorized areas with at least one "buddy" (no more than 5 in a group) and on their own.

Loss of Privilege: An action taken to identify the failure of a Cadet to respond to verbal warning from a Faculty or Staff member. It is recorded as a discipline action.

Merits: Merits are earned by positive action(s) and are a recognition of good conduct.

Mess: In a military setting, a scheduled mealtime is called a "mess." The key meaning of the word is related to a group of people who regularly eat their meals together as a community.

Mission Statement: A set of goals expressed as a statement that is a result of Patron and Cadet creating academic, athletic (if appropriate), JROTC, and citizenship goals for the school year. Mission statements should be quantifiable, measurable and realistic for each Cadet. The mission statement is to be displayed where each Cadet can refer to it for his use in his room.

Open Weekend: Those weekends where a Cadet is able to leave for home pass, unless on restriction.

Operations Office: The 24-hour central location for Cadet operations and office for visitation, pick up, or drop off of Cadets. The Operations Officer is a senior employee on duty during the hours of 0600 to 1500. at: 760.547.5229. After 1500, calls are to be made directly to the Company TAC.

Overnight Pass: An overnight stay under the Patron’s control or with an adult with whom the Patron has provided written approval to the Operations Office.

Pass Card: The pass card is the only means for a Cadet to sign on and off of campus. It shows restriction status, or modified times for approved departure and return from/to campus. Pass cards must have accurate names, addresses, and phone numbers, must be signed by the Cadet before leaving campus, and are to be handed to staff in the Operations Office. Pass cards are signed only by Cadet Life staff--specifically the Company TAC or Operations Officer. The Commandant may sign pass cards, if needed, for Silver “A” Cadets only. Pass cards are the means to ensure accountability of each Cadet and are vital for the safety and security of each young man.

Presidential Review Meeting: This meeting occurs when a Cadet has displayed non-compliance with the program. This meeting occurs when a Cadet receives his fourth SO or has attended six Friday detentions in one semester.

Progressive Discipline: The method for working with a Cadet to improve his ability to conform to the program requirements. It is the incremental application of more severe consequences on the part of the Academy based on the number of times that a Cadet needs to be corrected and/or counseled.

Random Drug Testing (RDT): An accountability system to ensure compliance with the zero tolerance drug policy. When in the program, a Cadet is summoned on a random basis to provide a sample specimen to the health center to ensure they have complied with the drug covenant they have signed.

Random Tobacco Testing (RTT): An accountability system to ensure compliance with the prohibition against smoking on the campus. Any Cadet who is found using tobacco products will be automatically entered into the random tobacco testing program at Patron expense.

Reporting for Medications (Meds): All Cadets who take medications must report to the Health Center at a pre-announced time(s) each day to receive/consume his medication.

Restriction: A Cadet is restricted to campus for varying lengths of time during weekends and during periods of local liberty when issued a Special

Order or as determined by the applicable Commandant. (See discussion under “Tours and Restriction” for complete guidance).

School Counseling Program: A program that provides emotional and social counseling to help to Cadets achieve personal and/or social growth. Counselors also provide educational and career planning. This is an Academic Department program.

Senior Army Instructor (SAI): The SAI is the Head of the Military Department responsible for the Junior Reserve Officer Training Corps (JROTC) program. He is also the single manager for Leadership Education & Training (LET) courses and training, promotions, military decorations/awards, drill/ceremony, and Officer Candidate Course.

Special Order (SO): An SO is written documentation of an offense that is of a serious nature and holds a higher level of disciplinary action above that of regular demerits. An unsatisfactory citizenship grade is automatically assigned for the grading period.

Suspension: When a Cadet is temporarily removed from the campus due to discipline or other reasons. Zero credit is given for class work during periods of suspension.

Toleration: Having knowledge of any Guidebook offense and not taking the appropriate action to stop it or report it to the appropriate authorities.

Tour Squad: A daily formation that Cadets may attend in order to march off demerit balances of six or less.

Trainer, Advisor, Counselor (TAC): An adult male who is responsible for training, advising, and counseling Cadets during the non-academic hours of the day, Monday through Friday. He oversees the Cadet life aspects of a Cadet company in a particular barracks and is the first person Patrons should discuss discipline, barracks, roommate issues with, regarding their Cadet.

Unauthorized Absence (UA): A Cadet is UA when he leaves campus without authority from the residential life staff or leaves while on restriction.

Verbal Warning: Issued to a Cadet when he has misbehaved through some violation of classroom or Guidebook standards and may be used in a first time instance in lieu of discipline that carries demerits. It is a documented disciplinary offense.

APPENDIX B: BOUNDARY GUIDELINES**Guidelines for Maintaining Appropriate Boundaries Between ANA Cadets and ANA Employees, Volunteers & Employees of Contracted Service Providers**

In addition to the prohibited behavior described in the ANA Anti-Harassment Policy, ANA employees, volunteers, and employees of contracted service providers:

- Should not engage in any type of behavior that might have the appearance of impropriety if observed by others.
- Should not be alone with a Cadet in a Cadet's room with the door closed.
- It is expected that ANA teachers will meet with their students for educational purposes outside of the classroom time and that some of those meetings will involve one-on-one meetings in their offices. Residential Life Officers as well as Guidance Counselors may also need to meet privately with a Cadet. Whenever possible, these meetings should occur with the door open. If the circumstances require the door to be closed because additional privacy is needed, the meeting should be in a room with a window in the door that should remain uncovered and the door to the room should remain unlocked.
- Should not discipline Cadets in any physical manner.
- Should not lavish inappropriate attention on a particular Cadet, including giving inappropriate gifts.
- Should not converse with Cadets about the Cadet's sexual lives except for an educational, health, or safety-related purpose, nor should they reveal details of their own sexual lives or romantic relationships to Cadets.
- Should not reveal other inappropriate details about their personal lives to Cadets.
- Should not inappropriately "hang out" with Cadets outside of the Academy or spend an inordinate amount of time "hanging out" with them even inside the Academy. Adults at ANA should always remember that they are not the Cadets' "friends" and should therefore not be engaging in peer-like behavior with the Cadets, blurring the lines between adults and Cadets.
- Should not email Cadets from their personal accounts. All email communication with Cadets should be related to Academy business and be professional in tone and content to anyone, Academy

- administrator or Patron, who might view such communication.
- Should avoid texting with Cadets unless absolutely necessary for an Academy-related purpose.
- Should not call Cadets on their cell phones, nor take calls from Cadets unless related to Academy business.
- Should not be Facebook "friends" or form other similar social media connections with Cadets' personal social media accounts.
- Should not provide alcohol or drugs to a Cadet, nor permit one to drink or use drugs in their presence, except where medications have been prescribed.
- Should not have extended affectionate physical contact or hugging with a Cadet. Any such contact should be limited to a supportive, congratulatory, or quick hug, arm squeeze, or pat on the back. Patting of the buttocks with a hand even in an athletic context is prohibited.
- Should not engage in physical horseplay, wrestling, roughhousing, or other inappropriate games with a Cadet.
- Should not direct a Cadet to keep a secret from, or not share information with, his parents or other ANA employees.
- Should not allow Cadets to ride in the adult's personal cars except to transport them for official Academy functions and then only with the prior permission of the Commandant or the Director of Transportation and the Cadet's parent/guardian. In addition, ANA employees, volunteers, and employees of contracted service providers should not ride in students' cars.
- Per the Employee Handbook: "Employees are cautioned about inviting Cadets into their homes. This can become an extremely sensitive issue even with the best intentions in mind. Permission to conduct a home visit must be approved in advance by the responsible Commandant and their Division Chief. At a minimum, the following conditions must be met. Failure to comply with this provision could result in disciplinary action up to and including termination. The adult extending the invitation must get written approval from the following individuals: Immediate supervisor; Commandant; Patron/guardian. The Cadet must check out at the Operations Office before leaving campus. The family unit must be present during the Cadet visit. For unmarried staff members, two adults must be present. At least two Cadets and two adults must be involved in the visit. Under no circumstances may a single adult entertain Cadets in his/her home without a second adult being

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present. The host must have a copy of the “Consent to Treat Form.” Illness and injury must be reported to the Operations Office or Health Center immediately upon the Cadet's return to campus, if appropriate. The use of alcohol in the presence of Cadets is NOT authorized. Exceptions to these guidelines may be granted in writing only by approval of the President.

- During overnight trips, should not be alone with a Cadet in his room, should sleep in a separate room, should not invite a Cadet to sleep in their room, and should not be inside a Cadet's room when the Cadet is changing or sleeping.
- Cadets may be woken up by loudly knocking on their doors or calling out to them and should not be awaked by making physical contact with them.
- Should not appear unclothed or in their underwear in front of a Cadet. Thus, on overnight trips, employees and volunteers should not walk around outside of their sleeping quarters unclothed or in their underwear.

Information that a boundary may have been crossed that comes to the attention of ANA employees, volunteers, or employees of contracted service providers must be followed up upon whether that information comes to their attention as a result of a direct complaint made them or is obtained in some other manner, such as by another Cadet telling them or overhearing Cadets talking. Oftentimes, boundaries are crossed inadvertently and require nothing more than a reminder to the offender to maintain such a boundary in the future. Other times, the crossing of a boundary is indicative of a more serious problem and indeed may indicate an inappropriate relationship. Thus, there is a need for ANA employees, volunteers, and employees of contracted service providers to always follow-up upon hearing of the possible crossing of a boundary between an ANA employee and an ANA Cadet. The employee should bring this information to the attention to one of the reporting choices in the Anti-Harassment Policy, to wit: 1) the Athletic Director, 2) Director of Counseling, 3) Commandant, 4) Dean of Academics, 5) Director of Human Resources, 6), Chief of Staff or 7) President.

If the report is made to anyone other than the Chief of Staff or President, then both those individuals should be informed about the existence of such report and they will be responsible for deciding how it should be addressed with the employee who was thought to have crossed the

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boundary line. If the Chief of Staff or President is the person suspected of crossing the boundary guideline, then such report should be made to the other top administrator and the Chairman of the Board of Trustees. These boundary guidelines are not applicable if the ANA employee, volunteer, or employee of a contracted service provider is the parent, guardian, or sibling of the student in question.

Finally, it should be acknowledged that there may be exceptional circumstances in which it would not be appropriate to cross one of the boundary lines set above. Should any ANA employee, volunteer, or employee of a contracted service provider ever feel that a situation has arisen that calls for or justifies deviation from the boundaries set out above, he or she must bring the situation to the attention of the Chief of Staff or President and obtain permission from such individual before deviating from the boundary guidelines set out above. If permission is granted by either of these top administrators, he must document such action by sending an email to the other top administrator detailing the facts and circumstances that led him to grant permission for the deviation.



APPENDIX C: PROHIBITED ITEM(S) LIST

PROHIBITED ITEM (List A)	REASON
Guns/firearms (to include gun-like objects such as air-soft pistols), firearms, explosives, knives, nun chucks and other martial arts type weapons, stun guns, etc.	Illegal; safety; liability issues to the Patron; contrary to program guidelines
Drugs and drug paraphernalia	Illegal; safety
Any form of tobacco or tobacco paraphernalia, such as loose tobacco, cigarettes, snuff, cigars, cigarette butts, cigarette papers, cartons, or empty packages	Illegal for minors; unhealthy; safety
Alcohol and alcohol containers, empty or with contents, in any form	Illegal for minors; unhealthy; safety
Any item that can produce an open flame, such as candles, incense, Sterno, lighters, matches, fireworks, etc.	Health; safety
Any medium containing drug, sex or violent content, i.e. pornography, etc.	Illegal; violates good order and-discipline; inconsistent with Academy values
Any harsh chemicals or containers such as aerosol cans, liquid metal polish, etc.	Health; safety
Cars, motorcycles, etc. (See Day Cadet Regulations)	Safety; liability issues to the Patron

PROHIBITED ITEM (List B)	REASON
Laser pointers, handcuffs	Safety
Mace, pepper spray	Illegal; safety
Personal weight sets	Damage to floors; potentially dangerous; liability issues to the Patron
Role playing and other similar electronic games	Detracts from good order and discipline; detracts from academics
Computer games that have a theme of violence, sexuality, drug culture, etc.	Illegal for minors; detracts from good order and discipline
Televisions, VCR's, Video tapes, DVD players, stand alone gaming systems (i.e. Xbox, Playstation, Wii)	Detracts from academics
Any medium with images, music or lyrics determined to be disrespectful or not in good taste	Illegal for minors depending upon nature and extent; inconsistent with Academy values
Refrigerators, space heaters, electric blankets, microwave ovens, hot plates, cookers, coffee/tea pots, or other food preparation items	Health; safety
Energy drinks	Health
Roller skates, skates, skateboards, scooters; civilian clothing safety	Violation of City Ordinances; to contrary program guidelines
Bicycles (except as authorized as part of ASB)	Safety; theft; space limitation
Live plants and animals	Health; safety
Any other item determined by the applicable Commandant.	All of the above reasons

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APPENDIX D: CADET UNIFORM INVENTORY LIST

The following table shows the required and optional Cadet uniforms. Quantities shown are the minimum required. The Company TACs inventory Cadet uniforms each semester.

REQUIRED UNIFORMS & EQUIPMENT				
UNIFORM ITEM	QTY RQD	DATE	ACTUAL QTY	FIT OK?
Army Gold Star (honor unit w/ distinction)	1			
Backpack, Academy logo only, sewn name	1			
ACU, Trouser	1			
ACU, Shirt	1			
Belt	2			
Bag, hygiene	1			
Blanket, Academy	1			
Braces, white (for coatee trousers)	1			
Boots, Combat (brown)	1			
Buckle, brass (anodized)	1			
Buckle, brass, dress (coatee)	1			
Cap, ACU	1			
Cap, overseas	1			
Cap, service	1			

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REQUIRED UNIFORMS & EQUIPMENT				
UNIFORM ITEM	QTY RQD	DATE	ACTUAL QTY	FIT OK?
Coatee, with white collar piping	1			
Cover, white (for service cap)	1			
Crests, Warrior (for shirts)	2 pairs			
Duffle Bag	1			
Gloves, black, lined or unlined	1			
Gloves, white	1 pair			
Insignia, collar, disk, enlisted (Army Navy)	1 pair			
Insignia, Shoulder Chevron for Coatee	1 pair			
Jacket, West Point Style, with name sewn	1			
Nametags	4			
Pen, Laundry	1			
Plume, officer (coatee)	1			
Pom Pom (enlisted)	1			
Rain Poncho (Olive drab)	1			

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REQUIRED UNIFORMS & EQUIPMENT				
UNIFORM ITEM	QTY RQD	DATE	ACTUAL QTY	FIT OK?
Shield, cap, Warrior Crest (service cap)	1			
Shako, with brass shield	1			
Shirt, black (3 short sleeve; 1 long sleeve)	4			
Shirt, black, Polo	1			
Shoes, Oxford, low quarter (Bates)	1 pair			
Shoes, Corfam	1			
Shorts, Black PT	4			
Sweat pants, black AN logo	1			
Sweat shirt, black AN logo	1			
Shoes, New Balance Cross Trainer/Running Shoe (Black Only)	1 pair			
Swimming Trunks (Black) Academy	1			
Tie, black	1			
Trousers, gray	4			
Trousers, khaki	1			
Trousers, white (for coatee)	1			

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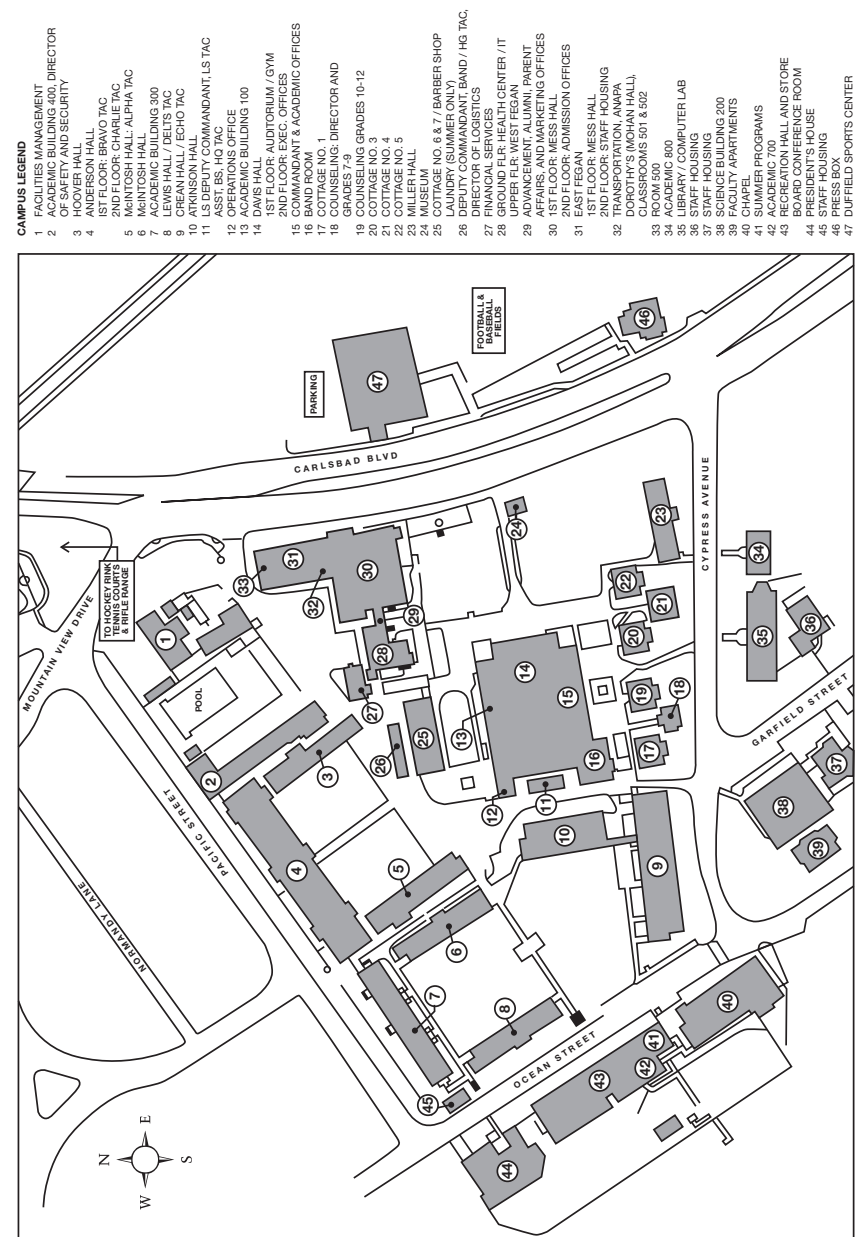
REQUIRED UNIFORMS & EQUIPMENT				
UNIFORM ITEM	QTY RQD	DATE	ACTUAL QTY	FIT OK?
T-Shirt, Black PT	4			
T-Shirt, Flesh color for ACUs	2			
Webbing, white, for Coatee (enlisted)	4 yards			

AUTHORIZED/RECOMMENDED UNIFORMS & EQUIPMENT				
UNIFORM ITEM	QTY RQD	DATE	ACTUAL QTY	FIT OK?
Bag, laundry	2			
Buckle, brass, plain (senior whites)	1			
Cap, baseball type, Academy logo only*	1			
Carrier, webbing, sword** (officers)	1			
Case, pillow	2			
Cover, rain cap (for service cap)	1			
Hangars (all one type & color) 15	+/-			
Jacket, Letterman's	1			
Pad, mattress	1			
Pillow	1			

AUTHORIZED/RECOMMENDED UNIFORMS & EQUIPMENT

UNIFORM ITEM	QTY RQD	DATE	ACTUAL QTY	FIT OK?
Sash, maroon** (officers)	1			
Scarf, wool, black, 12x52	+/- 1			
Sheet, fitted	2			
Sheet, flat	2			
Shirt stays	1 pair			
Shoetrees, one pair per pair of oxfords	2 pair			
Shorts, boxer type	8			
Shorts, brief type	8			
Socks, black	6			
Socks, white	6			
Towel-wash cloth set	3			
T-shirts, white	8			
Jacket, white*** (seniors)	1			
Trousers, white*** (seniors)	1			
Sword, West Point style with scabbard**	1			

APPENDIX E: CAMPUS MAP



ARMY AND NAVY ACADEMY CAMPUS MAP
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