PARENT’S GUIDEBOOK
2017 – 2018
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LETTER FROM THE PRESIDENT

Dear Parents and Families,

Army and Navy Academy is a unique institution. Founded by Colonel Thomas Davis in 1910, the school has operated within San Diego County for more than 100 years. The program developed by Colonel Davis has stood the test of time and is, by and large, still used today. It has six key components: **Academics, Cadet Life, Athletics, Leadership, Character Development**, and **Associated Student Body**.

By using the *Parent's Guidebook*, the *Cadet Guidebook*, the Academy's website, and the ANA Parent Association resources, you should be able to obtain all the information you need to keep track of your son's progress. Your unwavering support and tough love are the keys to his success. We are partners in this endeavor.

The Administration, Staff, and Faculty are committed to working with you and your son to help ensure his success. We are available when you need us. Please don't be reluctant to ask when necessary. We look forward to working with you during the 2017-2018 school year. Together, let's make it a great one.

**Warrior Proud! Warrior Strong!**

Arthur M. Bartell  
Major General, United States Army (Retired)  
President

<table>
<thead>
<tr>
<th>MG Arthur Bartell</th>
<th><a href="mailto:abartell@armyandnavyacademy.org">abartell@armyandnavyacademy.org</a></th>
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ABOUT ARMY AND NAVY ACADEMY

MISSION
The Academy’s mission is to educate, mentor, and develop good character and leadership in young men. The mission is executed through our program, which is defined in the *Cadet Guidebook*. The *Cadet Guidebook* outlines how Cadets conduct themselves while they are students at the Academy. Cadets are instructed to follow the *Guidebook* by their adult supervisors. By following the direction set forth in the *Cadet Guidebook*, good behavior patterns are formed and growth in character ensues.

Our goal is to develop the character attributes of honor, integrity, respect, responsibility, compassion, and gratitude, individually, and within the corps of Cadets. Each parent and family member is called upon to faithfully support the *Guidebook* with the aim to educate and develop good character in young men.

VISION, PHILOSOPHY, AND ACADEMY VALUES

Vision: The 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 in the school-wide community
- Gain respect for God, country, and all for which they stand

Academy Values: Our school-wide community teaches and models the following in all aspects of Academy life: Honor, Integrity, Respect, Responsibility, Compassion, and Gratitude.

LEARNING EXPECTATIONS AND GOALS FOR CADETS
- 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 good life long physical and emotional health
• Develop an appreciation for cultural diversity in our modern world

ARMY AND NAVY ACADEMY PARENTS ASSOCIATION (ANAPA)

MESSAGE FROM THE ANAPA PRESIDENT

Dear Families, Friends, and Parents of ANA,

On behalf of the Army and Navy Academy Parents Association (ANAPA) I would like to extend a warm welcome to all of our Cadets, Families, and Friends. We are looking forward to reconnecting with returning Families and welcoming new families into the Warrior Family. We welcome your energy, ideas, talents, and contributions.

We, the Parents, are a diverse group of talented, compassionate, and involved people. We have all made a personal choice to become a member of the Warrior Family by enrolling our Cadets in this outstanding institution. ANAPA is your voice. Your 2017-2018 Board anxiously awaits your thoughts and input.

The primary objective of ANAPA is to enrich our Cadets’ experience through Parent involvement and to enhance communication between Parents and Families, Administration, Faculty, Staff, and the Board of Trustees. To this end, we have a variety of events planned to engage both the Parents and Cadets.

We know that all of you are busy with the demands of everyday life, but we also know that even a small contribution of your time and energy can significantly contribute to ANAPA’s efforts to foster a vibrant and nurturing educational environment, to assist the Faculty and Staff, and to sponsor and support enriching activities for our Cadets.

For a complete list of ways to get involved, contact information and meeting schedules, visit our website.

Warrior Proud, Warrior Strong!

Kelley Edmond
ANAPA President 2017-2018

ANAPA AND YOUR CONTRIBUTION
• Membership is automatic each school year for parents or guardians of enrolled Cadets. The cost of membership is $75.00 per Cadet and is directly billed to your
Army Navy incidentals account.

- Participation by family members in many of Army and Navy Academy’s gatherings during the year strengthens the bond among Cadets, faculty, and staff, while fostering a successful educational experience for each young man.
- ANAPA is the parent and family voice and a means to further enhance your Cadet’s experience, whether you live near the Academy or around the world.

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<thead>
<tr>
<th>The ANAPA Board</th>
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<tbody>
<tr>
<td><strong>Kelley Edmond</strong></td>
<td><a href="mailto:kare222@cox.net">kare222@cox.net</a></td>
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<tr>
<td>President</td>
<td></td>
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<tr>
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<tr>
<td>Vice President</td>
<td></td>
</tr>
<tr>
<td><strong>Beverly Aue</strong></td>
<td><a href="mailto:beverlyaue@cox.net">beverlyaue@cox.net</a></td>
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<tr>
<td>Secretary</td>
<td></td>
</tr>
<tr>
<td><strong>Howard Thomas</strong></td>
<td><a href="mailto:babycow@cox.net">babycow@cox.net</a></td>
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<td>Treasurer</td>
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THE OFFICE OF ADVANCEMENT

The Office of Advancement works in partnership with members of the Academy community to raise resources to build upon the school’s 107-year legacy of excellence, and to further the school’s mission to educate, mentor, and develop good character in young men.

These resources include volunteer time and financial support that strengthen the mission of the Academy to ensure that key components of an exceptional “Warrior Experience” are fully supported.

The Advancement team oversees all fundraising efforts and campus events, and is comprised of the following units:

- Development/Fundraising
- Alumni Affairs
- Events
- Marketing & Communications
- Parent Programs
For more information about investing in our mission, please call our office.

<table>
<thead>
<tr>
<th>Allissa Thompson</th>
<th><a href="mailto:advancement@armyandnavyacademy.org">advancement@armyandnavyacademy.org</a></th>
<th>760.547.5279</th>
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<tr>
<td>Associate Director of</td>
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<tr>
<td>Alumni and Development</td>
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WAYS TO SUPPORT

• Volunteer for campus events by contacting the Army and Navy Academy’s Parents Association (ANAPA) at anapa@armyandnavyacademy.org.

• Enhance the Cadet experience by making a tax-deductible gift to support programming and campus initiatives that include Academics, Athletics, and Cadet Life.

• Support capital projects. The Academy’s vision is to improve classrooms, athletic facilities, and housing to better serve the needs of Cadets.

• Create a legacy by establishing an endowment that supports a cause in perpetuity and helps guarantee the long-term financial stability of the Academy. Endowed funds are invested prudently by a third party to ensure they sustain current and future needs for generations to come. Named endowment opportunities begin at $25,000.

PARENT PROGRAMS

ROLE AND CONTACT
The Advancement Office is here to help you stay connected with your son while he is living at the Academy. Throughout the year, the Advancement office works to coordinate and plan Special Event Closed Weekend activities and assists the ANA Parent Association (ANAPA) with special projects and events. These are perfect opportunities to become involved and connect with your Cadet and the Academy. Please mark your calendars with the dates for this year’s Closed Weekends and plan on attending. If you are interested in volunteering or have any suggestions, please contact ANAPA at anapa@armyandnavyacademy.org.

You can also find helpful resources for parents on our ANA Parents website. The website provides information on Cadet Daily Schedules & Announcements. You can also access the Parent Portal, Campus Services, School News, and the Calendar through the Parents website.
SPECIAL EVENT CLOSED WEEKENDS SCHEDULE

- September 29 – October 1, 2017 - *Special Event Closed Weekend* – Back-to-School Weekend
- November 3-5, 2017 - *Special Event Closed Weekend* - Autumn Ball Weekend
- November 11, 2017 – *Special Event* – Veterans Day Parade
- March 2-4, 2018 - *Special Event Closed Weekend* – Warrior Family Weekend
- June 1-2, 2018 – *Special Event Closed Weekend* – Commencement Weekend

*For all other Cadet Activities and Sports games throughout the year, please view the [2017-2018 Calendar](#).*

CLOSED WEEKEND CHECK-IN INFORMATION

- When you arrive on campus for closed weekends, please check in at the Welcome Table where a schedule of events, campus map, name tag, and other information will be provided for you. The table will be staffed by staff and parent volunteers.

THREE DAY WEEKENDS AND HOME LEAVE

- Please refer to the [Academy Calendar](#) for open weekends that include a school holiday or three day weekend.
- On extended weekends, classes will not be held, however, all services will be provided. Cadets are not required to be off campus for three day weekends.
- Home leave is an extended visit home, off campus, during holidays. During Thanksgiving, Winter, and Spring Break, **Cadets are required to vacate the campus** and services will not be available during this time. **Please make advance arrangements for the Cadet to travel home or have housing off campus with the Operations Office.**

CADET LOCAL LIBERTY AND SIGN-OUT DURING CLOSED WEEKENDS

- Please plan ahead with your Cadet’s TAC to check him out for local liberty or an overnight pass during a Closed Event weekend. Local liberty hours are noted on each weekend’s schedule. If Cadets are checked out overnight, please be sure he returns to campus at the scheduled report back time. Refer to the [Cadet Guidebook](#) for sign-out instructions.

<table>
<thead>
<tr>
<th>Mary Tran</th>
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<tbody>
<tr>
<td>Assistant Director for Events &amp; Parent Programs</td>
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ACADEMICS - PARENT RESOURCES

CURRICULUM GUIDE
- ANA graduation requirements align with University of California and California State University systems to ensure college eligibility upon graduation.
- You will find the entire Curriculum Guide on our website.
- In addition to Advanced, Honors, and Advanced Placement courses, there are a variety of electives to help motivate Cadets to excel.

COLLEGE COUNSELING HANDBOOK
Cadets are the primary stakeholder in the college application process, and are responsible for the final product. With that said, they should know that they have a large support network within the Counseling Department to help them through the application and acceptance process.

- The College Counseling Handbook is designed to answer questions that often as arise as Cadets begin the college application process.
- Information is designed to help Cadets make informed and reasonable decisions throughout the college application process.
- There are many individuals on campus who are ready and willing to assist and guide Cadets (and parents) through the application and acceptance process.

ACADEMIC BEHAVIORAL EXPECTATIONS FOR CADETS
1. **Be to class on time.** Class time is precious!
2. **Be prepared for class.** Bring all necessary class materials, agenda book, and/or homework.
3. **Be an active participant in class.** Make the most of class time.
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, with the exception of grade-specific courses taken prior to their entrance to the Academy.
- The Academy aligns the graduation requirements with the eligibility requirements for the University of California system ([noted by the “A-G” letter designations](#)).
- D's and F's in core academic subjects should 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.

GRADUATION PROCEDURES

- Cadets will participate in graduation week activities unless specifically excused or restricted by the Commandant.
- 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) - 4.00 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 will receive a diploma from the Army and Navy Academy.
- Cadets who fail to meet minimum graduation requirements jeopardize their participation in all graduation week activities, including commencement.
- Cadets who are not in good standing, with high demerit counts, or with consistent Unsatisfactory Citizenship grades may jeopardize their involvement in Academy activities

GRADING SYSTEM

- The Academy’s school year is divided into two semesters with three grading periods each.
- Each grading period lasts approximately six weeks.
- All Courses have a culminating Final Exam at the end of each semester. In order for a Cadet to sit for final examinations, he must be in good standing in all respects, including the financial account(s) be current.
- All letter grades are based on the following percentages:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage Range</th>
<th>Description</th>
<th>Letter Grade</th>
<th>Percentage Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>98.5 – 100%</td>
<td>Excellent work; well above basic expectations</td>
<td>D+</td>
<td>67.0 – 68.4%</td>
<td>Below average work</td>
</tr>
<tr>
<td>A</td>
<td>92.1 – 98.4%</td>
<td></td>
<td>D</td>
<td>62.1 – 66.9%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>D+</td>
<td>67.0 – 68.4%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>D</td>
<td>62.1 – 66.9%</td>
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</tbody>
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GPA (Grade Point Average) 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 B- in Honors or AP courses may be moved into regular sections of that course.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Points (Regular Level Class)</th>
<th>Points (Honors or AP Level Class)</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

1. Grounds for reassignment from AP/Honors to regular class.
**SEMESTER GRADES**

*High School Courses*
- 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.

<table>
<thead>
<tr>
<th>1st Semester Grade (Grades 9-12)</th>
<th>Grading Period 1</th>
<th>25% of Grade</th>
<th>2nd Semester Grade (Grades 9-12)</th>
<th>Grading Period 4</th>
<th>25% of Grade</th>
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<tbody>
<tr>
<td></td>
<td>Grading Period 2</td>
<td>30% of Grade</td>
<td></td>
<td>Grading Period 5</td>
<td>30% of Grade</td>
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<tr>
<td></td>
<td>Grading Period 3</td>
<td>30% of Grade</td>
<td></td>
<td>Grading Period 6</td>
<td>30% of Grade</td>
</tr>
<tr>
<td>Final Exam</td>
<td></td>
<td>15% of Grade</td>
<td></td>
<td>Final Exam</td>
<td>15% of Grade</td>
</tr>
</tbody>
</table>

*Middle School Courses*
- The semester grades are calculated as follows for students in grades 7-8, unless enrolled in a high school course.
- For example, Spanish 1 or Algebra 1 would count as a high school course for a middle school student, and the grading system for high school courses would apply.

<table>
<thead>
<tr>
<th>1st Semester Grade (Grades 7-8)</th>
<th>Grading Period 1</th>
<th>30% of Grade</th>
<th>2nd Semester Grade (Grades 7-8)</th>
<th>Grading Period 4</th>
<th>30% of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Grading Period 2</td>
<td>30% of Grade</td>
<td></td>
<td>Grading Period 5</td>
<td>30% of Grade</td>
</tr>
<tr>
<td></td>
<td>Grading Period 3</td>
<td>30% of Grade</td>
<td></td>
<td>Grading Period 6</td>
<td>30% of Grade</td>
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<tr>
<td>Final Exam</td>
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<td>10% of Grade</td>
<td></td>
<td>Final Exam</td>
<td>10% of Grade</td>
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ACADEMIC HONORS & HONOR SOCIETIES
High achieving Cadets deserve to be recognized for their academic accomplishments. 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 and Dean's List** (Recipients are recognized at a special Chapel service.)
- Honor Roll is awarded to Cadets who earn GPA of 3.5-3.79 for any grading period.
  - Recipients are recognized at a special Chapel service.
- The Dean's List recognizes Cadets who have achieved academic excellence by earning a GPA of 3.8 or above for any grading period.

**Dean Raymond Ede Superior Academic Achievement** (Includes Academic Chord for uniform)
- Grades 7-12
- 3.8 or above semester GPA
- No D or F semester grades.
- All “satisfactory” or higher citizenship grades during the semester.
*All cadets who qualify with the above credentials may be allowed extra privileges*

**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.
- Leadership position Corporal or above for at least one semester.
- Be in the top 15% of total merits earned in respective class and/or approval from Commandant.
- Earn “excellent” and at least one “outstanding” citizenship grade during the semester.

**General William W. Crouch Award**
- Grades 9-12
- Semester GPA 3.3 or above with a semester Leadership Education and Training grade of an “A”.
- Leadership Position of Platoon Sergeant or higher for at least one full semester.
· Achieve an “excellent” or “outstanding” citizenship grade for all grading periods during the semester.

_National Honor Society_
· National organization is organized as a community service club that honors academic achievement.
· Faculty selects and recognizes Cadets who are outstanding scholars and leaders.
· College scholarships are available to members who meet the competitive criteria.

_National Beta Club_
· Community service club that recognizes students who achieve high academic qualifications.

_CSF (California Scholarship Federation)_
· Statewide honor society that recognizes academic achievement.
· Requirements are based on GPA earned in academic subjects only.

**ACADEMIC ATTENDANCE, WITHDRAWAL & DISMISSAL POLICIES**

· Course letter grades are calculated and amended to the Cadet’s transcript each semester at the completion of all course work, including exams.
· Cadets must maintain at least a 2.0 GPA to remain in good academic standing.
· 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 and possible dismissal.
· Cadets who are dismissed or suspended prior to graduation for disciplinary reasons, even if they have completed all work toward a high school diploma, will not take part in graduation ceremonies. Receipt of the diploma may also be jeopardized.

_Academic Attendance Policy_
· 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. These instructional days are vital for the Academy to ensure
teachers can meet curriculum requirements with each Cadet and that the Cadets are properly assessed.

- Excessive classroom absences, whether excused or unexcused, compromise the Academy’s goal of educating the Cadet.
- **If a Cadet incurs 7 or more unexcused absences per semester in any one class, course credit may be lost for that class or the letter grade may be lowered.** In these cases, the Cadet may be withdrawn from the class and receive a letter grade of “W” or “NM.”

**Request for Cadet Absence**

- All requests for Cadet Absence must be submitted by Parents/Guardians via a [Request for Cadet Absence Form](#). Completed forms for academic absences need to be returned, faxed to 760.729.2852 at the [Operations Office](#) or sent via e-mail.
- All requests for a Cadet’s expected absence must be made at least **48 hours** in advance. This time is necessary to allow process time for Operations, the TAC, and the school administrator to consider the merits of the request.
- **Absence Request forms are required for school day absences and Closed Weekend absences.**
  - Approved absences allow students to make up the missed work for full credit.
  - Turning in the request form does not guarantee that the absence will be excused.
  - In the case of unanticipated absence or late return to campus, a Parent must **call and email the Operations Office** (760.729.2852, cadetabsence@armyandnavyacademy.org).
  - It is vital that the Parent reports the circumstance surrounding the absence as soon as possible.
  - The nature of the unexpected absence will be evaluated to determine its status (excused or unexcused). In some cases, supporting documentation surrounding the circumstances of the absence may be required.

- *Completed forms for academic absences need to be returned, faxed to 760.729.2852 at the [Operations Office](#) or sent via e-mail.*

**Acceptable reasons for authorized absence(s) include:**

- Personal illness (in the case of 3 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
· Planned absences for personal/educational purposes that are approved in advance (requires official documentation for confirmation)
· Absences due to missed travel connections, DMV appointments, and family holidays are rarely considered as excusable reasons for absences.

**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.

**Cadet absences in conjunction with Thanksgiving, Winter, and Spring Breaks are not authorized. Parents should plan travel arrangements to coincide with the school year calendar.**

**CLOSED WEEKEND ATTENDANCE**
· 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 Parent after all scheduled activities are completed. There may be times when overnight passes may also be granted.

*Situations completely outside of your 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.*

The following are not considered appropriate reasons for a Cadet’s absence from closed weekend participation:
  o Routine medical appointments
  o Family reunions, weddings, and other social events
  o Parental notification concerning Cadet absence after a closed weekend does not meet appropriate notification timing standards.
ACADEMIC SUPPORT PROGRAMS

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

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

Learning Strategies Program
- Intervention and support program designed to assist Cadets with learning challenges.
- A limited number of Cadets who have identified learning needs and documentations of qualifying condition (IEP or 504 plan) or who are identified by our Academic Team as a candidate for Learning Strategies 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 conducts SST (Student Support Team) meetings to further support Cadets.

English as a Second Language (ESL)
- This literature-based course is designed to develop students’ listening, speaking, reading, and writing skills in the English Language.
- Emphasis is placed on the active reading strategies, study skills, and academic language functions needed to access the English Language Arts Standards and the content curriculum.
- This class is designed to facilitate the transition into mainstream English. 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 for elective credit.

Tutorial & Mandatory Tutorial
- Cadets are encouraged to meet and work with their teachers during the tutorial period that is set aside after school, Monday through Thursday to ask questions about their classes and receive help with their homework.
- During tutorial, students may make up missing assignments or assessments, receive additional help in a specific subject area, review for a test or quiz, etc.
Faculty may require students to attend tutorial(s) to when they see the student needs additional help but is not seeking it out.

Cadets may also be placed in a Mandatory Tutorial by a Teacher, Counselor, Academic Dean, or by the request of Parents/guardians based on the manner of their performance.

- Any Cadet who earns a grade of D+ or below for a grading period will be assigned at least one mandatory tutorial session per week 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.

**Tutoring Services**

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

**In-Dorm Study – Call to Quarters (CQ)**

- Cadets who have met or exceeded established standards are allowed to study in their rooms between 1845-2045 Monday through Wednesday, and 1845-2030 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 dorm room doors and window shades open in order to allow for proper supervision by the TAC and academic team personnel.
- Students who do not meet the standards to study in their rooms will be assigned to the Structured Evening Study Hall (ESH).
- Only academic activities are permitted during CQ.
- 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 e-mail is prohibited during this time.
- iPods (MP3 technologies) may be used quietly with headphones. Snacks and beverages are allowed as long as their use is responsible.

The following procedures apply to ALL Cadets during CQ:

- Cadets are required to wear PT gear when they are outside of their rooms.
- Cadet to Cadet visiting is permitted only for getting or giving academic assistance.
- Cadets must be in their rooms, in the library, or in a supervised classroom.
• Any Cadet requiring medical treatment will report to his company TAC to get permission to report to the Health Center.
• Outside visitors are not allowed on campus during CQ.
• These rules apply equally to day Cadets who may be on campus.

**Evening Office Hours**
- This is an opportunity for Cadets to receive individualized academic support and seek extra assistance from their teachers during the evening study time (CQ).
- Faculty members normally hold evening office hours at least twice a month during CQ time, Monday through Thursday.
- An Evening Office Hours schedule is published monthly by the Academic Department.

**Structured Evening Study Hall (ESH)**
Structured evening study hall (ESH) takes place during CQ time Monday through Thursday.

**The ESH roster will be published at the beginning of each grading period and updated approximately every three weeks by the Academic Department.**
- Cadets who earn an F or multiple D’s during a grading period or who display a need for academic support will be assigned to ESH.
- ESH is designed to help Cadets develop effective time management and study skills.
- Cadets are expected to arrive at the study location on time with all required study materials.
- Counselors may request a student be placed in structured study hall for reasonable cause.
- ESH is supervised and Cadets’ agenda books may be checked to verify completion of homework and assignments.
- Cell phones or unauthorized electronic devices are not permitted during this study time unless permission is granted by the proctor.
- Computer use is monitored.

**Thursday Missing Assignment Study Hall (MASH)– Grades 7-8**
The development of intrinsic motivation, self-reliance and task commitment are essential keys to academic success and student ownership of the learning process.
- During Thursday MASH, 7-8th grade Cadets who are missing 2 or more assignments in their classes are required to work on their unfinished class assignments and study under close supervision.
- Cadets are responsible for arriving on time, being prepared to fully participate, and working effectively during this time.

**Friday Missing Assignment Study Hall (MASH)– Grades 9-12**
High school Cadets who have 3 or more missing assignments any given week will be assigned to Friday MASH.
• Friday MASH begins at 1230 on Friday and lasts at least 30 minutes and until the missing work is completed or until 1630.
• **Friday MASH supersedes athletic commitments and home leave.**
  • Cadet-athletes will attend MASH before attending practices or games.
• High School Cadets repeatedly missing work may also be required to submit a weekly “Progress Review Sheet,” and referred to the structured ESH program.

**Progress Review Sheets**
Cadets who are negligent in meeting their academic responsibilities may be required to submit a weekly Progress Review Sheet to their Counselor. This academic response helps the Cadet glean greater feedback from teachers regarding overall academic progress, and also fosters academic self-sufficiency.

**STANDARDIZED TESTING**
Test of English as a Foreign Language (TOEFL)
• All 10th through 12th 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 indicator of English language proficiency.
• The Director of International Student Services administers an internal monitoring exam to assess English language proficiency levels in reading, writing, listening, and speaking. This exam is based on the state ESL Standards and the National TESOL (Teaching English to Speakers of Other Languages) benchmarks.

All new international Cadets participate in the summer accelerator class for the three weeks immediately preceding the beginning of the regular school year. Upon completion of the initial three week course, international Cadets will matriculate to the Academy’s Advanced ESL courses which, upon successful completion, will satisfy the English 9, 10 or 11 course requirements. To further support these students, second year international Cadets may choose to enroll in the Advanced Writing and/or Advanced Grammar ESL elective courses.

**Preliminary Scholastic Aptitude Test (PSAT)**
• All sophomore and junior Cadets take the Preliminary Scholastic Aptitude Test on campus during a specified national testing date in October.

**Scholastic Aptitude Test (SAT)**
• 11th & 12th grade Cadets are **STRONGLY ENCOURAGED** to take the SAT (Scholastic Aptitude Test).
• Most colleges and universities require at least one posted SAT score to be considered for admission.
• **International students** who wish to be exempted from LOTE classes (Spanish, German, etc.) **must pass the SAT II with Listening** (only offered in November) in order to be allowed the exemption.
  
  - 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)**
There is a notable difference between the ACT and the SAT in style. Both the SAT and ACT cover English and Math but the ACT also includes Social Studies and Science in their question sets. Most universities and colleges accept SAT and/or ACT scores when considering applicants.

  - It is strongly recommended that Cadets take the ACT as a junior or senior.
  - 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.

**COUNSELING**
School Counseling Program
• The goal of the School Counseling Program is to support the emotional wellness of the Cadets.
  - 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.
  - The school counselors collaborate with the Academic and Cadet Life Departments, all Academy staff members, Parents and community members to unify support and provide interventions including:
    - academic
    - career/college
    - personal/social
    - crisis response support

**Peer Counseling Program**
• Peer Counselors are trained and supervised to provide Cadets with listening and helping skills and when to refer a friend to an adult.
• Peer counseling is based on the fact that students often seek out their friends when they are experiencing a problem.
• Peer Counselors were selected through a survey from their peers who stated they would go seek out specific Cadets if they had a problem.
• The Peer Counselors can be easily identified on campus by their blue and orange cord.
Group Counseling
The School Counselors offer a variety of supportive groups designed to meet the social and emotional needs of the Cadets.
- Groups currently available include:
  - Loss of Someone Close to You,
  - Divorce/Family Separation,
  - Adjusting to Life at the Academy,
  - Anger Management,
  - Handling Stress,
  - Relationship Group,
  - Health and Wellness

JROTC
MILITARY ASPECTS

In conjunction with the U.S. Army Junior Reserve Officer Training Corps program, the Army and Navy Academy teaches high school students the value of citizenship, leadership, service to the community, personal responsibility, and a sense of accomplishment while instilling self-esteem, teamwork, and self-discipline. The military program also prepares Cadets for responsible leadership roles while making them aware of their rights, responsibilities, and privileges as American citizens.

The program teaches Cadets to:
- Maximize potential for success through learning and self-management
- Develop leadership skills.
- Incorporate principles of mental and physical wellness into behaviors and decisions.
- Build effective relationships with peers, co-workers, and the community.
- Apply physical and political geography to building global awareness.
- Correlate the rights and responsibilities of citizenship to the purpose of U.S. government.
- Relate events in U.S. history to choices and responsibilities Americans have today.
- Characterize the role of the military and other national service organizations in building a democracy and maintaining peace in a democratic society.

UNIFORMS

The Formal uniform for all Cadets is the Class A “coatee” uniform described below.
- **Seniors Coatee uniform** consists of Navy style “Dress White Uniform” with dress hat (white cover), white shoes with white socks, and the burgundy officers’ sash for officers (when designated).

- **Underclassman Coatee uniform** consists of a Shako (hat), Cadet gray “coatee,” white trousers, black shoes with black socks, white belt with brass buckle, and white gloves. Additionally, Officers wear a burgundy officer's sash and a Cadet Officer’s sword.

**The Class A uniform** consists of a short-sleeve gray shirt, Cadet gray trousers, belt with Army and Navy Academy buckle, and black shoes with black socks.
  - Enlisted Cadets wear the “overseas” cap.
  - Officers and Non-Commissioned Officers (NCOs) with the rank of Command Sergeant Major and First Sergeant wear the garrison hat.
  - Officers wear a gold braid on their hat and Senior NCOs with the rank of Command Sergeant Major and First Sergeant wear a silver braid.
  - The Cadet black jacket may be worn during cold weather periods.

**The Class B uniform** consists of a long-sleeve gray wool shirt with black tie, Cadet gray trousers, belt with Army and Navy Academy buckle, black shoes with black socks.
  - Enlisted Cadets wear the “overseas” cap. Officers and NCOs with the rank of Command Sergeant Major and First Sergeant wear the garrison hat.
  - Officers wear a gold braid on their hat and NCOs with the rank of Command Sergeant Major and First Sergeant wear a silver braid.
  - The Cadet black jacket may be worn during cold weather periods.

**Army Combat Uniform (ACUs)** consists of Army camouflage blouse and trousers, ACU hat, tan desert combat boots, tan t-shirt, and tan nylon belt.

**Physical Training uniform (PT gear)** is the Army and Navy Academy physical training (PT) uniform consisting of a gray PT shirt with Army and Navy Academy approved logo, black PT shorts, and black PT shoes with black PT socks.
  - Approved black Army and Navy Academy sweatshirt and sweatpants may be worn during cold weather periods.

**Cadet Casual uniform (CCUs):** CCUs consist of the black Army Navy logo polo shirt, khaki trousers (no cargo pockets or cuffed pant leg) with belt, 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.


**ORGANIZATION**

The *Corps of Cadets* consists of an army-style Battalion divided into seven companies. Headquarters, Band, Alpha, Bravo, Charlie, and Delta are High School companies. Echo is the Middle School Company.

Additionally, the Academy has two separate detachments or mini-companies. The High School Honor Guard Detachment consists of the Davis Guard Drill team and the High School Color Guard. The Middle School Honor Guard Detachment consists of the Stoll’s Guard Drill Team and Middle School Color Guard.

<table>
<thead>
<tr>
<th>Cadet Category</th>
<th>Duty Position</th>
<th>Rank</th>
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</thead>
<tbody>
<tr>
<td>New High and Middle School Cadet (First year at the Academy)</td>
<td>Basic Cadet</td>
<td>Cadet, Cadet Private, Cadet Private First Class, Cadet Corporal</td>
</tr>
<tr>
<td>Second Year High School Returning Cadet moving into their first levels of leadership</td>
<td>Team Leader, Squad Leader, Assistant Staff NCO</td>
<td>Cadet Sergeant, Cadet Staff Sergeant</td>
</tr>
<tr>
<td>Third Year returning High School Cadets, New Juniors who show high leadership aptitude</td>
<td>Squad Leader, Platoon Sergeant, First Sergeant, Primary Staff NCO, Platoon Leader</td>
<td>Cadet Staff Sergeant, Cadet Sergeant First Class, Cadet Master Sergeant, Cadet First Sergeant</td>
</tr>
<tr>
<td>Senior</td>
<td>All Officer and high NCO leadership positions</td>
<td>Officer, Second Lieutenant, through Lieutenant Colonel and Command Sergeant Major</td>
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</table>

*The Rank Structure* of the Corps of Cadets is similar to that of the United States Army; the only changes are the exclusion of the rank of specialist and the replacement of Private E-1 with Basic Cadet. New Cadets (Plebes) and Basic Cadets wear no insignia.

Please note that although 7th and 8th grade Cadets are not enrolled in JROTC, they are still full members of the Corps of Cadets and, therefore, follow the same rules and leadership structure. The logical progression for rank and duty position is described above; and in special cases where Cadets show a high aptitude for leadership, they may be advanced at a quicker rate:

**LEADER CANDIDATE COURSE**

The Cadet Leader Candidate Course (LCC) will be held in the spring. The highlight of this course is Leader Candidate Camp in April at Camp Pendleton. The LCC is open to all juniors and select sophomores. A Cadet cannot be selected for an officer position in the Corps of Cadets unless he satisfactorily completes all phases of this course, including the weekend LCC camp.
The purpose of this course is two-fold:
1. To train the officer corps for their upcoming year.
2. To identify which Cadet will be promoted to various Officer or Senior Non-NCO positions. The course is open to all juniors and selected sophomores.

For a history or more information on the JROTC Program, please visit the US Army Junior ROTC website.

<table>
<thead>
<tr>
<th>JROTC Staff Contacts</th>
<th>LET I</th>
<th>SFC Veronica Parker</th>
<th><a href="mailto:vparker@armyandnavyacademy.org">vparker@armyandnavyacademy.org</a></th>
<th>760.547.5187</th>
</tr>
</thead>
<tbody>
<tr>
<td>LET II</td>
<td>1SG Martin Davis</td>
<td><a href="mailto:mdavis@armyandnavyacademy.org">mdavis@armyandnavyacademy.org</a></td>
<td>760.547.5188</td>
<td></td>
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<tr>
<td>LET III</td>
<td>TBD</td>
<td></td>
<td>760.547.5186</td>
<td></td>
</tr>
<tr>
<td>LET IV</td>
<td>TBD, Senior Army Instructor (SAI)</td>
<td></td>
<td>760.547.5189</td>
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</tbody>
</table>

ATHLETICS

ATHLETIC STAFF AND PROGRAMS (GRADES 9-12)

Director of Athletics
The Director of Athletics serves in the following capacity:
- Liaison between the coaching staff and the overall administration of the school
- Supervisor of the overall interscholastic athletic program of the High School
- Attends league and CIF meetings.
- Supportive staff member specifically to the athletes through positive interaction with the Cadets
- Motivates and encourages Cadets to strive for excellence while building, establishing, and strengthening a team environment.

Head Coaches
- Report to the Director of Athletics and serve as the Director’s assistants in carrying out his efforts to motivate, encourage and strengthen Cadet’s efforts in participation within a team.
- Knowledgeable of their chosen sport, but are also required to involve themselves in continuing education in order to maintain and provide their team with the most up-to-date teaching styles and techniques of their sport.
- Lead by example and promote respect among the team
For a list of teams and coaches, please see our website.

ATHLETIC STAFF AND PROGRAMS (GRADES 7-8)

The Middle School Athletic Program is also headed by Byrd Milic with several supporting coaches. Activities include: Flag Football, Basketball, Soccer, Wrestling, Track and Baseball. Cadets in 7-8th grades are required to participate in a sixth period physical training program or one of the above referenced sports.

<table>
<thead>
<tr>
<th>Department of Athletics Contacts</th>
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<tbody>
<tr>
<td><strong>Byrd Milic</strong></td>
</tr>
<tr>
<td>Director of Athletics</td>
</tr>
<tr>
<td><a href="mailto:bmilic@armyandnavyacademy.org">bmilic@armyandnavyacademy.org</a></td>
</tr>
<tr>
<td>760.547.5210</td>
</tr>
<tr>
<td><strong>Jill Silver</strong></td>
</tr>
<tr>
<td>Assistant to the Director of Athletics</td>
</tr>
<tr>
<td><a href="mailto:jsilver@armyandnavyacademy.org">jsilver@armyandnavyacademy.org</a></td>
</tr>
<tr>
<td>760.547.5258</td>
</tr>
<tr>
<td><strong>Nehemiah Brunson</strong></td>
</tr>
<tr>
<td>Assistant Director of Athletics</td>
</tr>
<tr>
<td><a href="mailto:nbrunson@armyandnavyacademy.org">nbrunson@armyandnavyacademy.org</a></td>
</tr>
<tr>
<td>760-547-5259</td>
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CADET LIFE

ABOUT CADET LIFE
Cadet Life encompasses the boarding and disciplinary portion of the Army and Navy Academy program and is overseen by the Commandant. Cadet boarders are housed in barracks by company and overseen by Cadet Leaders who have had the benefit of JROTC leadership education and additional training under the direction of the Commandant. These Cadet leaders are supervised by full-time adult staff members called Trainer, Advisor, Counselors (TACs).

RESPONSIBILITIES OF THE CADET LIFE TEAM
TACs direct and supervise Cadets according to the performance of their assigned duties. TACs also partner with counselors, faculty, and JROTC instructors to mentor Cadets and employ lessons learned from Leadership Education Training (LET) courses. It is the JROTC and military style of living that provides the necessary structure for each Cadet to maximize his potential through a variety of activities.

<table>
<thead>
<tr>
<th>Cadet Life Staff Contacts</th>
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CADET LIFE OPERATIONS AND CONTACTS

The Company TAC is the first point of contact for all parents who may have a question about their Cadet’s living situation, discipline record, or other Cadet Life issues.

- TACs typically arrive for work at 1400 and depart at 2300 Monday - Thursday, with variability on Friday and Sunday.
- They can be reached immediately by telephone, however, e-mail is preferred for routine matters.
- TACs are expected to be with the Cadets during their duty time. TACs will make every effort to return phone calls or e-mails the same day and at least within 24 hours of outreach.

In the event of an emergency, please contact the Operations Office at 760.547.5227 or 760.547.5229 during times other than when the company TAC is on duty.

Day Shift Operations
• Sergeant First Class Javier Marcia is the Day Shift Operations Officer available from 0630 to 1500, Monday through Friday. He can assist with questions regarding school visitation hours and daily schedule, or inquiries regarding Cadet issues.

• **Specific Cadet Life matters are referred to the appropriate company TAC or Commandant.** During the hours of 1430 until 2300, Monday through Friday, the Operations Office operates under the direction of the Assistant Commandant for Operations and his staff.

### Night Shift Operations

• Night shift personnel are tasked to maintain campus safety and security between the hours of 2230-0630.

• These individuals conduct bed checks periodically throughout the evening and ensure that Cadets receive their required amounts of sleep. The Academy employs a multi-camera security system to assist in these endeavors.

• Night Security Operations staff assumes duties from 2230-0700 and may be contacted in the Operations Office.

### Weekend Operations

• The Academy also maintains a cadre of employees called Weekend Support Officers (WSOs) who maintain safety and security on weekends.

• They focus on safety, security and accountability of those individuals who stay at the Academy on weekends.

• They coordinate with the Weekend Activities Coordinator and Waterfront Director to ensure Cadets participate in regularly scheduled planned recreation activities.

### Operations Staff Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1stSgt Ray McCastle</strong></td>
<td><a href="mailto:rmcastle@armyandnavyacademy.org">rmcastle@armyandnavyacademy.org</a></td>
<td>760.547.5230</td>
</tr>
<tr>
<td>Assistant Commandant for Operations</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SFC Javier Marcia</strong></td>
<td><a href="mailto:jmarcia@armyandnavyacademy.org">jmarcia@armyandnavyacademy.org</a></td>
<td>760.547.5229</td>
</tr>
<tr>
<td>Operations Officer</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Gustavo Gutierrez</strong></td>
<td><a href="mailto:ggutierrez@armyandnavyacademy.org">ggutierrez@armyandnavyacademy.org</a></td>
<td>760.547.5227</td>
</tr>
<tr>
<td>Support Officer/WSO Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Joseph Artino</strong></td>
<td><a href="mailto:jartino@armyandnavyacademy.org">jartino@armyandnavyacademy.org</a></td>
<td>760.547.5229</td>
</tr>
<tr>
<td>Weekend Shift Leader, Morning</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Mike Daniels</strong></td>
<td><a href="mailto:mdaniels@armyandnavyacademy.org">mdaniels@armyandnavyacademy.org</a></td>
<td>760.547.5229</td>
</tr>
<tr>
<td>Night Shift Supervisor</td>
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</tbody>
</table>
PASSPORTS
International Cadets are required to surrender their passport to the Operations Office. The Operations Officer will return it only for travel authorized by a Parent or Guardian.

MAIL
If you have sent a package to your Cadet and it was not received on time, please contact Transportation Services at 760.547.5212 and let her know if it was sent via US Postal Service, UPS, FedEx, or DHL.

<table>
<thead>
<tr>
<th>Type of Mail</th>
<th>Appropriate Carrier</th>
<th>Address to Send</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter Mail</td>
<td>US Postal Service (USPS)</td>
<td>Cadet’s Name (Company ___ ) Army and Navy Academy PO Box 3000 Carlsbad, CA 92018-3000</td>
</tr>
<tr>
<td>Package Mail</td>
<td>FedEx, UPS, DHL</td>
<td>Cadet’s Name (Company ___ ) Army and Navy Academy 2605 Carlsbad Blvd. Carlsbad, CA 92008</td>
</tr>
</tbody>
</table>

Please indicate your Cadet’s company when addressing envelopes or mailing labels. It is the Cadet’s responsibility to change his mailing address when he leaves the Academy at the end of the academic year. The Academy does not forward mail and mail received after the end of the year is returned to the sender.

CADET STORE
The Cadet Store is located next to the Recreation Center on Ocean Street. The ANA Cadet Store is there to serve as more than just a uniform and book store. The Cadet Store also offers convenience items, as well as Army and Navy Academy merchandise. For the convenience of both cadet and Parent spending limits can be placed on the Cadet’s store.
account. Please feel free to contact the store manager if you have any concerns or questions.

**Hours of Operation:**
Monday through Thursday - 10:00 a.m. - 6:30 p.m  
Friday - 10:00 a.m. - 5:00 p.m  
Open weekends for special events  
*Hours listed may be updated at any time*

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<tr>
<th>Cadet Store Contacts</th>
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<tr>
<td><strong>Jenny Top</strong></td>
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<tr>
<td>Store Manager</td>
<td><a href="mailto:jtop@armyandnavyacademy.org">jtop@armyandnavyacademy.org</a></td>
<td>760.547.5239</td>
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**HEALTH CENTER**

The Health Center is open Monday through Sunday from 0630 to 2130. Cadets that become ill after 2130 should report to Operations. All emergencies are sent to the local emergency rooms.

The Health Center staff provides routine medical care for acute, non-emergent, and first-aid medical issues. The staff physician provides a weekly sick call for Cadets requiring further medical attention. The Academy utilizes the 911 emergency systems for all emergent situations.

Health Center Staff can be reached at health@armyandnavyacademy.org, 760.547.5213.

**Doctor Appointments**

- Parents are responsible for making all *routine* medical, psychological, dental, and surgical appointments during home visits.
- Parents are responsible for processing the Cadet Absence form if an appointment is made during the academic day or during other mandatory campus events.
- For time-sensitive medical or dental appointments, the Health Center will make arrangements for an appointment at a local facility and transport will be provided through our Transportation Department.
- See “Transportation Fee Schedule” in Appendix B for the appropriate fees involving the transport of students to appointment at medical facilities.
- The Health Center will make every effort to schedule medical appointments after school hours.
- If a Cadet is seen at home, you must provide the Health Center with detailed documentation of any activity restrictions and follow up care needed.
- For an emergency dental appointment, we will provide a list of local providers and ask that you contact them to arrange payment.

**Parent Responsibility for Cadet Prescription Drugs**
• Parents are required to provide the Health Center with the Medication Authorization Form signed by the doctor for all medications including vitamins, over-the-counter, and non-prescription drugs.
• Medications or supplements received without orders will not be given to the Cadet.
• Parents are responsible for maintaining an adequate supply of medications at home and for transporting any controlled substance to and from the Academy.
• An e-mail is required giving permission to the Health Center to release any controlled medications to your Cadet.
• Cadets are not allowed to have any kind of medications in their possession, such as: protein powders, vitamins/supplements, or any over-the-counter medications like Ibuprofen, Tylenol or cold medicines. If such items are found in their possession they will be immediately destroyed.

Ron’s Pharmacy

• The Academy uses Ron’s Pharmacy exclusively to provide all prescription and over-the-counter medications, vitamins and supplements the Cadet may need.
• Ron’s Pharmacy Forms are available through CareFlow. Prescriptions may be called or faxed to Ron’s Pharmacy by your physician or emailed to physician.orders@ronspharmacieservices.com.
• Ron’s Pharmacy delivers to the Academy every day, and once the first prescription is received, Ron’s will follow up with the physician for all necessary refills.
• Parents required to use Kaiser Pharmacy will be responsible to keep track of their own refills and deliver all medications to the Health Center.

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<tr>
<th>Health Center</th>
<th><a href="mailto:cwoodbeck@armyandnavyacademy.org">cwoodbeck@armyandnavyacademy.org</a></th>
<th>760.547.5215</th>
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<tr>
<td>Colleen Woodbeck</td>
<td><a href="mailto:cwoodbeck@armyandnavyacademy.org">cwoodbeck@armyandnavyacademy.org</a></td>
<td>760.547.5215</td>
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<tr>
<td>Director of Health Services</td>
<td><a href="mailto:cwoodbeck@armyandnavyacademy.org">cwoodbeck@armyandnavyacademy.org</a></td>
<td>760.547.5215</td>
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TRANSPORTATION

OVERVIEW & TRAVEL CONTACT INFORMATION
The Transportation Department is an integral part of your Cadet’s experience at Army and Navy Academy. We maintain a fleet of vehicles which are used to provide for the majority of the Cadet’s local transportation needs. In addition, the department has the capability to work with you on any other specific transportation needs you may have for your Cadet. These requirements should be coordinated with Transportation Services at 760.547.5212 (office). See Appendix B for details.

ROUTINE WEEKEND DEPARTURES
• Parents are requested to contact the Cadet’s TAC when the normal routine of weekend travel home changes for any reason.

• If delays or changes to travel plans need to be communicated with the Academy between noon Friday and 0700 Monday, Parents should contact the Operations Office directly via phone.

TRAIN RUNS

• If your Cadet requires transportation by train, his travel itinerary will need to be submitted to the Transportation Department via email at transportation@armyandnavyacademy.org at least 48 hours in advance. Itineraries that are faxed or e-mailed any later than the required time are not guaranteed Academy transportation, and Parents may have to arrange for transportation via a third party.

• If you purchase a Quik-Trak ticket from Amtrak, e-mail at transportation@armyandnavyacademy.org. It will be printed for your Cadet and issued at the time he boards our shuttle. Please note that your Cadet will need to catch a taxi or the bus for his return to campus. Please see Appendix B for complete Transportation Fee Schedule.

AIRPORT TRIPS

• If your Cadet requires transportation by plane, his travel itinerary needs to be submitted to the Transportation Department via email at least one week prior to travel departure time. Itineraries that are faxed or e-mailed any later than the required time are not guaranteed Academy transportation, and Parents may have to arrange for transportation via a third party.

• Every effort will be made to accommodate your Cadets specific travel transportation. Occasionally, we are not able to transport your Cadet and a third party shuttle will be arranged accordingly.

• The Academy does not provide return transportation for your Cadet, so please arrange with a third party.

INTERNATIONAL STUDENT TRAVEL

• In an effort to ensure a smooth and steadfast process for your Cadet’s arrival to the United States and the Academy, we ask that you consider the following travel option:

  ○ San Diego Airport/Lindberg Field and Palomar Airport are 25 minutes from the Academy.
  ○ Flying in to San Diego would make your Cadet’s ground transportation the most convenient and economical. Under most circumstances the Academy will be able to provide transportation to these airports.
Los Angeles and San Francisco have connecting flights to San Diego and Palomar Airport. Los Angeles (LAX) is approximately 1-1/2 hours from the Academy, therefore the Academy may provide transportation to LAX (Los Angeles International Airport) on a very limited basis.

Please see Appendix B for Transportation Fee Schedule.

Third Party Transportation Options

- **Super Shuttle – 800.258.3826**
- **Yellow Cab – 760.722.4214**
- **Coastal Cab – 760.722.7472**
- **Courtesy Cab – 760.431.2055**
- **Tactical Taxi – 760.505.9602**

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<tr>
<th>Department of Transportation Services</th>
<th><a href="mailto:transportation@armyandnavyacademy.org">transportation@armyandnavyacademy.org</a></th>
<th>760.547.5212</th>
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**WEEKEND ACTIVITIES**

In an effort to create a fun campus environment, the Weekend Activities Program is available to your Cadet for weekend entertainment. Cultivating the best in your Cadet requires the development and nurturing of enthusiasm and weekend activities help keep your Cadet engaged. The activities are something to look forward to after working hard to achieve academic and athletic goals during the week. Time spent with friends and peers is a valuable tool, as it builds immeasurable self-esteem and teaches pride in good behavior, whether on or off campus.

**Trips**

The guidelines for weekend trips are the same guidelines in the Cadet guidebook, and with respect to character and self-discipline.

- Cadets may not have an outstanding number of demerits.
- On trips, effective communication consists of clear and precise directions, when to meet, where to meet, and how to best manage time.
- Standard trips include, Movie Runs, Monster Jam, Paintball, Disneyland, archery, surfing, and hiking.
- Participation fees will be applied to your Cadets’ incidental account and will vary depending on event.
RECREATION HALL, BEACH, AND CANTEEN

The Recreation (Rec) Hall overlooks the Pacific Ocean and is a place for Cadets to relax and enjoy the following:
- Movies and Xbox
- Pool, ping pong, foosball tables, and tournaments
- Dodgeball, volleyball and flag football tournaments
- Junior Lifeguard Program

The Canteen is located inside the Rec Hall and offers a variety of snacks and refreshments. Canteen charges will be applied to your son’s incidental account.

Beach
Just steps away from the Recreation Hall is the beach. Cadets may go down to the beach to swim, play volleyball, surf or participate in the Jr. Lifeguard Program.

Please communicate clearly with your Cadet as to which activities he may or may not participate in, as one of our goals is to teach these young men to be fiscally responsible. If you wish to make participation or charge restrictions, please contact the Finance Office at 760.547.5269.

<table>
<thead>
<tr>
<th>Alex De Los Santos</th>
<th><a href="mailto:adelossantos@armyandnavyacademy.org">adelossantos@armyandnavyacademy.org</a></th>
<th>760.547.5275</th>
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<tr>
<td>Weekend Activities Director</td>
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ANA SUMMER PROGRAMS

ANA summer camps provide unique experiences and opportunities for co-eds, aged 8 to 17, to experience life away from home, build lasting friendships, lead, lead, and grow.

CAMP CHALLENGE JROTC AND LEADERSHIP DEVELOPMENT PROGRAM

Offers campers entering 6th through 12th grade an introduction to Academy life featuring:
- Opportunities to develop self-discipline, leadership, and relationship building skills.
Leadership education training that enhances camper self-confidence as leaders and active teammates.

Our adventure-based recreation activities focused on overcoming personal challenges and attainment of

Leadership camps combining classroom instruction, experiential education exercises, and outdoor excursions, to motivate young men and women to operate outside their comfort zones, developing experience as leaders and insight as team members.

A Leadership Educational Training (LET) curriculum that is a progressive confidence and leadership development program recognized for its excellence by the United States Service Academies, and many universities nationwide.

Incoming Army and Navy Academy Cadets can benefit from this opportunity to become familiar with the campus, faculty, and staff, while establishing personal routines that will be enforced during the academic year.

CAMP PACIFIC CLASSIC AND ENGLISH AS A SECOND LANGUAGE (ESL)
Established in 1943 as a recreational camp for boys, Camp Pacific has evolved into a dynamic co-ed summer program providing:

- Academic and recreational instruction and various opportunities to build lifelong memories and friendships.
- Staff focused on promoting Camp Pacific’s goals to facilitate fun, skill development, and self-confidence enhancement through positive interactions and experiences.
- ESL instruction offering a three-level, standards-based integrated skills course that involves engaging content to motivate your camper to learn while developing strong listening, speaking, reading, and writing skills.
- A variety of activity choices allowing campers to choose between, and combine recreational and academic activities.

Campers experience internationally diverse cabin groups, stimulating curriculums and an emphasis on enriching campers’ experience.

For more information on these programs please visit our website or contact:

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<tr>
<th>Recreation Department Contacts</th>
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<tr>
<td><strong>Ken Weeks</strong></td>
<td><strong><a href="mailto:kweeks@armyandnavyacademy.org">kweeks@armyandnavyacademy.org</a></strong></td>
<td>760.547.5209</td>
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<tr>
<td>Director of Recreation</td>
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<td></td>
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<tr>
<td><strong>David Johnson</strong></td>
<td><strong><a href="mailto:djohnson@armyandvnnavyacademy.org">djohnson@armyandvnnavyacademy.org</a></strong></td>
<td>760.547.5207</td>
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<tr>
<td>Assistant Director of</td>
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<td>Recreation</td>
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FACILITIES

Facilities provide custodial, landscaping and maintenance services.

- When Cadets check in to their room, they sign a hand receipt acknowledging the condition of the room and real property. Parents are encouraged to ensure the condition of the room is accurate.

- During the school year, cadets are responsible for the room, furnishings and cleanliness. If maintenance is required, the cadet is to report the needed maintenance to their TAC who will verify the request and submit a work order for repair.

- Damages to the room or furnishings beyond normal wear and tear require the Company TAC to investigate the circumstances. Cadets may be held pecuniary liable for damages they cause. In these cases, Parents will be billed through their incidental accounts.

Questions regarding damages may be directed to the Company TAC or Assistant Commandant for Operations at 760.547.5227.

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<th>Facilities Department Contact</th>
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<tr>
<td><strong>Miles Warner</strong></td>
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<td>Director of Facilities</td>
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INFORMATION TECHNOLOGY

The Army and Navy Academy considers access and proper use of information technology critical to the overall success of the Cadets.

- The Academy network is a resource that requires individuals to exercise responsible behavior and falls under an Acceptable Use Policy.

- We operate and maintain a secure, campus-wide wireless local area network and computer lab for Cadet use.

- Cadets have access to on-line libraries, OWL (writing tools), and websites that assist and enhance the education process.
Information technology support is rendered by K&R Network Solutions, a local IT service provider who has network responsibility for the safety and security of information management services to the school community.

Web site management services are provided independently though third party contractor and overseen by the Director of Admission.

Student and parent portal support is managed by Aeries. Difficulties with Aeries need to be reported to Registrar - Tammy Clark at tclark@armyandnavyacademy.org

Please note: Cadet devices i.e. smart phones, Wi-Fi internet cards, etc. are not a responsibility of the Academy. The individual service provider to the Cadet (AT&T, Sprint, Verizon, etc.) are the service provider necessary to provide technical support and solutions.

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<th>Information Technology Department Contact</th>
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<tr>
<td><strong>Mike Ouchen</strong></td>
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<tr>
<td>IT Department</td>
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<td>K&amp;R Network Services</td>
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**DINING SERVICES**

The Compass Group currently services over 170,000 Cadet Meals annually as well as close to 40,000 Summer Programs Meals.

Our commitment to the Academy is as follows:

- No GMO product in-house
- Our commitment to include local small businesses. Compass did an estimated value of over 17 million to local produce last year.
- Committed to roasting and processing all deli style proteins at our Deli Bar
- Organic greens available at the Salad Bar
- 80% fresh salad bar products to include 3-4 high fiber, protein items
- Rotating menu with a 21 day cycle, as to create variety, as well as substance 16oz of daily protein supplied to Cadets
- Fresh baked goods during AM hours, as well as 5 daily coffee choices for parents, faculty
- 3 each fresh juices daily
- 4 each fruit flavored Vitality Water beverages as opposed to sodas
- All in-house Catered Events with an emphasis on varietal sporting event banquets.
• All paper supplies to be biodegradable, no Styrofoam
• Commitment to City of Carlsbad Grease Control best practices inspections
• 98% or better scoring with San Diego County Health Department

Food Services Contact

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<tr>
<th>Frank Laucis</th>
<th><a href="mailto:flaucis@armyandnavyacademy.org">flaucis@armyandnavyacademy.org</a></th>
<th>760.547.5234</th>
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<tbody>
<tr>
<td>Director of Food Services/Executive Chef</td>
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MARKETING AND COMMUNICATION

As we continue our second century of educating and developing young men of good character, we are working hard to provide Parents and families with the necessary tools to communicate quickly and effectively with Academy Faculty and Staff.

How We Communicate at ANA

1. Emma Email Newsletters
   Each month, the Academy sends out a consolidated Emma email newsletter with updates from Academics, Athletics, and Cadet Life. We’ll feature key highlights, upcoming events, and important announcements. You may even receive Emmas during the month specifically related to larger campus events, important reminders, or deadlines. Please make sure to periodically check your spam/junk folder as these emails can sometimes get filtered there.

2. Website
   Every day, the “Current Families” Section of the website is updated with the Daily Bulletin, detailing the day’s schedule. The Calendar is also found on this page with all school and athletics events noted. Thoroughly explore the links in this section to find useful information.

3. Phone App
   Get information at your fingertips! Download our phone app on your iPhone or Android device to access school calendars, school news, contact information, and more! Simply search “Army and Navy Academy” in your app store.

4. Eventlink
   Event Link is an online calendar system that is linked to our website and phone app. Sign up for Eventlink and receive customized phone or email notifications about your Cadet’s sport and school activities! We will also utilize Event Link to send out mass text messages.
in the event of an emergency. Just search “Army and Navy Academy” under schools when you create an account! www.eventlink.com

5. Aeries Parent Portal
Aeries allows you to check your son’s grades and homework assignments. Teachers update this regularly to post any assignments. Aeries Portal Instructions are handed out by the Registrar at time of registration, but if you need further guidance, please contact the Registrar - Tamara Clark at registrar@armyandnavyacademy.org

6. Faculty Calls and Emails
Visit our Contact Directory for a list of department phone numbers and emails. To contact your TAC, call Operations at 760.547.5227.

7. Social Media
Follow our social media accounts for updates on school news, blogs, event photos, weekend activities, sports scores, and more!
- Facebook
- Instagram
- Twitter
- YouTube
- Google+
- LinkedIn

We want to hear from you! Share your photos and videos throughout the year with us by posting them on your own social profiles and tagging "Army and Navy Academy." You can also share them by email and we’ll share them with our community.

Army Navy Magazine
Army Navy Magazine is developed and mailed to Alumni, Parents, prospective Parents, and the community to keep all informed of exciting Cadet activities, campus news, and Alumni updates.

Did you capture a fantastic photo of Cadets? Catch the final shot that led to a Warrior victory? With your permission, your photos could be used in in the magazine.

Digital full color jpg files are welcomed. Minimum resolution is 300 dpi for all images, with either 8"x10" or 5"x 7” dimensions (height and width). Please include details like the event name and date for all images. Please email to rarodriguez@armyandnavyacademy.org

Building the Academy Brand
“I have recently been admitted to my absolute dream college, UCLA. There is no other college I could ever want to attend. Excitement is an understatement. In all honesty, I don't think I could have done it had I not come here; this school gave me the discipline I need to succeed.” – Dillon Starr ‘11
Your testimonials and referrals are crucial to ensure that Army and Navy Academy will continue its mission for another 100 years.

We welcome you to share your personal stories with us, either online or with the Office of Admission. Whether it is the story of your Cadet’s improving grades, an acceptance by a major university, or the winning of a CIF championship, these are the kinds of triumphs that we encourage you to share.

The impact is immeasurable. Last year alone, we received over 100 inquiries from prospective families who heard about us from Academy families or Alumni. Over the course of our history, this translates into countless contacts. Thanks to all of you, our fine reputation and enrollment continues to grow.

To participate, simply email your story to the Office of Admission or share your personal story online on one of these sites:

- Boarding School Review
- Facebook
- Google Places
- Great Schools
- Yelp

Rachel Rodriguez
Marketing and Communications Manager
rarodriguez@armyandnavyacademy.org
760.547.5286

ADMISSION

The Admission Team welcomes back our returning Cadets and their families to campus and extends our warm wishes to our new arrivals.

The Army and Navy Academy is a unique environment and we hope every Cadet benefits from the strong academic support offered. We encourage Cadets to take advantage of daily tutorials, mandatory study time, faculty evening office hours, and full college planning services. We also strongly encourage every Cadet to participate in a sport each season, join clubs, attend weekend activities, consider spring trips abroad, and strive for a leadership position.

The Academy’s goal is for each and every young man to reach his full potential and stay the course through graduation. We encourage all Cadets to aim high and stay the course to
gain the full benefits of this life changing experience.

We have high expectations of our Cadets and our policies reflect these standards. Cadets quickly learn that structure, motivation and self-discipline help them set goals, manage their time efficiently, develop resiliency, and gain confidence.

**Enrollment and Re-enrollment**
Families must sign and return a new enrollment contract every year, but Cadets do not need to re-apply for admission.

If your son is approved for re-enrollment, you will receive your new contract and a link to the payment portal via e-mail in the early spring. Re-enrollment is contingent upon meeting academic and Cadet Guidebook standards. Please ensure that you remit both the completed contract and first payment electronically. If you do so by the deadline, you will be eligible to receive an early enrollment tuition credit.

New and returning parents and families must complete the online enrollment process annually and provide key medical documentation. Returning families must update their online health portal information and submit their vital health records and forms electronically, at least two weeks prior to their assigned Registration Day.

**Referral Program**
One of the most important sources of new Cadets is the referral of families by current parents and alumni of the Academy. If you know a student whom you believe would be a good fit for the Academy, please contact the Office of Admission and provide us with their contact information.

**Attendance**
To avoid absences and academic deficiencies on record, all Cadets must arrive on time on the assigned registration date. Registration and move-in is only available on the four registration dates. All domestic students must be accompanied by a parent.

**International Cadets**
International Cadets must be accompanied by a parent or designated local contact.

International Cadets must turn in their passports to the Operations Office during registration. The Operations Officer will return it only for travel authorized by parent or guardian. The passport must be returned to the Operations Office after any absence from campus.

Once again, we welcome you and your son and wish you a great year at Army and Navy Academy.
APPENDIX A: GLOSSARY OF KEY POLICY AND PROGRAM DEFINITIONS

**Academic Counselors:** Staff that provides academic counseling to all Cadets, including monitoring Cadet performance and facilitating communications between teachers, Cadets, Parents, and academic departments.

**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.

**Adjutant:** Army and Navy yearbook. Yearbook ordering information will be provided at Registration and via e-mail from the Academy.

**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 demerit 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 Commandant of Cadets. Appeals beyond the 7 day time deadline can be dismissed out of hand, unless exceptional circumstances apply.

**ASB:** Associated Student Body. This encompasses activities that offer Cadets opportunities to participate in social, community, and governing activities (Student Government).

**Battalion Commander:** The senior Cadet officer who is responsible for commanding the entire Corps of Cadets.

**Bullying:** This is an act of repeated aggressive behavior “when a person intentionally inflicts injury or discomfort upon another person, through physical contact, through words or in other ways”.

**California Association of Independent Schools (CAIS):** The Association set standards of academic quality and ethical conduct for independent schools in California.

**California Interscholastic Federation (CIF):** Governing body of high school sports in California.

**Call to Quarters (CQ):** The bugle call requires Cadets to report to their rooms or study hall. This scheduled time during the evening is specifically focused on academics.

**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 total demerits earned throughout the year and/or Special Orders on a Cadet’s record for that grading period.

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**Closed Weekends:** Closed weekends are designated weekends identified in the School Activity Planner and Parents Handbook. Cadets are required to remain on campus during closed weekends. Parents may visit their Cadet at the campus. Participation in published activities is mandatory and a Cadet who fails to attend a closed weekend shall receive an automatic unsatisfactory citizenship grade for that grading period.

**Color Guard:** The group of Cadets responsible for carrying the U.S flag, Army and Navy Academy flag, California State flag, and US Army JROTC flag during parades and ceremonies.

**Commandant:** The Commandant directs and operates the Cadet Life portion of the Academy.

**Commandant’s Council (CC):** CC’s are convened by the Commandant for those Cadets who need help in conforming to the program. A CC may be convened when a Cadet has multiple Special Orders or any other reason. The CC is not meant to replace academic counseling sessions. Rather it focuses chiefly on disciplinary issues with the Commandant.

**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.

**Company:** A grouping of Cadets comprised of at least two platoons.

**Company Commander:** Cadet Officer responsible for command and control of a Cadet company.

**Corps of Cadets:** The term used to classify the entire Cadet population.

**Demerits:** Demerits are issued to Cadets if they break the rules of the Guidebook. All faculty, staff, and administrators are empowered to enforce this Guidebook and write demerit reports.

**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.

**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.

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

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

**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.

**Drug Testing Program (DTP):** An accountability system to ensure compliance with the Academy drug policy. When in the program, a Cadet is summoned monthly on a random basis to the health center for testing to ensure they have complied with the drug covenant they have signed.

**Expulsion:** Synonymous with dismissal.
**Extra Duty:** Extra duty is a means by which Cadets are able to “work off” demerits.
- 30 minutes of extra duty equates to reducing the Cadet’s demerit balance by one (1).
- The performance of extra duty does not eliminate the infraction for which the demerit was awarded.
- The number of demerits issued throughout a grading period is calculated in determining his citizenship grade.

**Formation:** Cadets assemble into specified groups for accountability, information, and training.

**Friday Extra Duty:** When a Cadet reaches a demerit balance of seven (7) he is assigned to Friday Extra Duty.
- This is a designated time Friday afternoon from 1230-1630 designed to allow Cadets the opportunity to “work off” demerits.
- When a Cadet is assigned to Friday Extra Duty attendance is mandatory.

**Grand March:** A formal tradition established at the United States Military Academy at West Point. The Grand March is a procession of Cadets and their Parent (guest) which begins the Military Ball.

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

**Hate Speech:** Racial slurs and discrimination in person or via social media on the basis of constitutionally protected categories.

**Hazing:** When a Cadet Officer, person of authority or appointed leader uses his position or authority to engage in any activity which causes, or is likely to cause, bodily harm, personal degradation or disgrace.

**Home Leave:** Home leave is an extended visit home during holidays or long weekends and is the Parent’s responsibility to manage. Cadets on restriction due to demerits are not authorized home leave, except for Thanksgiving Break, Winter Break, and Spring Break. During these breaks, all Cadets are required to vacate the campus.

**Honor Code:** Cadets live by the Cadet Honor Code which states: As a Cadet at the Army and Navy Academy, I will not lie, cheat, steal. Or tolerate those who do.”

**Honor Council:** A Cadet organization responsible for the education, supervision, and administration of the Honor system.

**Junior Reserve Officers Training Corps (JROTC):** A leadership training course for Cadets in 9-12 grades.

**Leadership Candidate Course (LCC):** Program for juniors and selected sophomores to prepare the Cadet leaders for the following year.

**Leadership Education Training (LET):** Military education that occurs during the academic school day. Led by the Senior Army Instructor (SAI), LET instructors assist in the understanding of the Cadet Guidebook and leadership training.

**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 recognition of good conduct.
**Mess:** In a military setting, a scheduled mealtime is called a “mess.” The key meaning of the word “mess” 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 parent(s) and son 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 used for visitation, pick up, or drop off of Cadets. The Operations Office is manned 24 hours a day and you can reach that office at 760.547.5227.

**Overnight Pass:** An overnight stay under the Parent’s control or with an adult with whom the Parent/guardian 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 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 of the location to which the Cadet is traveling, signed by the Cadet before leaving campus, and handed to staff in the Operations Office. Pass cards are signed by Cadet Life staff, to include the commandant, Company TACs, or Operations Officers. Pass cards are the means to ensure accountability of each Cadet and are vital for the safety and security of each young man.

**Parent Peer Counselors:** Cadets that have been chosen and trained with listening and helping skills to be available for other Cadets. Peer Counselors are identified by their blue and orange cords.

**Platoon:** Grouping of Cadets comprised of three squads.

**Point of Contact (POC):** The first individual whom should be contacted.

**Presidential Review Meeting:** This meeting occurs when a Cadet has displayed non-compliance with the program and has been counseled by other adult leadership throughout the chain of command.

**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/counseled.

**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 Parent’s expense.

**Reporting for Medications (Meds):** All Cadets who take medication 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 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.

Senior Class Rank Toss: Held during Warrior Alumni & Family Weekend, Cadets in grades 7-11 bid on seniors to assume their rank and assistance for a day. This is used as a fund raising opportunity for the senior class.

Senior Honors: Honors authorized by the President’s Leadership Council are incentives for seniors to lead the Corps of Cadets, train them as their replacement, and enforce the standards and expectations outlined in the Cadet Guidebook.

Senior Ring Ceremony: A ceremony in which class rings are presented to the Senior Class by a Senior Academy representative.

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.

Squad: A grouping of Cadets within a platoon.

Support TAC: A male employee who assists the Cadet Life program and executes the daily program of activities, outside the academic hours of instruction.

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.

Sword Presentation Ceremony: Traditional ceremony officially recognizing senior officer status. This ceremony is held during Back to School Weekend.

Talisman: A booklet assembled by the Fine Arts Department which includes poetry, stories, and art.

TAPS (Academy): Bugle call sounds to indicate lights out for Cadets.

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 dormitory and is the first person parents should discuss discipline, dormitory, roommate issues with, regarding their Cadet.

Unauthorized Absence (UA): A Cadet is UA when he leaves campus without authority from the Cadet 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.

Visitation Privileges: Refers to the time of day a Cadet may have a visitor on campus.
• Under no circumstances are visitors allowed in the residential dormitory areas. Visitors frequenting those areas shall be asked to leave the campus.
• Visitation hours are from 1630 until 1800 Monday-Friday.
• Parents and friends must abide by the posted times or the Cadet risks missing mandatory program activities.
• Weekend visitation is Saturday-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.

**Western Accreditation of Schools and Colleges (WASC):** A regional accrediting association designed to encourage the standardization and excellence within secondary school programs.

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**APPENDIX B: TRANSPORTATION FEES**

**Transportation Fees for Medical Facilities**

**Emergency Room**
The Health Center will determine if the Cadet needs to go to the emergency room. Patrons will be contacted if their Cadet requires emergency care.

The fee schedule for transporting a Cadet to the emergency room is as follows:
- $35.00/hour if the Cadet is under 18 years old and an Academy staff member remains with them until they are discharged
- $35.00/hour if the Cadet is 18 years or older and the Cadet or facility requests the driver to stay until discharged
- $25.00 per trip if the Cadet is 18 years old and the driver does not stay. Driver will return when Cadet is discharged

**Doctor Appointments and Medical Facilities**

It is the Patron’s responsibility to process the Cadet Absence Form if an appointment is made during the academic day or during another mandatory campus event.
- $20.00/hour if Academy staff remains with the Cadet
- $15.00/round trip if Academy staff drops off and picks up the Cadet

**Transportation Fees for Travel**

**Train Runs**
- $8.00 per drop off at the station
- Taxis from the Oceanside train station are $10.00. Cadets must have cash.

**Airport Transportation**
San Diego Airport:
• $35.00 Drop Off
• $120.00 with Academy Escort

Carlsbad Airport:
• $20.00 Drop Off
• $25.00/hour with Academy Escort

*Please check with your airline to verify Unaccompanied Minor age and requirements for travel.*

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**APPENDIX C: SENIORS**

**Senior Class Advisor**  
Bobby Huggins blhuggins@armyandnavyacademy.org  760.547.5182

**Senior Class Co-Advisor**  
Rafael Rodriguez rafrodriguez@armyandnavyacademy.org  760.547.5163

**Purchasing Senior Whites**  
The Cadet Store sells senior white uniforms and accoutrements.  
This uniform ensemble consists of:
- White coat and pants, white shoes, socks and cover.
- Swords and red sashes are also part of the uniform for all Cadet Officers.
- Each senior Cadet must purchase these items and have them properly fitted. First use is usually at the first Closed Weekend – Back to School Weekend.

**Special Events**

**Commissioning Ceremony**  
- Held during Back-to-School Weekend, all seniors, regardless of rank, are commissioned, recognizing their accomplishment of achieving First Classmen status.

**Senior Ring Ceremony**  
- Held during Autumn Ball Weekend, all seniors are recognized and receive their class rings.

**Senior Rank Toss**  
- Held during Warrior Alumni & Family Weekend. This auction allows Cadets grades 7 through 11, an opportunity to buy the services and rank of a Senior Classman for a day. Underclassmen enjoy bidding on their “favorite” senior, knowing they’ll be able
to have their shoes shined, room cleaned, etc., by a member of the senior class.

**Senior and Parent Banquet**
- Held on the Thursday evening of Commencement Weekend. *This banquet is a time to celebrate and honor the graduates and their families for all of the hard work and dedication it took to get to Graduation.*

**Baccalaureate Service**
- Held on the Friday evening of Commencement Weekend.

**Support your Senior**

**Class Rings**
These are ordered at registration and are presented to the Cadets at the Ring Ceremony during Autumn Ball Weekend. For additional orders or questions, please contact Jostens directly by email or at 858.486.2020.

**Senior Pictures**
Pictures are scheduled to be taken in the Fall. Please look for an e-mail from the Academy in the Fall for full details. Ordering information will be given to Cadets on picture day.

**Graduation Announcements**
Announcements are ordered during the second semester. The Senior Advisor will send additional information at the beginning of second semester. Please allow enough time when ordering to receive announcements and distribute to guests.

**Yearbooks**
Yearbook ordering information will be made available in the fall. Please look for an e-mail from the Academy. Purchasing space in the yearbook for dedications can be made through the yearbook editor, Marley Proctor, or online through Jostens. More information will be sent by the senior advisor to parents regarding this at the beginning of the school year.

**Fundraising**
The senior class has priority throughout the school year when it comes to fundraising. Scheduled fundraisers include: weekly snack sales and weekend football game BBQ sales, as well as the primary "money maker," the Senior Class Rank Toss held during Warrior Family Weekend. Additional fundraising ideas are always welcome and can be submitted to the senior class advisor.

**College Counseling**
The 2017-2018 College Counseling Program will continue to match the standard of excellence set by other recent graduating classes with nearly 100% acceptance into college. Additional staff and online resources are available to ensure Cadets have an abundance of
useful information to assist in their college preparation process.

Parents and Cadets should look at individual websites of colleges of interest for college specific deadlines including early action and early decision dates.

**ROTC Scholarships** are continuous and must be requested as soon as possible. Pre-candidate questionnaires are available online at the individual service site. Also, there are handouts in the College Counseling Office listing general requirements for each college’s ROTC scholarship.

**FAFSA Applications** (Free Application for Federal Student Aid) are available January 1. The state aid deadline varies, but is usually March 1. FAFSA applications are necessary if your Cadet is applying for any type of financial aid. **This form may be filled out online.**

A resourceful website for information on various types of financial aid is [www.fastweb.com](http://www.fastweb.com)

**Additional College Resources**

- [University of California System](http://www.universityofcalifornia.edu)
- [California State University System](http://www.casu.edu)
- [United States Military Academy](http://www.usma.edu)
- [United States Naval Academy](http://www.usna.edu)
- [United States Air Force Academy](http://www.usafa.edu)
- [United States Coast Guard Academy](http://www.uscgacademy.edu)
- [SAT/AP Information](http://www.collegeboard.org)
- [ACT Information](http://www.act.org)
- [Peterson’s](http://www.petersons.com) (college search, financial aid, applications, test preparation, and summer programs)
- [U.S. News and World Report](http://www.usnews.com) (college search, virtual tours)
- [CollegeNet](http://www.collegenet.com) (college search, scholarships, financial aid resources, test preparation)
- [University of Florida Index of American Universities](http://www.ufl.edu/cas/index.html) (links to hundreds of universities in the U.S.)

**2017-2018 ACT and SAT Administration Dates and Deadlines**
* Cadets will be required to register for SAT and/or ACT test dates online with a valid credit card.

**Important Information**
- Not all testing dates are offered here at the Academy. Please check with your Counselor or the School Calendar for specific dates.
- U.S. deadlines apply to students testing in the United States and U.S. territories.
- U.S. registration materials that are mailed must be postmarked by the U.S. deadlines. The deadlines expire at 11:59 p.m. Eastern Time, U.S.
- **Additional fees** apply if you register late, change your test center, change your test date, or switch from taking the SAT to taking a Subject Test after registering. Find out how to make **registration changes** and get deadlines.
- **Sunday administrations** usually occur the day after each Saturday test date for students who cannot test on Saturday due to religious observance.
- If you miss the late registration deadline, you may be able to get on the **waitlist**.
- Your registration options will be limited if you aren't taking the SAT for **one of its main purposes**.

*SAT II Language Test with Listening is only offered in November.*
### APPENDIX D: CALENDAR OF EVENTS

#### 2017-2018 CALENDAR

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**September**

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**December**

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**January**

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**February**

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**March**

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**May**

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**June**

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**July**

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| 29 | 30 | 31 | 32 |

**Important Dates**

- September 1: Registration Day
- October 9: Columbus Day Weekend
- November 18: Winter Break
- December 19: Winter Holiday
- January 6: New Year’s Day
- March 1: St. Patrick’s Day
- April 16: Easter Monday
- May 28: Memorial Day
- June 19: Father’s Day
- July 4: Independence Day
- August 21: Labor Day

**Sports Events**

- August 21: Registration Day
- September 1: Fall Sports Begin
- October 9-15: Fall Break
- November 19: Winter Holiday
- December 19: Winter Break
- January 6: New Year’s Day
- March 1: St. Patrick’s Day
- April 16: Easter Monday
- May 28: Memorial Day
- June 19: Father’s Day
- July 4: Independence Day
- August 21: Labor Day

**Contact Information**

- Athletics Office: 905-730-2200
- Director: 905-730-2200

**School Hours**

- 7:30 AM - 2:30 PM

**Office Hours**

- Monday - Friday: 8:00 AM - 4:00 PM

**Emergency Contacts**

- Police: 905-730-2200
- Fire: 905-730-2200
- Medical: 905-730-2200

**School Lunch**

- Cafeteria: 905-730-2200

**Parent Meetings**

- Monthly:
  - 7:30 AM - 8:30 AM

**School Events**

- Back to School Night: 7:30 PM - 9:00 PM
- Parent-Teacher Conferences: 3:00 PM - 7:00 PM

**School Holidays**

- Christmas: Closed
- New Year: Closed
- President’s Day: Closed
- Labor Day: Closed
- Thanksgiving: Closed
- Family Holiday: Closed

**Summer:**

- Closed

**School Announcements**

- News:
  - 9:00 AM - 3:00 PM

**School Events:**

- 7:30 AM - 2:30 PM
APPENDIX E: ANTI-HARASSMENT POLICY

Reporting Protocol

ANA 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 ANA community, as well as being antagonistic to our core values. Cadets are strongly encouraged to report such violations. ANA employees, volunteers, and employees of contracted service providers are required to do so under this Policy and if necessary, as a mandatory reporter as discussed in detail below.

**Cadets, Parents/Guardians, & Other Concerned Non-Academy Employees Reporting Protocol**

Cadets, parents/guardians, and any other concerned individuals not working for ANA who are aware of a violation or suspected violation of this Policy should tell any member of the ANA faculty or staff with whom they are comfortable speaking about the suspected violation. ANA 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, as designated in this Policy (see below), for investigation.

If for any reason, a Cadet, parent/guardian, or other concerned individual who does not work at ANA is uncomfortable reporting the violation to a Faculty or Staff member or a member of the Academy’s administration, he or she may instead report directly to one of the following individuals:

- Legal Counsel: Jack Sleeth, 619.322.2488, JSleeth@as7law.com or Jeanne Blumenfeld (619) 323-3122, jblumenfeld@as7law.com.

Finally, should any Cadet, their Parent/Guardian, or other concerned individual who does not work at Army and Navy Academy wish to report a violation of the Policy anonymously, he or she 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 ANA’s ability to deal effectively with the reported violation.

**Academy Employee, Volunteer, and Employee of Contracted Service Providers Reporting Protocol**
This section applies to Policy violations that do not rise to the level of abuse or neglect under the mandatory transreporting laws discussed below. Promptly upon learning of a possible violation of the Policy, whether as a victim, witness, or recipient of such information from someone else, ANA employees, volunteers, and employees of contracted service providers must report the possible violation to one of the following people: 1) Athletic Director, 2) Director of Counseling, 3) Commandant, 4) Dean of Academics, 5) Director of Human Resources, 6) Chief of Staff or 7) President.

Any employee, volunteer, or employee of a contracted service provider who is uncomfortable reporting the violation to one of the above-denominated individuals should contact either of the following to make such a report:

- Legal Counsel: Jack Sleeth, 619.322.2488, JSleeth@as7law.com or Jeanne Blumenfeld, (619) 323-3122, jblumenfeld@as7law.com.

All Army-Navy employees, volunteers, and employees of contracted service providers who have reason to suspect that a violation has or may have occurred are under an obligation to promptly report this information or suspicion to the indicated persons set forth above in this Policy. A “reason to suspect” may be predicated upon being told directly or indirectly that a violation has occurred, overhearing talk that a violation has occurred, or observing behavior which gives rise to a suspicion that a violation has occurred. The obligation to report is mandatory regardless of whether the alleged violation involves another Academy employee, volunteer, an employee of a contracted service provider, or a Cadet, as the victim or the offender. When in doubt of whether you have sufficient reason to suspect a violation has or may have occurred, always err on the side of caution by reporting what you know or suspect.

**Special Reporting Requirements for Reports of Sexual Abuse/Assault**

In cases of sexual abuse/assault, due to the heightened seriousness of such allegations, reports must be made by ANA employees, volunteers, and employees of contracted service providers immediately upon coming into the possession of the information that such an act has or may have occurred and such reports should be made directly to one of the following people:

1. President
2. Chief of Staff
3. Director of Human Resources
4. Commandant
5. Dean of Academics

If the Chief of Staff or the President is the subject of the report, the matter should be brought directly to the attention of the Chairman of the Board of Trustees. This internal reporting requirement is in addition to the legally required mandatory reporting discussed below.
**Protection of Reporter’s Identity**

In some cases, it is not possible to protect that identity of the person reporting. Investigation of a complaint will be conducted in a manner that protects confidentiality of the parties and maintains the integrity of the process. Army and Navy Academy will protect the identity of any reporter to the maximum extent possible.

The reporter’s identity and the information he or she reports will only be shared with those necessary in the Academy’s judgment and discretion to appropriately address the situation. Retaliation of any kind against a person or persons who have made such a report will not be tolerated and will subject anyone who engages in it to disciplinary action which may include expulsion or termination. (See, “Retaliation Prohibited” below.)

**Mandatory Reporting to the California State Hotline**

Under Section 11164-11174.3 of the California Penal Code, (“CPC”) all school officials, including, but not limited to, teachers, administrators, guidance counselors, TAC Officers, and health care professionals are “mandated reporters” and have an affirmative duty to report when they have “reasonable cause to suspect” that a child under 18 has been abused or neglected and such information has come to the school official's attention in the course of his or her official or professional capacity or within the scope of his or her employment.

“Mandated reporters,” as defined above, must call child protective services (“CPS”) at 1 (800)-344-6000 or 858-560-2191, or any police department or sheriff’s department upon having such “reasonable suspicion.” This is the personal duty of the person who has such reasonable suspicion and is not satisfied by telling a supervisor at ANA. Consulting with a supervisor at ANA before making such a call however, is allowable, and indeed advisable, but the consent or approval of such supervisor is never a requirement for making a call to the appropriate authorities.

This reporting duty applies to knowledge obtained during the course of any out-of-school activity, as well as when on Academy premises, and indeed to any knowledge of abuse or maltreatment of a child “coming before them in their official or professional capacity” at any time or place. Thus, even if an ANA employee learns of reportable abuse or maltreatment while on a retreat or a school trip, or anywhere else outside of the Academy, a report must be made to the appropriate authorities.

Academy employees are reminded that the administrators are always available to discuss such situations, offer advice and support, and be present should a call need to be made. Oral reports must be made immediately or as soon as practicable by telephone and must be followed up within 36 hours of receiving the information concerning the incident with a written report using a form which can be obtained from the school counselor's office, the Red Crisis Response Book, Addendum 3, in the Operations Office; and at http://ag.ca.gov/childabuse/pdf/ss_8572.pdf. This report must be made even if the child is over 18 at the time the requisite knowledge or reasonable suspicion of the abuse suspected of occurring is obtained if the abuse suspected occurred when the child was less than 18.
Penalties for failure to report: Failure of a mandated reporter to report a suspected case of child abuse or neglect is a misdemeanor punishable by up to 6 months in jail and/or a fine of $1000. In addition, it is a violation of ANA policy and is therefore an offense for which an employee may be terminated.

**Immunity from liability for Mandated Reporters**
Under Section 11164-11174.3 of the California Penal Code, any school employee who in good faith makes a report to CPS or a law enforcement agency pursuant to his or her duty to do so under this statute, has immunity from liability, civil or criminal, which might otherwise result by reason of such action unless it can be proven that a false report was made and the person knew that the report was false or was made with reckless disregard of the truth or falsity of the report.

**Amnesty Provision**
The health and safety of ANA Cadets is the Academy's paramount concern. To minimize any hesitation a Cadet may have to report a violation of the Anti-Harassment Policy that would involve revealing the Cadet's alcohol use, while not overlooking a violation of its alcohol policy, the Academy will place great weight on the positive impact of reporting an incident in deciding if any action is appropriate for the reporter's breach of the alcohol policy.

**Retaliation Prohibited**
Retaliation against anyone who in good faith reports a violation or suspected violation of this Policy, or who participates in the investigation of a complaint, is strictly prohibited. Any person who engages in such retaliation will be subject to disciplinary action including expulsion, if a Cadet, or termination, if an ANA employee, volunteer, or an employee of a contracted service provider. Prohibited "retaliation" includes, but is not limited to: threats, intimidation, harassment, any other adverse action threatened, expressly or impliedly, or taken against anyone who reports a violation or suspected violation of this Policy or who participates in an investigation of a complaint. Anyone who either observes or becomes aware of such retaliatory behavior is strongly encouraged to report it to the Academy. All ANA employees, volunteers, and employees of contracted service providers are required to do so.

**Knowing False Reports Prohibited**
ANA considers any allegation of harassment to be a serious matter. Therefore, if it is determined at the conclusion of an investigation that a reported violation was intentionally falsely made or that false information was knowingly provided regarding the complaint, ANA will take disciplinary action against such individual.

**Investigation of Reported Incidents**
After a report is made, ANA will direct that an investigation be conducted by appropriate individuals who will be selected based upon the nature of the report and the individuals involved. This investigation may be conducted by ANA personnel, by counsel, or by an outside investigator, depending on the facts and circumstances of the report. ANA
recognizes that reporting a violation of this Policy will often involve discussing matters of a sensitive nature. Therefore, ANA, its counsel, and any outside investigator it retains will bear this in mind and use the utmost discretion when conducting the investigation in order to minimize the chances that information about the matter will become known by unnecessary individuals.

As part of any investigation conducted pursuant to this Policy, the reporter, the alleged victim (should that be someone other than the reporter), and the alleged offender will be interviewed separately about the reported facts. They will be advised of the prohibition against retaliation for making such a report and/or cooperating with an investigation. Furthermore, others who may have relevant knowledge may also be questioned, and they too will be reminded of ANA’s anti-retaliation policy and the need for discretion. Given the fact that these investigations help to preserve the safety of our community, ANA expects all members of the community to cooperate in an investigation if requested to do so. All ANA employees, volunteers, and employees of contracted service providers are under a duty to cooperate. ANA will try to be as discrete as possible during the investigation and confidentiality will be maintained to the extent possible given the facts and circumstances of the complaint and the need to do a fair and thorough investigation.

Nothing in this Policy is intended to limit the options of any person who believes that he or she has been subject to criminal behavior, unlawful harassment, or discrimination. Such a person may at any time in addition to participating in the ANA Policy procedures pursue his or her rights with an outside agency, governmental entity, or legal counsel.

At the conclusion of the investigation, and after the decision regarding what, if any, disciplinary or remedial action is to be taken has been made, the alleged victim and alleged offender will be informed about the disposition of the matter. If either party is dissatisfied with the outcome, remedy may be sought by contacting the President. Communication of any information regarding the matter to other members of the ANA community, whether that be faculty, staff, the student body, or parents/guardians, will be decided on a case-by-case basis with all due consideration being given to issues of privacy, confidentiality, and the emotional and physical well-being of all those involved.

Disciplinary decisions will be based on the facts and circumstances of each case and will take into account the offender’s prior conduct and the wishes of the victim, although the latter will not be controlling as ANA must act in the interest of protecting the entire Academy community as well as the victim. In addition to being disciplined for engaging in an act of prohibited harassment or retaliation, ANA employees may also be disciplined for not following all aspects of this Policy, including but not limited to, the reporting protocols.

Possible disciplinary outcomes for Cadets include, but are not limited to: a verbal warning, counseling, demerits, detention, restriction, suspension, expulsion and dismissal. Possible disciplinary outcomes for employees include, but are not limited to: warnings, counseling, reprimand, suspension, termination, or legal action.
In addition to disciplinary action with regard to the accused, ANA will consider what, if any, remedial actions should be taken with regard to the Academy as a whole to prevent similar offenses from occurring in the future.

Army and Navy Academy will keep records of all such investigations and such records will include, but not be limited to, information about the allegation as gathered from the reporter, the alleged victim, the person accused, and others interviewed. In addition, the decision reached regarding appropriate disciplinary action and any other relevant follow-up action engaged in by the Academy will be documented. These records will be maintained in accordance with ANA Document Retention Policy. Documentation of harassment investigations is necessary to provide an accurate record regarding the reported violation and how it was handled, one that does not have to rely on the recollections of people whose memories may become inaccurate over the passage of time.

**APPENDIX F: 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. TAC 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 Parent, 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 Department Head. 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; Parent/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 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) Athletic Director
2) Director of Counseling
3) Commandant
4) Dean of Academics
5) Director of Human Resources
6) Executive Vice President of Operations and Administration
7) President

If the report is made to anyone other than the Executive Vice President of Operations and Administration 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 boundary line. If the Executive Vice President of Operations and Administration 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 Executive Vice President of Operations and
Administration 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.