



**ARMY & NAVY  
ACADEMY**

**CADET GUIDEBOOK**

**HONOR**

**INTEGRITY**

**RESPECT**

**RESPONSIBILITY**

**COMPASSION**

**GRATITUDE**

## MEMORANDUM FOR: All Army and Navy Academy Cadets

Subject: Cadet Guidebook

The Cadet Guidebook is intended to be the one stop reference for policies, procedures and expectations for all Cadets; one that will keep you headed in the right direction throughout your time at Army and Navy Academy.

It has provided generations of Academy Cadets with the knowledge they needed to succeed and graduate from our program. It can do the same for you.

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

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

The Army and Navy Academy is a team. The administration, staff, and faculty are all here for one purpose: to ensure that you receive an excellent education in the broadest sense of the word. We expect that when you graduate, you will do so as well educated young men of good character, ready to succeed in college or other endeavors with the quiet confidence that you will become tomorrow's leaders.

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

Warrior Proud!



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

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## OUR MISSION

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

**VISION.** Army and Navy Academy is a premier college preparatory, military boarding school for young men. Internationally recognized, the Academy develops intellectual curiosity, creativity, and independent thought through structure instills pride in its Cadets and empowers them to develop a rigorous academic core that prepares them for the challenges of academic excellence, leadership, and character traits to succeed in life.

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

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

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

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

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

## ACADEMICS

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

- Develop intellectual curiosity, creativity and independent thought through a rigorous academic core that prepares him for the challenges of a post secondary education;
- Become an information-literate Cadet 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 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 lifelong emotional health;
- Develop an appreciation for cultural diversity in our modern world.



### CADET LEARNING EXPECTATIONS

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

### ACADEMIC BEHAVIORAL EXPECTATIONS FOR CADETS

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1. Be on time and respectful in class
2. Be prepared for class.
3. Be an active participant in class.
4. Be a leader in the Corps. (Display proper military bearing and uniform.)

### GRADUATION REQUIREMENTS

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

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Subject Area	Units	Min. Credits Required per Subject Area for Graduation	Circumstances
"a"   History / Social Science	2.5	1 unit World History 1 unit U.S. History 0.5 unit U.S. Gov.	0.5 unit of Geography may replace 0.5 unit of World History.
"b"   English	4	1 unit English 9 1 unit English 10 1 unit English 11 1 unit English 12	Qualified Cadets may take take one full year of ESOL (English for Speakers of Other languages in place of English 9 or 10.
"c"   Mathematics	3	1 unit Algebra 1 unit Geometry 1 unit Algebra 2	A fourth year of math is offered as a requirement for admission into the more competitive universities.
"d"   Laboratory Science	2	1 unit Biology 1 unit Physics, Chemistry or	Competitive universities generally require all three courses. Each of the units must comprise a full equivalent year of the science elected.
"e"   LOTE (Language Other Than English)	2	2 units in one LOTE	Fluency in a language other than English may exempt Cadets from this requirement. Fluency is demonstrated with a passing score on the standardized testing (SAT 2 Subject Test w/Listening).
"f"   VPA	1	1 unit in one VPA	This requirement must be met by one year of a UC approved VPA course.
"g"   Elective	1	1 unit	0.5 unit must be Economics.
JROTC /LET(Junior Reserve Officer Training Corps) / LET (Leadership Education and Training)	1-4	1 unit LET 1 1 unit LET 2 1 unit LET 3 0.5 unit LET 4	1 unit of JROTC/LET is required for 9-12 Cadets for each year enrolled.0.5 unit of JROTC/LET is required for 12th grade Cadets enrolled.
Physical Education	2	2 units	0.5 units for each semester.



## ACADEMICS

### GRADUATION PROCEDURES

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Cadets who meet graduation and citizenship requirements will be invited to participate in graduation week activities. Failure to meet these requirements jeopardizes the Cadet's ability to participate in all graduation week activities, including Commencement.

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

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

### GRADING SYSTEM

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The Academy's school year is divided into two semesters with three grading periods each. Each grading period lasts approximately six weeks. The semester grade for high school courses is based on the combination of the three grading period grades and the semester exam grade as described in the table below. (AP courses may be weighted differently to align with the College Board standards.)

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<b>First Semester Grade (Grades 9-12)</b>	Grading Period 1	25% of Grade
	Grading Period 2	30% of Grade
	Grading Period 3	30% of Grade
	Final Exam	15% of Grade
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<b>Second Semester Grade (Grades 9-12)</b>	Grading Period 4	25% of Grade
	Grading Period 5	30% of Grade
	Grading Period 6	30% of Grade
	Final Exam	15% of Grade

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

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

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## ACADEMICS

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

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### FINAL EXAMINATIONS

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

#### **Qualifications to Sit for Final Examinations**

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

All letter grades are based on the following percentages:

<b>Letter Grade</b>	<b>Percentage Range</b>	<b>Description</b>
A	89.5 - 100.0%	Excellent work; well above basic expectations
B	79.5 - 89.49%	Above average work; above basic expectations
C(*)	69.5 - 79.49%	Average work; meeting basic minimal requirements
D(*)	59.5 - 69.49%	Below average work
F(*)	0 - 59.4%	Failure to meet requirements
P	59.5 - 100%	Pass; meeting or exceeding the minimum requirements
I	n/a	Incomplete work that still must be completed
W	n/a	Withdrawn from the class

*\* Grounds for reassignment or removal from an AP or Honors level course.*

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

## ACADEMICS

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

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

### ACADEMIC WITHDRAWAL & DISMISSAL POLICIES

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

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

### ACADEMIC ATTENDANCE POLICY

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

Because interactions with his teacher and fellow Cadets are central to a Cadet's academic success, excessive classroom absences, whether excused or unexcused, compromise the Academy's goal of educating Cadets. Therefore, if a Cadet incurs 7 or more (excused and/or unexcused) absences per semester in any one class, course credit may be jeopardized for that class. Additionally, if a Cadet misses more than 9 excused or unexcused class sessions in any particular class during a semester, the issuance of academic credit may also be reviewed. In these cases, the Cadet will be withdrawn from the class and receive a letter grade of "W."

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With this policy in mind, parents and Cadets alike should realize that the Academy strongly discourages absences for any reason.

Whether 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 required to re-teach missed material or to re-administer tests or quizzes. Any assignments missed due to unexcused absences may be factored into the grade as zeros. As a result of their unauthorized absence from class, Cadets also incur demerits at a rate of +2 for each unexcused absence.

### **ACADEMIC SUPPORT SERVICES**

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

#### ***Academic Counseling Program***

The Academic Counseling Program provides academic, social/emotional, and college and career counseling as well as standardized testing (i.e. PSAT, SAT, ASVAB and AP) services for all Cadets. The academic counselors monitor the academic progress of Cadets by alphabet, guide Cadets in establishing their academic schedules for the school year, manage Cadets on academic probation, ensure that graduation requirements are met, and work closely with the Director of Learning Strategies to ensure appropriate placement. The academic counselors also facilitate meetings and are responsible for implementing the range of academic intervention programs as well as working with all pertinent stakeholders to meet their social/emotional needs. School counselors meet with the Cadets individually, in groups, and are a part of the support plan meeting with Cadets who are "at risk" for various reasons. The school counseling department also offers Cadets the opportunity to be involved in proactive and preventative groups such as: peer counseling, peer mentoring, and peer tutoring.

#### ***Learning Strategies Program***

The Learning Strategies Program is an academic support program designed to assist Cadets with diagnosed learning challenges. A limited number of Cadets who have qualifying disabilities (i.e. IEP, 504) or who display a need for academic intervention may enroll in the Learning Strategies Program for an additional fee. The Director of Learning Strategies works closely with the faculty, administration, and parents to address the content-based academic needs of Cadets, and periodically conduct SST (Student Support Team) meetings to further support Cadets. The Director of Learning Strategies works with the counselors as needed to best support Cadets in the program. The Learning Strategies Program also provides instructional lessons and activities to support Cadets' learning styles, reinforce and refine their study skills, empower self-advocacy, and encourage self-reflection.

### ***English for Speakers of Other Languages (ESOL) Program***

These literature-based courses are designed for non-native English speakers to develop Cadets' listening, speaking, reading, and writing skills in the English language. Emphasis is placed on active reading strategies, study skills, and academic language functions needed to access the English Language Arts Standards and the content curriculum. These classes are designed to facilitate the transition into the mainstream English classroom. One unit of an ESOL course may be taken which satisfies one year of a Cadet's English curricular requirement. ESOL courses may also be taken for elective credit, within a Cadet's course of study to better support learning, English language fluency, and mastery.

### ***Tutorial & Mandatory Tutorial***

Cadets are encouraged to meet and work with their teachers during the tutorial period that is set aside Tuesday through Friday to receive extra help and support with their homework, class work, and other academic areas. Faculty may require Cadets to attend tutorials at any time during the year to make up missing assignments or assessments, to receive additional help in a specific subject area, or to review for a test or quiz. Cadets may also be placed in a Mandatory Tutorial by the academic counselor, academic administration, or by the request of parents/guardians based on the quality of their performance.

Any Cadet who earns a grade of D+ or below in their courses at the end of a grading period can expect to attend at least one mandatory tutorial session per week with the teacher of that course for the following grading period.

Grades are also evaluated throughout each grading period to determine appropriate updates to the mandatory tutorial rosters.

### ***Evening Office Hours***

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

### ***In-Barracks Study - Call to Quarters (CQ)***

Cadets who have maintained academic standards are allowed to study in their rooms during established Call to Quarters study time. During these designated quiet times, Cadets are expected to study in their rooms on appropriate academic coursework. Weather permitting Cadets will study with their barracks doors and window shades open in order to allow for proper supervision by Academy staff. During CQ times, computers may be used for academic purposes only and their screens

## ACADEMICS

will be visible from the door at all times. Making phone calls, using social media, playing video games, watching movies, or any other non-academic activities are prohibited during this time. The use of headphones to listen to music is recommended to limit distracting others. Snacks and beverages are allowed as long as their use is responsible.

### ***Only academic activities are permitted during CQ. They include:***

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

### ***The following procedures apply to ALL Cadets during CQ:***

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

### ***Thursday Missing Assignment Study Hall (7th & 8th grade only)***

The development of intrinsic motivation, self-reliance, and task commitment are essential keys to academic success and Cadet ownership of the learning process. Thursday Study Hall is designed to hold accountable those younger Cadets who consistently miss/fail to submit multiple assignments. High school Cadets with excessive missing assignments may be assigned to this session.

During this structured time, Cadets bring in and work on their unfinished class assignments and study under close supervision. The Proctor has access to the missing assignments through Aeries or teachers provide the Proctor with a list of missing Cadet assignments along with all accompanying materials for work completion. Cadets are responsible for arriving on time and being prepared to fully participate and work effectively during this time. Demerits may be issued to Cadets who arrive without their work or who are otherwise unprepared to fully engage in their academic pursuits during this study time. This study hall is conducted at the discretion of the academic administration.

### ***Friday Missing Assignment Study Hall (Grades 9-12)***

To foster greater Cadet accountability in preparing Cadets for the independent nature of college, Cadets who display academic neglect by not completing their work before Friday may be assigned to Friday afternoon study hall. All faculty members will be present in their classrooms to assist Cadets during the beginning portion of the study hall session. Missing Assignment Study Hall supersedes athletics and home leave. Athletes and Cadets leaving for an open weekend will not be allowed to attend their athletic time or leave campus until excused by academic staff.

Repeat offenders may be required to submit a weekly "Progress Review Sheet" and be referred to the structured evening study hall program. Being assigned to Friday study hall more than three times may negatively affect a Cadet's eligibility for Honors and/or AP courses. Academic commitment supersedes athletic commitments. Cadet athletes will attend/complete this commitment before attending practices or games. Study hall is conducted at the discretion of the academic administration.

### ***Structured Evening Study Hall***

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

A Cadet may request to be placed in this proctored study environment or be assigned into it if it is deemed a better setting for individual scholarship. Advisors and parents may also request that a Cadet be placed in structured study hall for reasonable cause. This study environment is supervised and Cadet Aeries account and/or agenda books will be checked to verify completion of homework. The use of electronic devices during this study time is at the discretion of the Academic Department. Peer tutors may be available nightly to assist Cadets as needed.

### ***Academic Probation***

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

### ***Tutoring Services***

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



## STANDARDIZED TESTING

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### ***Test of English as a Foreign Language (TOEFL)***

All 10th-12th grade international Cadets 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 Cadets at more than 6,000 colleges and universities nationwide and is an excellent gauge of English language proficiency.

### ***Scholastic Aptitude Test (SAT)***

The SAT is a standardized test widely used for college admissions in the United States. Junior and senior high school Cadets are strongly encouraged to take the SAT. The SAT Reasoning & Subject tests are administered according to a national testing schedule set by the College Board. The Army and Navy Academy is a recognized test site center. Please contact your Cadet's counselor regarding registration.

### ***American College of Testing (ACT)***

The ACT is a standardized college admissions test administered by the American College Testing Service. It is strongly recommended that Cadets take the ACT as a junior or senior. There is a notable difference between ACT and the SAT. The ACT is composed of four 35 to 50 minute sections in English usage, mathematics usage, social studies reading, natural science reading and writing test. It is a yardstick of both reasoning ability and knowledge of specific subject matter covered in classes. Most colleges and universities consider either the SAT or ACT scores. The ACT tests a wider range of topics so it is in a Cadet's best interest to consider taking both the SAT and ACT at least once.

## PERSONAL/SOCIAL SUPPORT

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### ***School Counseling Program***

The goal of the school Counseling Program is to support the emotional wellness of all the Cadets. The Counselors collaborate with the Academic and Cadet Life Departments, all Academy staff members, parents, and community members to unify support and provide interventions including academic, career/college, personal/social, and crisis response support. Common Cadet issues that the school's Counselors deal with include depression, peer 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 offer a variety of supportive groups designed to meet the social and emotional needs of the Cadets.

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

### ***Peer Counseling/Mentoring Program***

Peer Counselors are selected through a survey of Cadets who stated they would seek out these specific Cadets if they had a problem. Peer Counselors are trained and supervised to provide Cadets with listening and other important skills and to know when to refer a friend to an adult. The Peer Counselors can be easily identified on campus by their blue and orange cord. Peer Counselors also serve as mentors for new Cadets in order to provide support in order to help new Cadets transition to the Academy.

## **ACADEMIC HONORS & HONOR SOCIETIES**

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

### ***Honor Roll***

The Honor Roll is the Academy's method of recognizing Cadets who earn a minimum GPA of 3.5-3.79 for any grading period while carrying a full course load. Recipients are recognized at a special awards assembly. Additionally, Cadets may earn the following awards for academic, leadership, and citizenship excellence:

### ***Dean Raymond Ede Superior Academic Achievement Award***

- Grades 7-12
- 3.8 or above semester GPA
- C or higher for all semester grades
- All satisfactory or better citizenship grades during the semester

### ***Academic Chord***

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

### ***Silver Star***

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

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### ***Peterson Legion of Merit Award***

- Grades 8-12
- 3.5 or above semester GPA
- Hold the rank of corporal or above
- Be in the top 15 of total merits earned of their respective class and/or approval from the Dean of Academics
- Be in a leadership position for at least one semester
- Earn excellent or higher citizenship grades during the semester

### ***General William W. Crouch Award***

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

### ***National Honor Society***

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

### ***National Beta Club***

The National Beta Club is a community service club that promotes the ideals of academic achievement, character, leadership and service. This club recognizes Cadets who achieve high academic qualifications. See the club advisor for more details.

### ***California Scholarship Federation***

The California Scholarship Federation is a statewide honor society that recognizes academic achievement. Requirements are based on GPA earned in academic subjects only. See the club advisor for more details.

## ASB ACTIVITIES

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

The ASB sponsors a variety of different clubs which vary from year to year but often include: Astronomy, California Scholarship Federation, Forensics, Interact , Key , Multicultural, National Honor Society, Peer Counseling, Chess, Game Time, Gardening, Green and others as requested by the Cadets. In addition to the club activities, the ASB sponsors several all school functions throughout the year.

### ***Formation of New Clubs or Organizations***

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

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

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

### **ASB Dances**

The ASB sponsors dances during the school year. All Academy rules are in effect and must be observed. To encourage Cadet buy-in, each class assists with the planning or implementation or clean-up of at least one dance each school year.

### **Formal Dance**

The ASB Council and ASB Director and are responsible for the Military Ball. Formal dress is required. The faculty encourages Cadets to attend the dance with a date. The ASB and ASB Director assists Cadets who do not have a date by visiting local schools prior to the dance and inviting young ladies to attend.

### ***Schedule of Meetings***

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

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

### ***Class Officers***

Any Cadet in good standing is eligible to hold office in his class. Class officers consist of a President, Vice President, and several Officers who perform a variety of tasks in keeping with a Secretary, Treasurer, and Sergeant-at-Arms.

### ***Standards of Conduct***

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

### ***Advisors to Classes, Clubs and Activities***

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

### ***ASB Director***

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

### ***Financial Expenditures***

The ASB Director is in charge of facilitating pre-approval for all club, class, and activity expenditures. Clubs must end the year with a positive financial balance.

### GUIDEBOOK EXPECTATIONS

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

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

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

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

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

## CHARACTER & SELF-DISCIPLINE

- 3. *Being on time at the correct location when needed.*** Honor is ensuring your word is your bond. This means keeping commitments by attending formations, classes, and mess meals according to the Academy schedule. This includes doing one's best and fully meeting obligations.
- 4. *Treating yourself, Cadets and adults with dignity and respect*** at all times. Honoring these expectations will ultimately lead to academic success, promotion, and increased responsibility and position within the Corps. The program is based on results achieved only when a Cadet builds good habits and self-discipline.

### ANTI-HARASSMENT POLICY

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

#### ***Reporting Protocol***

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



## CHARACTER & SELF-DISCIPLINE

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

- Chairman of the Board of Trustees: Barry Shreiar (760) 547-5111, chairman@armyandnavyacademy.org
- Legal Counsel: Jack Sleeth, or Jeanne Blumenfield (619) 322-3122, jsleeth@as7law.com or jblumenfield@as7law.com

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

### CITIZENSHIP GRADES

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Citizenship grades are issued for each grading period and are based on the Cadet's merit and demerit totals accrued on the last day of the grading period. Citizenship grades are NOT included in calculating the academic GPA but do influence future Cadet promotions, selection for leadership positions, and consideration for returning to the Academy in subsequent school years.

Cadets who earn excellent or outstanding citizenship grades and are maintaining academic excellence are eligible to receive extra privileges as a reward for their performance. The list of privileges will be discussed with a committee of Cadets and the specifics of the rewards will be published by the Commandant on a periodic basis.

Citizenship Grade	Demerits
Outstanding	25+ merits and 0-3 demerits
Excellent	Less than 25 merits, 4-10 demerits
Satisfactory	11-25 demerits
Unsatisfactory	26+ demerits or

**Note:** Merits and demerits are the cumulative number issued during a grading period.

### **MERITS AND REWARDS**

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The Academy believes in rewarding good behavior. Merits and demerits are recorded and measured separately. Merits are not used to justify or offset demerits accumulated from poor behavior. Merits are earned by exceeding the standards and expectations set forth in the Cadet Guidebook. Individuals nominating a Cadet for this type of merit must provide a sufficiently detailed narrative description of the deed via the appropriate electronic form. Those merits accumulated each grading period are factored in when citizenship grades are assigned. Merits may be earned for exceptional results from personal appearance, room inspection, acts of kindness around campus, or other displays of positive character.

### **MERIT PRIVILEGES AND OPTIONS**

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As Cadets accrue different level of merits they may be awarded certain privileges. These include but are not limited to, extra local liberty, weekend check-in in lieu of attending formations, and gift certificates to the Canteen. Cadets with the high merit totals and no demerits during the grading period will be recognized as Cadets of Distinction at an assembly. The highest merit earner, if eligible, may be considered for meritorious promotion.

### **CHARACTER DEVELOPMENT PROGRAM**

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

### **PROGRESSIVE DISCIPLINE PROCESS**

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A primary program goal is to help our Cadets develop effective leadership skills. Among the skills we hope to strengthen are those of self-discipline and responsibility. At the Academy, actions are valued above words, so Cadet's actions are carefully evaluated based on clearly described expectations. When performance does not meet expectations, demerit values are assigned based on the community's shared expectation. Each week (Thursday-Wednesday), Cadets' actions are observed and assigned demerits accumulate. It is the Cadet's responsibility to check his demerit

## CHARACTER & SELF-DISCIPLINE

balance daily. Cadets are allowed to perform voluntary community service (with TAC Officer approval) to reduce demerit balances less than nine. Once a Cadet's balance reaches ten, he is required to stay Friday afternoon for detention (1300-1500) and perform extra duties around campus as assigned by the Commandant. Attendance at Friday detention lowers the Cadet's demerits balance by four. Performing voluntary community service with the TAC Officer's approval can further reduce any remaining demerit balance. Balances carry over to the next week.

### ***Extra duty***

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



## CHARACTER & SELF-DISCIPLINE

### MEANS OF ENGAGING POSITIVE ACTIONS

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#### ***Verbal Warnings***

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

#### ***Class I and II Offenses***

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

#### ***Class III Offenses***

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

#### ***Special Order Offenses (SO)***

Special order offenses represent major infractions that are serious breaches of order and discipline for the individual and the community. These offenses are considered serious, and may result in dismissal of the Cadet when repeated or are severe in nature. 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/or leadership position. The number of demerits that could be imposed for a Special Order will be determined by the Commandant.

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

## CHARACTER & SELF-DISCIPLINE

### ***Dismissible Offenses***

The President of the Academy is the decision-making authority for dismissal.

### ***Disciplinary Interventions***

- 1. Loss of Privileges.** Repeated poor judgement or behaviors may result in loss of certain privileges on campus. For example, a Cadet may lose the privilege of having a cell phone for repeatedly using his cell phone during academic time.
- 2. Restriction.** Restriction is a discipline tool used for more serious offenses. It is most often used in conjunction with Special Order offenses but can be used at the discretion of the Commandant when deemed necessary. Stipulations of restriction may be imposed on a case by case basis.
- 3. Saturday School.** Repeated poor behavior, repeated tardies or missing tutorials, excessive demerit balance, or as corrective action stipulated in a Special Order will result in a Cadet being assigned to Saturday School. Cadets will lose free time privileges Saturday morning and will be assigned additional duties around campus. Some legitimate activities may supersede this commitment when approved in advance by the Commandant or designated representative.
- 4. Support Plan.** A Cadet may be required to review and sign a support plan designed for improving their actions moving forward. A Support Plans provides a Cadet the means to refocus his priorities and address specific expectations. Parents receive a copy of the agreement and are required to sign and return the copy back to the school if not physically present for the conference.
- 5. Suspension.** The Commandant is the decision making authority for a suspension. A suspension is used as a discipline tool or means to ensure the safety and security of the campus with suspensions served on or off campus. If off campus, transportation arrangements are the responsibility of the parents and/or families and at their expense. Suspension of a Cadet may be directed to:
  - Allow time to investigate any situation
  - Invoke discipline when a Cadet reaches a certain number of discipline offenses
  - Execute discipline otherwise unavailable that serves the Academy interests
  - Enable Patron and Cadet to reflect on current trends in behavior and develop strategies to improve performance

A Patron conference may be mandated upon return from suspension to discuss strategies to improve performance.

## CHARACTER & SELF-DISCIPLINE

### DISCIPLINE OFFENSE TABLE

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

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

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#### CLASS I OFFENSES

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

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

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

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

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

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

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Inappropriate use of cell phone or other electronic devices.

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Out of room during CQ/Quiet time without permission.

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Improper Check-in/check-out procedure.

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Minor Personal Appearance (PA) Failure/Uniform violation.

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

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

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Use of profanity.

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### CLASS II OFFENSES

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

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Aggravated rough housing & throwing objects, out of control horseplay.

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

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

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Failure of room standard.

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

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

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Possession of list B contraband items (see appendix B Prohibited Items List).

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Removed from the classroom for misconduct.

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

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

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Use of profanity directed at another person.

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Violation of Off Limits Area (refer to pages discussing on and off limits areas) while on local liberty.

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Visitation to an unauthorized area without permission.

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## CHARACTER & SELF-DISCIPLINE

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### CLASS III OFFENSES

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

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

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

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Disrespect toward a ranking Cadet. Multiple or repeated Class I or II offenses. Possession of list A contraband item.

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

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

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

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Unauthorized possession of Academy or personal keys/codes; (i.e. giving car or house keys, and room or quad codes to another Cadet(s))

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

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

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### SPECIAL ORDER OFFENSES

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

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

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Giving a ride to another Cadet when driving or riding in a vehicle driven by a Cadet if permission from both parents and/or families is not on file with the Commandant (see note 3).

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

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

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Multiple or repeated Class III offenses.

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

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Physical harassment.

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Posting of, following, or liking private or harmful information, offensive material depicting or describing another Cadet or the Army and Navy Academy on social networks or any Internet sites (see note 7).

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

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

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Unauthorized absence from campus outside the local liberty area.

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

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Conduct Unbecoming of a Cadet. Behavior that endangers oneself or others, including defiance of published standards; this discipline category can be broadly applied to a variety of situations.

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Possession or use of cigarettes, e-cigarettes, tobacco products, etc. (see notes 2 & 5).

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### DISMISSIBLE OFFENSES

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Bullying.

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Hazing.

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Multiple Special Order Offenses; Multiple Honor Code Violations.

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

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

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

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

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

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

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**Note 1** Confiscation of the cell phone/electronics may occur with equipment either shipped back to parents and/or family at their expense or held.

**Note 2** Evaluation and treatment will be at parent's and/or family's expense.

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

**Note 4** Parents will be responsible for remuneration of damages to Academy property and it is strongly recommended reimbursements be made for damages to another person's property.

**Note 5** Parents and/or family will be responsible for costs of random tobacco testing done by the Health Center.

**Note 6** Refer to Technology Use Agreement.

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

**Note 8** Refer to drug free covenant signed by parents and/or family and Cadet; drug testing expenses are paid by the parents and/or family.

## DRUG POLICY AND PROCEDURES

All Cadets will be required to supply a urine sample several times throughout the school year; registration, after winter break, and after spring break. Additionally, a percentage of the Cadet Corps will be selected randomly to submit a urine sample for testing each month.

Cadets may be assigned to the mandatory monthly Drug Testing Program (DTP) upon request of the parent or as a result of a positive drug test at registration. Cadets assigned to the DTP will be tested randomly at least once a month. The purpose of the DTP is afford the Cadet an opportunity to resist the temptation to use drugs. Any Cadet who tests positive on a drug test while enrolled at the Academy will be assigned to the to the Drug Counseling Program (DCP).

Cadets placed on the DCP will be tested randomly at least once a month and be required to attend a designated number of drug counseling sessions with a certified therapist on campus. In the event of a positive drug test, parent notification will occur and the Cadet will be advised of his required enrollment into the DCP. A follow up letter that outlines parents and/or family and Cadet requirements for the program will be mailed to the parents and/or family of the Cadet confirming mandatory participation in the appropriate program.

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

Army and Navy Academy may test for drugs at their discretion based on reasonable suspicion. When the decision is made to test, the Academy staff shall immediately test individual Cadets via urine, saliva or other recognized techniques. All initially positive results are sent to an outside laboratory for confirmation of results. Positive drug tests are reviewed by the disciplinary committee and each disciplinary action is decided on a case by case basis.

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

*Note: All costs associated with both DTP and DCP are the parents responsibility. Please refer any questions concerning cost to the Counseling Department.*

## ***Academy Tradition of Building Leaders***

Since 1910, Army and Navy Academy Cadets have learned about leadership principles. True leaders set an example and achieve results. Leadership is neither assertive nor demanding. The reading and knowing of this document and encouraging others to do the same are marks of positive leadership.

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

***Cadet Leaders*** Cadets qualify for officer and senior non-commissioned officer leadership positions primarily by completing their respective leadership course and by review of their overall performance while at the Academy. Once qualified, a selection board of Senior Administrators selects and assigns the most effective leaders to be officers and senior noncommissioned officers at the end of the school year for the following year. Cadets gain greater leadership responsibilities progressively as they demonstrate greater confidence. Cadet leadership is a privilege and ineffective leaders will be counseled and may ultimately be removed from leadership positions.

## ***Progressive Development.***

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

- Being on time, prepared, and respectful in class.
- Completing their homework and classwork to the best of their ability.
- Cleaning their rooms and common areas.
- Keeping their uniforms ready to wear and wearing their uniform properly.
- Taking responsibility for themselves and their community.
- Leading other Cadets to do the same.
- Being proactive in solving problems when they arise.

## LEADERSHIP

**Cadre Training** Cadets who have been selected for a leadership position will be required to attend a special leadership training course prior to new Cadet (Plebe) registration. This training is designed to prepare the newly appointed Cadre for the new school year. Training focuses primarily on preparing leaders for their specialized duties and for conducting the Plebe Orientation Training program.

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

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

## REWARDS & AWARDS

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### UNIT AWARDS

#### ***The General George Patton Trophy for Best Company of the Year***

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

#### ***Company of the Grading Period***

The competition is held and graded following each grading period. The Best Company Guidon Streamer is given to the Company who attain the highest overall score for each grading period.

## CADET CHAIN OF COMMAND

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

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

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

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

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

## CADET OFFICER HONORS

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Cadet officers are expected to set the highest standards of conduct as they are expected to lead through their examples. As they have great responsibility regarding the Cadet Corps' effectiveness, they are also afforded the opportunity to earn several leadership honors.

Commissioned Cadet officers must maintain the highest personal standards and lead the Corps with consistency to retain their commissions and to earn leadership honors. The number in parentheses indicates the earliest verified date of the privilege. The following Cadet officer honors are in effect:

- Command units at the platoon, company, and battalion level (1911)
- Wear West Point sword as arm of choice (1936)
- Wear maroon sash for informal and formal occasions (1936)
- Wear distinctive officer uniform accoutrement
- Wear gold chinstrap (hatband) on service cap (1970)
- Authorization for the Battalion Command Team (BC; XO; CSM; S-3) and Primary Staff to be billeted in West Fegan (2004)

## INDIVIDUAL AWARDS

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### ***Warrior Crest***

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

### ***Uniform Decorations***

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

## THE FIRST CLASS REQUIREMENTS IN LEADING THE CORPS

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

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

## FIRST CLASS LEADERSHIP HONORS

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

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



## **Senior Privileges**

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

## **THE SILVER "A" AWARD**

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

## **Silver "A" Privileges**

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

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

## **Qualifications**

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

- Seizes all academic opportunities within his capabilities
- An honorable example to his peers and underclassmen (honor is defined as having a keen sense of ethical conduct)
- Is responsible and trustworthy on tasks given
- Shows sacrifice and service toward his fellow Cadets
- Is loyal to the Army and Navy Academy, his reputation, and his class
- Is involved in many facets of Cadet activities including sports, the arts, drama, Cadet government, military leadership, etc.
- Epitomizes what the Academy strives to achieve

## LEADERSHIP

### ***First Classmen Citizenship Requirements***

All First Classmen are expected to complete their senior year with satisfactory or better citizenship. Accordingly, any First Classman who fails to achieve satisfactory or better citizenship for the year will come under review as to whether or not he will be afforded the privilege of participating in graduation week activities, including commencement. To ensure his participation in graduation week activities and commencement, a senior is required to earn a 1.6 Citizenship Point Average (CPA) or higher for the first 5 grading periods. Citizenship grades are earned each marking period and are determined as follows:

Outstanding	= 4.0
Excellent	= 3.0
Satisfactory	= 2.0
Unsatisfactory	= 1.0

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



**HONOR CODE AND HONOR COUNCIL**



## CADET HONOR CODE

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

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

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

## THE HONOR TREATISE OF THE ACADEMY CORPS OF CADETS

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

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

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

## HONOR CODE AND HONOR COUNCIL

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

### THE HONOR COUNCIL

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

It consists of seven qualified Cadets (and two alternates) from the First Class who have demonstrated to the Corps, Faculty, and Staff they are capable of upholding the standards of honor. They meet to hear reports of violations of the Honor Code and determine the guilt or innocence of the accused Cadet. Recommendations for serious punishments, up to and including dismissal, can be made by the Honor Council for guilty cases of lying, cheating, stealing, or toleration. The ultimate decision for punishment falls to the Commandant and/or the President but the recommendations of the Honor Council are carefully considered and valued in the decision making process.

### HONOR COUNCIL MEMBERSHIP

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

#### Qualifications

- A. Honor Council Candidates must receive "excellent" or higher on their citizenship grade issued by the Commandant, with no citizenship marks below satisfactory during the four grading periods preceding appointment.
- B. Honor Council Candidates (and Council members) must have a minimum 2.75 GPA in core academic subjects (exclusive of Band, Drill Team, PE, LET, etc.) for the previous two semesters and with no "Ds" or "Fs" on the Cadet's ANA academic transcript.
- C. It is expected that all Honor Council members will set an example for other Cadets to follow. They are expected to maintain the standards that they met for eligibility for the office. If the level of performance in any area drops below standards, the elected member is placed on

## HONOR CODE AND HONOR COUNCIL

probation for one grading period by the Honor Council Advisor(s). At the conclusion of the probationary grading period, the member will be evaluated by the other members of the Honor Council and will recommend either reinstatement or removal to the Honor Council Advisors.

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

### **Elections**

Candidates will undergo a four tier process, which includes: (1) an endorsement-qualification form (with the appropriate signatures); (2) letter of intent (essay prompts); (3) staff evaluation; and (4) Corps vote following formal speech. Tiers 2-4 will be weighed equally in calculating final score.

- A. Tier 4: Qualified rising First Classmen prepare and deliver a speech to the Corps during a Chapel Assembly. The candidates are then listed on a ballot and voted on by the entire Corps of Cadets. They are then ranked by the number of votes received.
- B. Dishonorable actions and behavior less than that of a model cadet may result in the removal of an Honor Council member.
- C. To remain in good standing, each Honor Council member's discipline records will be checked at the end of each grading period. If a member has an unsatisfactory citizenship grade he will be placed on probation for one grading period. If his citizenship grade remains unsatisfactory during the subsequent grading period he will be removed from the Honor Council and an alternate will take his place. Additionally, an Honor Council member who receives a Special Order is subject to dismissal from the Honor Council.

Additionally, an Honor Council member who receives a Special Order is subject to dismissal from the Honor Council.

### REPORTING HONOR VIOLATIONS

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

## RIGHTS OF THE ACCUSED

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



## HONOR CODE AND HONOR COUNCIL

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

## PROCESSING HONOR VIOLATIONS

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The following steps are to be implemented when a violation of the Honor Code is reported.

1. The accuser notifies the Honor Council Advisor(s) of the alleged honor violation within three academic days of having knowledge of the incident.
2. The Honor Council Advisor reviews the accusation and directs the Honor Council President to assign a Cadet Investigator to begin the investigation.
3. The Investigator/s informs the accused cadet of his rights.
4. The Sergeant of Arms facilitates a conversation between the accuser and participants to inform them of the investigation.

## HONOR CODE AND HONOR COUNCIL

5. Once an investigation is completed, the findings are presented to the Honor Council Advisor, who decides if and when a hearing will take place.
6. The Honor Council President informs the accused, appropriate administrators, and Commandant, about the pending case.
7. Honor hearing date and time are set. All parties are notified by the Honor Council Sergeant of Arms.
8. Honor hearing is held; the Council determines “guilty or “not guilty”; and the accused cadet is notified of the findings.
9. The Honor Council President conveys the recommended discipline to the Commandant.
10. The Commandant reviews the Honor Council’s findings and recommendations and either approves or disapproves, and adjudicates the appropriate punishment as necessary.
11. If the participants were not present at the Council hearing, the Honor Council Advisor notifies the participants of the verdict and recommended discipline.



## REGULATIONS

### ***Trainer, Advisor, Counselor (TAC Officer)***

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

### **ON-LIMITS & OFF-LIMITS AREAS**

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

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

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

**These areas include:**

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

## REGULATIONS

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

## EMERGENCY PROCEDURES

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There are numerous emergency situations that could occur on campus. Various drills will be administered throughout the school year to instruct and evaluate the Academy's readiness. It is essential all Cadets listen and respond appropriately to public address system announcements and any instruction from Academy staff. Cadets should never assume that an alarm is "just a drill."

If a situation warrants the evacuation of buildings, the main assembly for everyone on campus will be in front of Davis Hall. Alternate on-campus assembly areas will be designated via the public address system by the Operations Office staff. Areas include but are not limited to the parking lot near the tennis courts, Crean/Atkinson Hall Lawn, and Maffucci Athletic Field. If the situation requires personnel to assemble off campus, the gathering point will Magee Park, South of the main campus.

If the campus goes to a "lock down" status, lock yourself in a safe area, close all blinds, stay out of sight and away from windows, and await further instructions from Academy staff or public safety personnel.

In case of an earthquake, drop to the floor, take cover under a desk, stay away from external walls, windows, or bookcases. If outside, remain in a clear area away from trees or power lines.

Tampering with the fire alarm system, including hand pulls and detectors, is punishable under California Law, can lead to serious disciplinary action and puts the safety of all Academy staff and Cadets at risk.

## REQUEST FOR CADET ABSENCE

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ALL requests for Cadet absence must be submitted by Parents/Guardians via a Request for Cadet Absence Form. A copy of this form can be found online at the Army and Navy Academy website. Copies of this form are also available in the Academic and Operation Offices. A Cadet Absence Form must be submitted any time a Cadet will not be in attendance for Academy functions including academic time AND closed weekend activities and events.

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

**Unexpected absences** In the case of unanticipated absence or late return to campus, a parent or guardian must contact the Operations Office at 760.729.2852 and send a confirmation email to the Operations Office at [attendance@armyandnavyacademy.org](mailto:attendance@armyandnavyacademy.org). It is vital that the parents or families report the circumstance surrounding the absence as soon as possible. The Commandant of Cadets will evaluate the nature of the unexpected absence, and they will further determine its status (excused or unexcused). In some cases supporting documentation surrounding the circumstances of the absence may be required. Turning in the request form does not guarantee that the absence will be excused.

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

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

Cadet absences in conjunction with Thanksgiving, Christmas, and spring breaks are extremely difficult to authorize. Parents and/or families must realize that a Cadet's early departure or a late return connected to a holiday break will more than likely have a severe impact on his academic

## REGULATIONS

grade status. In such circumstances, the school accepts no responsibility to assist a Cadet to catch up on work missed or to excuse missed assignments/assessments. Parents, families, and Cadets should review the academic calendar prior to making travel arrangements.

### **CLOSED WEEKENDS**

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*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 parents or families after all scheduled activities are completed. During closed weekends, Cadets are only allowed to go on overnight pass with their parents or families.*

#### **Advanced coordination for unexpected closed weekend absences**

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

#### **Campus Departure Procedure**

Before leaving campus on an authorized absence, Cadets must check out with their TAC officer or the Operations Office.. Parents or families are not allowed to check-out their Cadet without their Cadet physically present at the Operations Office. When Cadets return to campus, they must immediately report to the Operations Office to check in.

# REGULATIONS

## HEALTH CARE AFTER TAPS

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### ***Illness after TAPs***

If a Cadet is ill after TAPs, he must report to the Operations Office. Over the counter medications are available for mild illness or minor injuries until Health Center staff arrive in the morning. All Operations/Security staff and TAC Officers are trained in first aid and CPR. If an acute situation exists, 911 will be called for evacuation of the Cadet to a local area emergency room.

### ***Personal Property & Security***

Cadets are required to lock their valuables when they are not being used. The school provides constant reminders to Cadets throughout the course of the school year regarding securing ones valuables. The school does not accept responsibility for a Cadet's personal belongings.

### ***Security Regulation***

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

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

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

### ***Valuables***

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

## REGULATIONS

### ***Reporting Loss***

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

### ***Bag Check***

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

### ***Keep Your Money Safe***

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

### ***Business Office Advisory for Cash Disbursement***

Parents may contact their local bank for an ATM card. The usage fee on the on-campus ATM has been waived but a small fee may be charged by the individual user's banking institution. The Business Office will not cash personal checks or money orders or provide cash advances for any purpose.

### ***Lost and Found Property Reporting***

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



### PROHIBITED ITEMS ON CAMPUS

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

It is extremely important for parents or families to ensure their Cadet does not bring prohibited items to campus in order to avoid confiscation and disposal of what may be an expensive item. While the list of items is not exhaustive, it remains the responsibility of each parent or family to leave prohibited items at home, use good judgment when their Cadet transports items to campus, and if necessary, call the Operations Office if there is any doubt as to whether an item is authorized for campus use. See Appendix B for a current list of all prohibited items. Summer Storage. In special circumstances, Cadets may store personal belongings during the summer vacation at the Cadet's own risk. The following provisions apply without exception:

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

There is limited space for storage of items over the summer; however, Cadets choosing to store items at the Academy during summer must prepare items for storage and abide by the following guidelines.

## REGULATIONS

- Storage containers. Items must be in sturdy containers, such as trunks, suitcases, or durable boxes/containers capable of being locked or taped shut. Cadets must secure them.
- Inventory of Items. The Cadet shall perform and annotate an itemized list of inventory of the storage container contents with the Operations Officer. The Assistant Commandant for shall maintain a copy and the Cadet shall retain a copy of the inventory.
- Materials. Boxes and tape can be purchased at a number of retail stores in Carlsbad Village, and at the Academy Cadet Store.
- Identification. Cadets must tag all items with name and Cadet number and log in the storage logbook with home address and phone number.
- Claim check. A TAC Officer will log containers in and out of the “Cadet Storage Log Book” and issue the Cadet a claim ticket for stored items.
- Limitations. Generally, no more than one footlocker or equivalent sized article may be stored.
- Departure during school year. If Cadets leave the Academy during the academic year, belongings must be retrieved prior to departure. If it is impossible to take property, Cadets must arrange for the property to be boxed up and shipped home. The Academy will NOT do this. Unclaimed items may be given to charity.
- Uniforms. The coastal environment is harmful to clothing stored in boxes. Cadets store uniforms at their own risk.

### ***Access to Storage Area***

No Cadet will have unaccompanied access to the storage room.

### ***Unauthorized Items***

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

# REGULATIONS

## CAMPUS VISITORS

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

1. Visiting Hours. Visitors may see Cadets during Cadet free time between 1630 and 1800, Monday through Thursday. Otherwise, visitors must remain off campus. All visitors must be on foot when moving throughout the Academy's grounds. For safety/liability reasons, no vehicles of any kind may be brought onto campus. Visitation during weekends and holidays is allowed between the hours of 1200 and 1800.
2. Female Visitors. Female visitors must be escorted to the Operations Office where the staff will sign them on campus. Females are not allowed on campus after 3rd mess. Exception: participation in scheduled activities such as band, drama, and sports events, etc. Cadet rooms are off limits to all females (including parents) except as authorized by the Cadet's Company TAC Officer.
3. Evening Hours. Cadets have obligations from III Mess to TAPs, which preclude visitation, in the evenings. However, parents and other immediate family members may have dinner with their Cadet at III Mess. Cadets must escort their family members to the Operations Office where staff will sign them in and give visitation instructions. The Academy reserves the right to charge the Cadet's incidental account for meals consumed by family members. All visitors are requested to depart the campus no later than 1800 Monday through Thursday.
4. Visitation areas are limited to Bliss Cafe, Academics/Operations lawn, Recreation Hall, Beach, and Senior lawn (seniors only).

# REGULATIONS

## MESS HALL PROTOCOL

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### ***The Mess Hall***

Army and Navy Academy Mess Hall is intended as a place in which Cadets, faculty, and staff may take their meals and enjoy the camaraderie of being together. The use of cell phones is prohibited in the mess hall. Every effort should be made by Cadet leaders to supervise members of their units and maintain the expected level of dignity. The food service manager reserves the right to refuse service to anyone who is unruly, disrespectful, destructive, or inappropriately attired.

### ***Attendance***

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

### ***Entry and Exit***

Cadets will enter the mess hall only through the main Cadet entrance. They may not enter through the side door.

### ***Proper Attire***

Proper attire is required in the mess hall at all times. Cadets will wear the uniform of the day to all scheduled messes. The wearing of PT gear is authorized for III mess and open weekends. The wear of team athletic uniforms is prohibited. Adult supervisors are responsible to arrange late meals for groups for Cadets under their supervision, as required.

### ***Headgear***

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

### ***Talking***

Talking must be kept to a minimum while going through the serving line in order to keep the line moving efficiently. Talking is permitted in a moderate tone at the table during mealtime. Loud, boisterous behavior may result in a Cadet being asked to leave the mess hall, and policed. Tables and chairs are straight, trash is picked up and tables are free of trays, dishes, and debris. Company Officers should check their areas before leaving the mess hall.

## REGULATIONS

### ***Mess Line***

Cadets are expected to partake all meals offered in the mess hall and line up outside the main entrance on a first come/first serve basis. After receiving permission from the door monitor, all Cadets must scan their ID card. Cadets may bypass the main serving line to eat selections from the salad or sandwich bar. Cutting in line by any Cadet is NOT authorized.

### ***Table Etiquette***

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

### ***Supervision***

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

### ***Mess Hall Clean Up***

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

### ***Personal Conduct While Eating***

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

### ***Removing Food from the Mess Hall***

Cadets may take one piece of fruit or a sandwich wrapped in a paper napkin per meal out of the mess hall. No other food or beverages may be removed from the mess hall. All silverware, plates, and cups are to remain inside the mess hall. Exceptions include taking Seniors who choose to sit at the tables outside and scheduled meetings during lunch (using paper plates and plastic wear). Seniors must return all items to the Mess Hall promptly after they finish their meal and tidy the outside area of any trash or debris. Cadets may fill reusable bottles with water only.

# REGULATIONS

## ROOM VISITING PRIVILEGE

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### ***Visitation Privileges***

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

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

### ***CQ/Study Hall***

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

## CAMPUS TELEPHONES AND CELL PHONE USE

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### ***Campus Phones***

Cadets may use a Company TAC Officer phone or the Operations Office phone in the event of an emergency.

### ***Cell Phone Use***

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

Cell phones are not authorized for use outside of the Academy barracks/lawn areas except in designated cell phone zones. Additionally, the use of cell phones in the mess hall is restricted. Violation of this policy could result in confiscation of the phone, loss of privilege or both. Cell phone use is not authorized during class, CQ, tutorial, or other designated academic times.

Cell phones may be used in the Recreation Hall, Bliss Café (pavilion outside operations), Senior Lawn (under the large tree), and the synthetic turf between Academics and Operations as long as the Cadet is stationary while using his cell phone.

## REGULATIONS

### DAILY BULLETIN, SCHEDULE, TAPS, & LIGHTS OUT

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

### AUTHORIZED ABSENCES POLICY & CHECK-OUT PROCEDURES

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Authorized absences from campus are comprised of home leave, overnight pass, and local liberty. Home leave and passes require parents to check out their Cadets from the Operations Office. Check out can be authorized to others if the parent or family provides the necessary permission in writing or as part of the registration forms.

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

#### ***Home Leave with Parent or Guardian***

The Commandant grants a pass or home leave for Cadets in good standing. Cadets not on restriction must do the following:

- Cadet's must be in an appropriate uniform and their room must be clean.
- Parents must submit a signed request 48 hours in advance of the weekend that identifies the whereabouts of their Cadet for that weekend.
- Cadets will be permitted to depart campus only to those destinations indicated on the official permission sheet, which is signed by the parent.
- Home leave is a privilege and is offered to Cadets who maintain the required academic and citizenship performance. Passes and leaves are only granted for open weekends. (See the section on the next page: Emergency request procedures for Closed Weekends).
- All Cadets are required to vacate the campus during Thanksgiving, winter, and spring breaks.
- When the Corps of Cadets is required to attend home sporting events, Cadet departures will be delayed until after the completion of the sports activity.
- Passes begin after classes on Friday (unless a Cadet is restricted for academic or behavioral reasons) and end Sunday at 2000 hours with an accountability formation for all Cadets.
- Cadet must check out with their TAC officer or the Operations office immediately prior to departure.

## REGULATIONS

### ***Overnight Pass with Parent or Guardian (in the Local Area)***

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

### ***Invitations for Pass or Home Leave with Other Cadets***

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

### ***Medical Pass or Leave***

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

EMERGENCY Request Procedures for Taking a Cadet off Campus during School or Closed Weekends Emergency requests are for life threatening and specifically defined medical situations. Dental examinations, routine family matters, or visitations that could have been communicated or planned in advance are not considered emergency and will subject the Cadet to discipline if absent from closed weekend activities.

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



## REGULATIONS

### ***Local Liberty Policy***

Local liberty is a privilege. Local liberty will not be granted until all Cadets are trained properly in the wear of their uniform, maintenance of their room, and display of items and other Cadet knowledge areas identified by Cadet leaders. The boundaries for local liberty are described in the Guidebook. Cadets must wear their uniform properly while on local liberty. Failure to do so could result in forfeiture of local liberty pass as determined by the Commandant.

- Buddy System. Cadets must go on local liberty with a friend but no more than 5 in one group.
- Take a Friend. Parents may request other Cadets to accompany their Cadet on pass or liberty. The other Cadets may go only if their parents have granted written permission. That permission must be on file in the Operations Office.
- Restriction prevents Cadets from being granted local liberty.
- The use of POVs or ride sharing services (Uber, Lift, etc) is not authorized

### ***Check Out Procedures from On Campus Prior to Departure***

#### ***Cadets must:***

1. Be in the proper travel uniform (any combination of Class A and B with cover or CCU).
2. Cadet must check out with their TAC officer or the Operations office immediately prior to departure.
3. The library gate near the Operation Office is the main campus entrance/exit.

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

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

1. Cadets will check out for off campus events using their ID cards with the chaperone or at Operations.
2. Coordination must be submitted by parents at least 48 hours in advance and must indicate the person who will be taking responsibility for the Cadet at the event; on the spot decisions at the sporting event produces a lack of accountability and control, which can lead to confusion as to the whereabouts of their Cadet. Adherence to providing advance notification by the parent event sponsor is essential to ensure the safety of their Cadet.

## REGULATIONS

1. Cadets may depart from the event in the uniform authorized for that event. However, return to campus must be in CCUs, Class A or Class B.

### ***Check In Procedure***

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

### ***Notification of Late Return***

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

## **PERMISSION REQUESTS**

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

- To ride in cars or leave campus with Academy parent or guardian of other Cadets when an adult is driving in the car
- To ride in cars of school staff members when an adult is driving in the car
- To ride in cars of adults to whom Cadet parent or guardian assign responsibility
- Day Cadets - To drive to and from school
- To go home on scheduled leaves
- To participate in competitive sports
- To visit the homes of Academy faculty and staff members
- To participate in Academy sanctioned events, trips, and outings

## REGULATIONS

### TRAVEL TO MEXICO

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

### INTERNATIONAL CADETS AND PASSPORTS

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

### CADET MAIL

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

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

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

### DAY CADET REGULATIONS

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The Army and Navy Academy program is designed for both day and boarding cadets. Full participation is expected from ALL Cadets in those aspects that are foundational to the military structured college preparatory environment. The provisions of the Guidebook apply to all Cadets, regardless of status. Parents and Cadets alike must pay particularly close attention to the following activities that require day Cadets attendance:

## REGULATIONS

- **Arrival Time:** Day Cadets will be required to sign in at the Operations Office no later than 0735 and will participate in the 0745 formation.
- **Departure Time:** Unless an extended stay is approved by the Commandant, all day Cadets should depart the campus NLT 1700 on weekdays, or 1830 PM if they are participating in a CIF interscholastic team in season.

### ***Day Cadet Mandatory Participation***

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

### ***Sign In, Sign Out***

Day Cadets are required to enter the campus at the library gate and check-in at the Operations Office upon initial arrival or not later than 0720. When departing campus, Day Cadets can check out with their TAC Officer or Operations but are required to exit via the library gate.

### ***Personal Appearance (PA) / grooming standards***

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

- Monday and Tuesday, UOD Class B
- Wednesday is Class A
- Thursdays are Army Combat Uniform (ACUs)
- Friday is Cadet Casual Uniform (CCUs)

Changes to the UOD are sometimes made, but infrequently. Cadets will be advised the preceding day and parents advised as time permits via an automated messaging system. Additionally, the daily bulletin, included on the school webpage, reflects the UOD. In the event of a short notice change, day Cadets will be contacted using School Messenger or some other form of text communication.

## REGULATIONS

### ***Day Students Marching of Tours***

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

### ***Evening Visits to Campus***

Once they have departed campus for the day, Day Cadets are prohibited from returning to campus, unless their return is for academic reasons and has been pre-arranged with the Operations Officer and applicable member of the faculty. However, Day Cadets may remain in campus common use facilities for athletic and academic assistance on a continuing basis if coordinated with Academics and Operations Office.

### ***Overnight Campus Stays***

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

### ***Privately Owned Vehicles***

The Academy grants Day Cadets in good standing (i.e. Satisfactory or higher citizenship) the privilege of driving to and from school in privately owned vehicles. Local and state laws apply and the following must be complied with before approval and during the period of commuting in order to be granted approval of this privilege. Automobiles must be registered through the Operations Office, Assistant Commandant of Operations (see below).

## REGULATIONS

### ***Parental Release and Request.***

Parents or guardians of Day Cadets must provide written permission requesting Cadets to drive to school that include:

- Type of vehicle, year of manufacture, make, model, and color
- Vehicle identification number
- Vehicle license tag number
- Photocopy of the Cadet's driver's license
- Photocopy of proof of auto insurance
- Signed acknowledgement that their son agrees to:
  1. Arrive on time
  2. Park in the Academy vehicle parking lot adjacent to the tennis courts
  3. Sign in and out at the Operations Office
  4. Turn in car keys to the Operations Office every day without retaining a second set of keys
  5. Never drive the vehicle during the school day unless granted prior approval
  6. Get authorization from the Operations Office before departing if an emergency arises
  7. Drive in and around the campus and Carlsbad Village area in compliance with traffic laws. Failure to do so can result in suspension from school
  8. NEVER give a ride to another Cadet to ensure personal protection and the protection of other Cadets

### ***Approval Process***

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

### BARRACKS LEADERSHIP

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#### ***Cadet Leaders***

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

#### ***Barracks Leadership***

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

#### ***Barracks Leader Duties and Teamwork***

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

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

### CAMPUS CLEANLINESS & PERSONAL HYGIENE

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#### ***Campus Cleanliness (Police Call)***

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

#### ***Bathroom Sanitation***

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

## BARRACKS LIFE

common area responsibilities. Each Cadet listed on the roster is responsible for completing the job to a high standard.

### ***Bathroom Cleaning Detail***

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

### ***Maintaining Floors***

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

### ***Personal Hygiene***

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

### ***Sleep Practice***

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

### ***Mandatory Use of Footwear***

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





## ROOM COMBINATIONS

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CADETS MUST KEEP THEIR ROOMS SECURE to avoid a situation where items may be lost or stolen. Room codes are not to be shared with other Cadets as it creates an environment for potential theft.

### ***Unauthorized Possession of Keys or codes***

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

## BARRACKS STANDARDS

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

### ***Room Inspections***

A member of the Cadet Life staff will inspect rooms periodically. If rooms are displayed according to the highest standards, Cadets will pass the inspection. Failure of room inspection results in issuing of demerits and re-inspection by the TAC Officer. Results of the inspections will count toward company points for the Best Company competition. Cadets can earn merits or demerits on these inspections.

## CADET ROOM DISPLAYS

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

### CLOTHING DISPLAY

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

#### HANGING AREA DISPLAY



### CADET ROOM REGULATIONS

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#### ***Food and Drink***

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

### ***Musical Instruments and Quiet Time***

Playing musical instruments quietly in rooms is allowed only between 1630-1800 weekdays, and 1200-1700 on weekends. Musical instruments may not be played during CQ, or during designated Cadet rest periods on weekends. Further noise restrictions shall apply during testing periods (SAT), Closed Weekends, and as otherwise posted in the daily bulletin. The Band Room is the designated location for practicing and can be made available through coordination with the Band Company TAC Officer or Bandmaster.

### ***Surfboards and Wetsuits***

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

## **WEEKLY SCRUB DOWNS**

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

## **TYPES OF ROOM INSPECTIONS**

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### ***Personal Inspection 24/7***

Rooms must be ready for inspection at all times.

### ***Cadet Leader Inspections***

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

### ***Laydown Inspections***

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

### ***Formal Room Inspections***

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

### ***Standby Inspections***

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

### ***Day Cadet Inspections***

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

## **ROOM ARRANGEMENT**

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### ***Furniture***

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

### ***Personal Items on Display***

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

### ***Items Issued to Cadets for Room Cleaning***

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

### COMMON AREA CLEANUP DUTIES

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

### CHECKING IN AND OUT OF BARRACKS

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#### ***Inventory and Accountability Upon Arrival and Changing Rooms***

When a Cadet first moves into a room, the Company TAC Officer will conduct a joint inventory of the Academy owned property in the room with the Cadet, who will then sign a hand receipt accepting responsibility for all Academy property in his possession. This report will also reflect the condition of the room, including the floors, walls, doors, windows, etc.

Anything broken or not working should be annotated with the report given to the Company TAC Officer before the conclusion of the inspection.

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

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

#### ***Clearing quarters***

When Cadets leave the Academy for an extended time, they must remove belongings from their rooms. Company TAC Officers will inspect rooms using a Check-In/Check-Out Sheet and ensure rooms are clean and free of damage. TAC Officers will instruct of corrections required to clear the quarters. If there is damage or if the room is not clean, parents will be advised and charged appropriately (Room Cleaning Fee \$100)

### **DAMAGE TO ACADEMY PROPERTY**

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#### ***Damage Report***

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

#### ***Damage to Academy Property***

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

### **BAGGAGE & CONTAINER STORAGE**

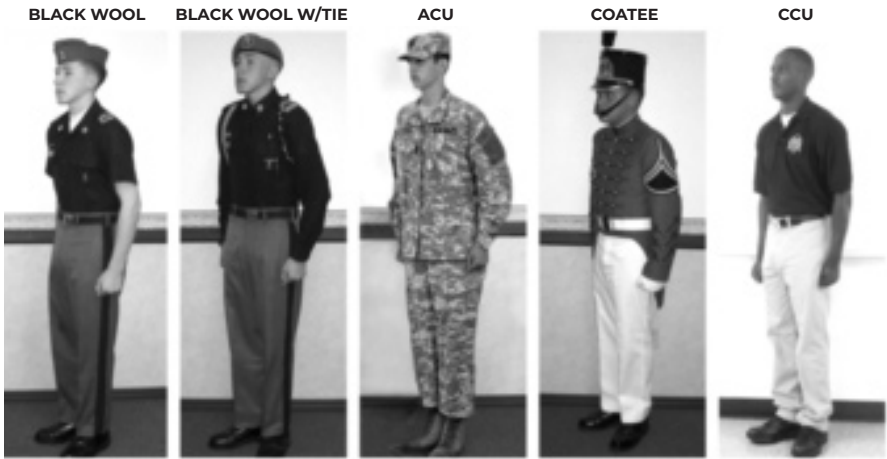
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#### ***Barracks Room Storage***

There is NO space for storage in barracks rooms. Cadets may keep one, small soft side bag under their bunk or in the closet. This bag is the size of an airliner carry-on bag, no larger. It is for passes and home leave. Parents must take all baggage and containers home at or before Back to School Weekend. Minimal storage is available for International Cadets as available and allowed by the TAC officer.

# UNIFORMS AND PERSONAL APPEARANCE

## UNIFORM EXAMPLES



## CADET UNIFORM REGULATIONS

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### ***Mandated Wear***

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

### ***Authorized Source for Uniform Purchases***

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

### ***Cadet Casual Uniform (CCU)***

CCUs consist of the Army Navy logo polo shirt, khaki trousers (no cargo pockets or cuffed pant leg) with belt and Army Navy buckle, black Academy approved 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.

## UNIFORMS AND PERSONAL APPEARANCE

### **Mixing Uniforms**

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

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

**Serviceable Uniforms** Cadets are responsible for:

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

### **Sign Out and Travel Uniform**

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

### **Swimming Attire**

Swimming attire is worn at or while enroute to the pool or beach.

Swimming attire includes shoes, flip flops or sandals, Academy approved swimming trunks, and an authorized Academy T-shirt.

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

**Uniform of the Day (UOD)** The Commandant prescribes the UOD. The UOD is prescribed in the daily and weekend bulletin and will rarely change from the following format:

**Mon, Tues:** Class B

**Wed:** Class A

**Thu:** ACUs

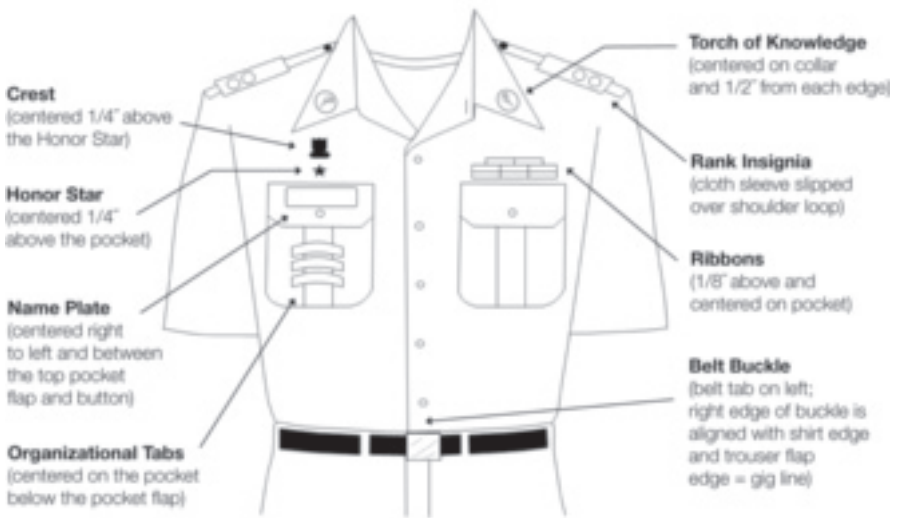
**Fri:** CCUs

The UOD is worn at all school formations and for the entire class day. Special activities and sports may require the PT uniform. The prescribed uniform is the only uniform to be worn on campus. Those failing to wear the prescribed uniform are subject to discipline.



## UNIFORMS AND PERSONAL APPEARANCE

### Class A and B Decoration Placement



**UNIFORM RESTRICTIONS *Shirt Decorations, Duty Uniform*** Only the following insignia and accouterments are authorized for wear on the black short-sleeved shirt when it is worn as part of the duty uniform:

- Army and Navy Academy Distinctive Academy Insignia (enlisted & officer types)
- Academic and Citizenship Awards, Three Ribbons for: Dean's, SAI's, and Commandant's Awards
- Insignia of Rank Worn on Black Shoulder Loop Sleeve
- Name Tag
- ROTC Academic Achievement Award (gold wreath)
- Honor Unit with Distinction Insignia (Gold Star)
- Best Company Unit Decoration
- Badges for ASB and Honor Council
- Marksmanship Qualification Badge
- Fourrageres for Superior Performance and Unit Membership
- Pin devices for the Silver A and Legion of Merit
- Senior Leadership Camp Tab, "Summer Camp" and other like Tabs
- Badges for organizations and activities such as Academic Decathlon and the Order of St. Michael

## UNIFORMS AND PERSONAL APPEARANCE

### ***Decorations***

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

### ***Sports Awards***

Medallions won for sports achievement may be worn once, i.e., on the Class A and B uniform the next school day after the Cadet receives the award. They are never worn again on the military uniform. There is a special ribbon to wear in lieu of each medallion won.

### ***Cut Offs***

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

### ***Electronic Gear***

Cadets will not wear headphones, carry iPods, or have any other type of electronic device while in uniform except in their barracks area, Bliss Cafe, Outside of Academics in the artificial grass area, Recreation Hall, or under the tree on the Senior Lawn (seniors only).

### ***Senior Whites***

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

## UNIFORMS AND PERSONAL APPEARANCE

### CIVILIAN CLOTHING

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Cadets may never wear civilian clothing on campus except when worn as props for drama productions or as part of a prearranged school sanctioned activity approved by the Commandant in advance of the event. All civilian clothing is to be stored in designated areas by the TAC Officer. Any civilian clothing worn or found on campus will be confiscated.

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

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

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

### UNIFORMS AND UNIFORM ACCESSORY ITEMS

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#### ***Army Combat Uniform (ACU)***

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

#### ***Belt, Webbing, Crossed or Single Strap***

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

#### ***Belt Buckle***

The Army Navy logo belt buckle is worn with the leather/fabric belt when wearing the Class A, Class B, and CCUs.

#### ***Berets***

Berets may be worn only with all uniforms when so authorized by the Commandant. They are authorized in daily formations only when the entire unit wears them. Berets are never worn with senior whites.

## UNIFORMS AND PERSONAL APPEARANCE

### ***Black Jacket***

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

### ***Boots***

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

### ***The Cover***

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

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

### ***Rain Gear***

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

## UNIFORMS AND PERSONAL APPEARANCE

### **Gloves**

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

### **Shoes**

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

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

### **Socks**

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

## UNIFORMS AND PERSONAL APPEARANCE

### ***Shoulder Boards***

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

### ***Suspenders***

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

### ***Ties***

Ties must be tucked into the shirt between the second and third buttons from the top of the long sleeve (Class A) shirt.

### ***Trousers and the Gig Line***

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

### ***Underwear***

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

### LETTERMAN'S JACKET

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The Varsity Letterman's Jacket may be worn with CCUs. It may never be worn with the PT uniform. The following regulations apply:

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

### UNIFORM DECORATIONS

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

## UNIFORMS AND PERSONAL APPEARANCE

### MARKING CADET CLOTHING & UNIFORMS

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

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



## UNIFORMS AND PERSONAL APPEARANCE

### GROOMING

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

#### ***Shaving***

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

#### ***Tattoos, Piercings, and Earrings***

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

### HAIRCUT REQUIREMENTS

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#### ***Hair Length/Style Requirements***

Upon registration, Cadets will receive an initial buzz cut haircut. Subsequent haircuts shall present a neat, tapered, conservative appearance from the side and back with hair not to exceed 1/8th of an inch on the sides and back and 2 inches in length on the top of the head and graduated taper on the sides and back of the head. Sideburns shall be tapered, if present, and no longer than to the middle opening of the ear. Hair must be tapered from the back of the neckline upward without presenting any appearance of a block cut. Hair on top of the head must be neatly combed and not fall over the forehead, nor impede the wear of headgear. Unkempt or stylish fad/extreme haircuts are not allowed (for example: step cuts, spikes, or the rooster look are not allowed). The Commandant has final decision on whether or not a haircut meets the requirements.

## UNIFORMS AND PERSONAL APPEARANCE

### ***Body***

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

### ***Facial Hair***

Prohibited.

### ***Bleaching or Coloring Hair***

Prohibited.

### ***Barbershop Facilities***

A barbershop is located between Cottage 6 and Cottage 7. If a Cadet patronizes a local barber, he must have his hair cut in accordance with Academy regulations. Cadets not in compliance with the Academy haircut standards shall be taken to the Campus barber for a haircut that meets the standards.

## **DRY CLEANING & LAUNDRY REQUIREMENTS**

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The Academy requires Cadet uniforms to be dry cleaned and clothes to be laundered. This prolongs their serviceability and wear, ensures appearance standards are met, and allows additional time for Cadets to focus on academic endeavors and leisure activities instead of laundering clothes. Company TAC Officer's manage the process of what uniform items may be washed as well as pick-up and drop off times. Services have been established with a local dry cleaning business to meet these requirements. The drop off/pick up point is located in Mohan Hall.

## ATHLETIC PROGRAM

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The Athletic Program at the Academy is designed to strengthen young bodies and minds, to keep Cadets in top physical condition, to learn the essence of teamwork, and to build character. All Cadets are encouraged to join at least one sport. Playing sports helps build esprit de corps, build physical fitness, and develop good character. Cadets are encouraged to seek out a coach, their TAC Officer, or the Athletic Director to learn how to get involved in the Athletic program.

Some of the requirements are:

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

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

Coaches provide the leadership and guidance needed for Cadets to do well. There are head coaches and many assistant coaches who monitor Cadets during sports activities.



# ATHLETICS

## ***Athletic Program***

The Academy's athletic program is sanctioned by the California Interscholastic Federation (CIF) and is a member of the Coastal Conference. The Military Training Department offers rifle and match shooting as a non CIF sport for high school Cadets. The sports offerings vary slightly from year to year but generally the following are offered:

<b>Season</b>	<b>Grades 9-12</b>	<b>Grade 7 and 8</b>
Fall Sports	Cross Country Football Water Polo	Flag Football
Winter Sports	Basketball Soccer Wrestling Rifle Team Surfing	Basketball Soccer
Spring Sports	Baseball Golf Swimming Tennis Track & Field Lacrosse	Baseball Track Wrestling

## ***CIF Code of Ethics***

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

## ***Weight Room***

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

## ATHLETICS

### ***Beach and Pool***

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

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

### ***Beach Boundaries***

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

### ***Proper Athletic Attire***

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

### ***Wearing Uniform***

During the school day, football players are authorized to wear a game jersey on a Friday on campus with their Cadet uniform when their game is on Friday or Saturday of that week. This has been an Army and Navy Academy tradition since 1967. Other team sports may request alternate 'game day' uniforms on a case-by-case basis. Requests should be taken via the respective coach to the Commandant for approval.

### ***Travel Uniforms***

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

- Army Navy logo polo shirt/khaki trousers
- Academy black belt with buckle
- Black athletic shoes
- Black windbreaker or black PT Sweatshirt (weather dependent)
- Army and Navy Academy travel gear

## ATHLETICS

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

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

### APPENDIX A: GLOSSARY OF KEY POLICY AND PROGRAM DEFINITIONS

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

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

**Appealing Demerits:** If a Cadet believes there is an error with his demerits, he has 24 hours from the time that the demerits are first posted to appeal demerit infractions. Appeals are to be made by the Cadet to the person who initiated the incident report since they 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 President. Appeals beyond the 7 day time deadline cannot be dismissed unless exceptional circumstances apply.

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

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

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

**Chief of Staff:** The principal advisor to the Academy president and provides liaison, coordination, and operational direction across all campus units.

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



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

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

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

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

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

## APPENDIX A

**Demerits:** Demerits are issued to Cadets if they break the rules of the Guidebook. Cadet Officers, Faculty, Staff, and Administrators are empowered to enforce this Guidebook and write incident reports. Demerits are submitted to the Operations Office either by the use of a written chit or through electronic means. Cadet Senior NCOs and Officers may write an incident report.

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

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

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

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

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

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

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

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

**Expulsion:** Synonymous with dismissal.

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

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

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

## APPENDIX A

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

**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, Spring Break and Memorial Day weekend.

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

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

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

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

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

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

**Operations Office:** The building which is manned 24 hours a day location for Cadet operations and office for visitation, pick up, or drop off of Cadets.

## APPENDIX A

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

**Presidential Review Meeting:** This meeting occurs when a Cadet has displayed noncompliance with the program.

**Progress Review Sheets:** A form used by the academic department to help high school Cadets glean greater feedback from their teachers regarding their overall academic progress and foster academic self-sufficiency.

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

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

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

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

**Restriction:** A Cadet is restricted to campus for varying lengths of time during weekends and during periods of local liberty when issued a Special Order or as determined by the Commandant.

## APPENDIX A

**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 reports to the Commandant and is 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 Leader Candidate Course.

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

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

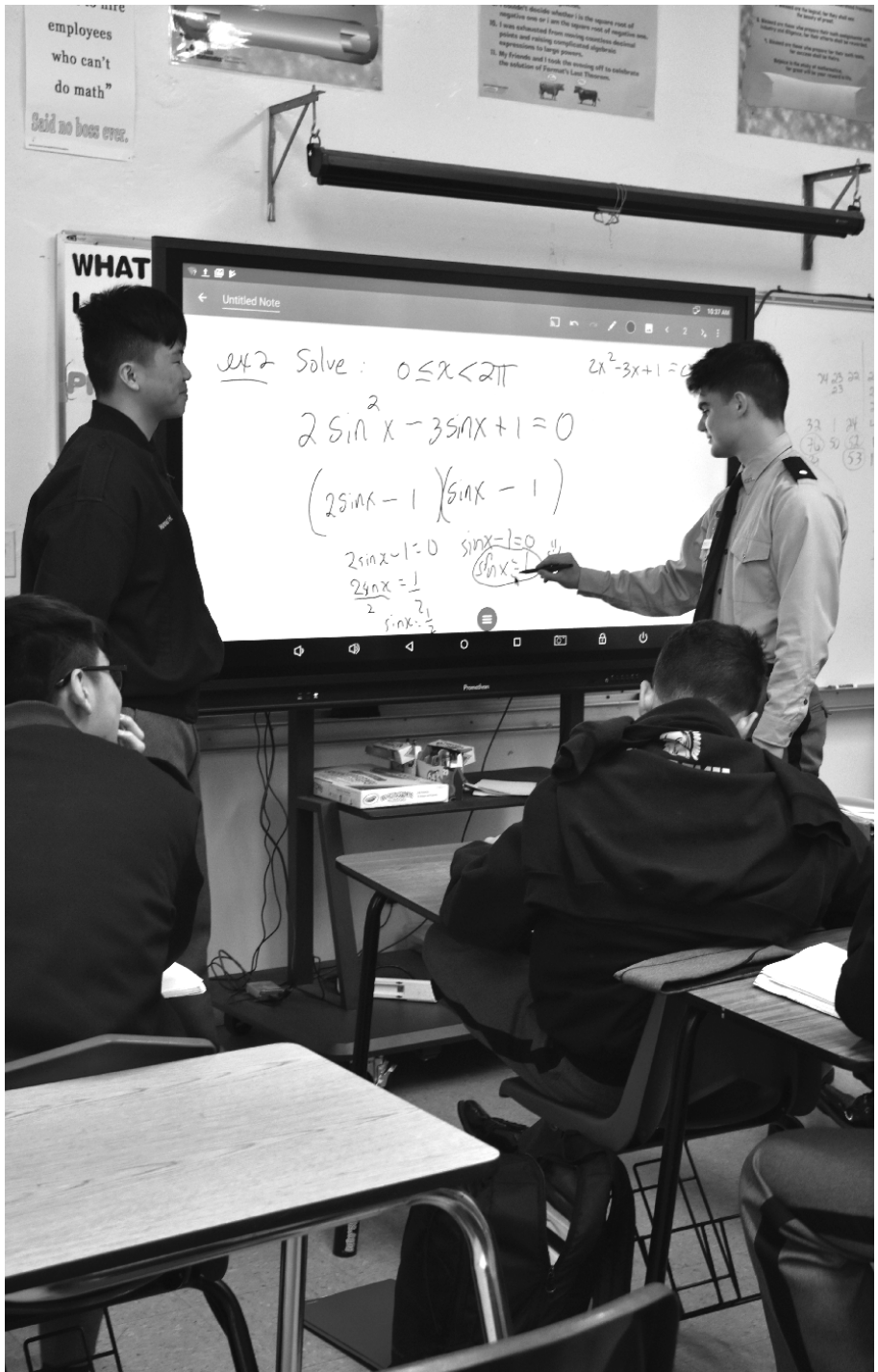
**Tolerance:** Having knowledge of any Guidebook offense and not taking the appropriate action to stop it or report it to the appropriate authorities.

**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 non-academic hours of the day, Monday through Friday. He oversees the Cadet Life aspects of a Cadet company in a particular barracks and is the first person parents should discuss discipline, barracks, roommate issues with, regarding their Cadet.

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

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



Q42 Solve:  $0 \leq x < 2\pi$        $2x^2 - 3x + 1 = 0$

$$2 \sin^2 x - 3 \sin x + 1 = 0$$
$$(2 \sin x - 1)(\sin x - 1)$$

$2 \sin x - 1 = 0$        $\sin x = 1/2$        $\sin x = 1$

$\frac{2 \sin x}{2} = \frac{1}{2}$        $\sin x = \frac{1}{2}$        $\sin x = 1$

## APPENDIX B

### APPENDIX B: PROHIBITED ITEM(S) LIST

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

## APPENDIX B

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



## APPENDIX C

### APPENDIX C: CADET UNIFORM INVENTORY LIST

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

REQUIRED UNIFORMS & EQUIPMENT				
UNIFORM ITEM	QTY RQD	DATE	ACTUAL QTY	Notes (fit and serviceable)
Sweatpants	3			
Sweatshirt	3			
PT Shorts	5			
PT Shirts	8			
Athletic Shoe	1			
White T-shirts	6			
Black Crew Socks	12 pr			
Plebe Hat	1			
Black Blanket	1			
Pillow	1			
White Sheet (fitted)	2			
White Sheet (flat)	2			
White Pillow Case	2			
Duffle Bag	1			
Black Laundry Bag	2			
Mesh Laundry Bag	2			
Toiletry Bag	1			
ANA Disc (MS)	2			
JROTC Torch Disc (HS)	2			
Gold Star	2			
Crest	1 pr			
Blank Chevron (ACU)	1			
Lanyard	1			
Laundry Pen	1			
Black Watch Cap	1			
Combination Lock	1			
White Suspenders	1			

## APPENDIX C

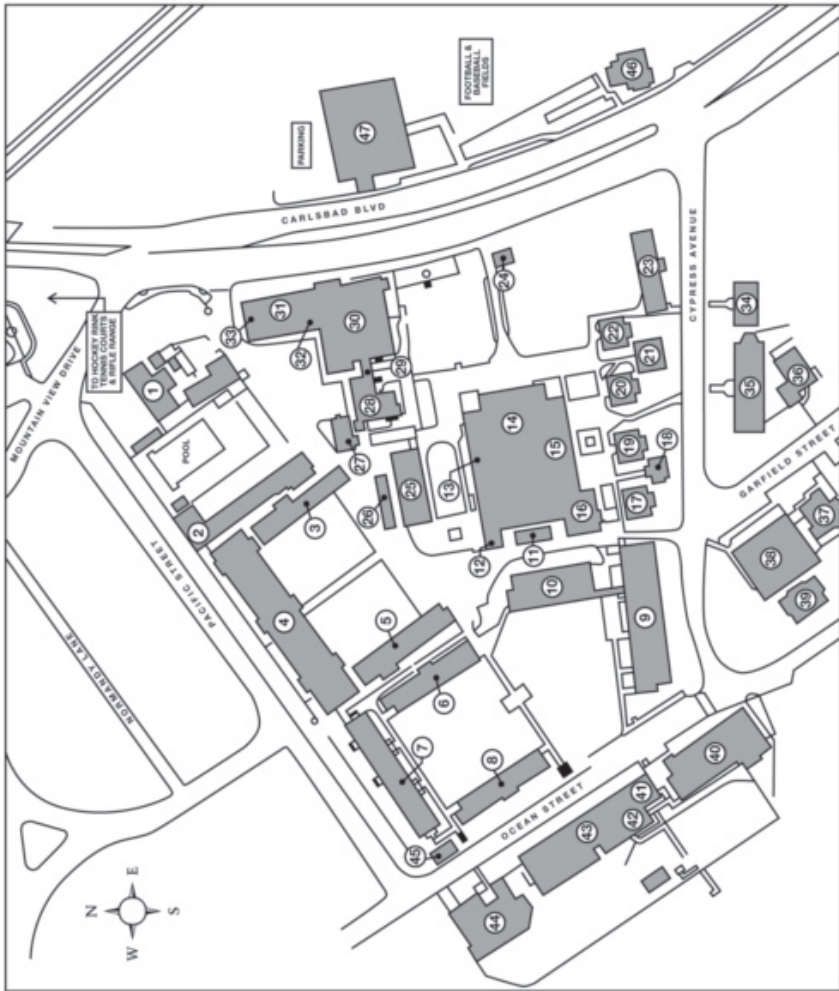
### REQUIRED UNIFORMS & EQUIPMENT

UNIFORM ITEM	QTY RQD	DATE	ACTUAL QTY	Notes (fit and serviceable)
Shirt Stays	1 pr			
Pom-Pom	1			
Cap Emblem Shield	1			
White Belt Webbing	1			
Brass Coatee Buckle	1			
Black Belt	2			
ANA Belt Buckle	1			
ACU Belt	1			
ACU Boot Bands	2 pr			
ANA Nametape	1			
Blank ACU Patch	1			
JROTC Patch	1			
ACU Jacket	1			
ACU Pant	1			
ACU Cover	1			
ACU Tan Boots	1			
Tan T-shirt	2			
Grey Dress Trousers	3			
Short Sleeve Grey Shirt	3			
Long Sleeve Grey Shirt	1			
Black Corofam Shoes	2			
Overseas Cap	1			
Khaki Trousers	2			
White Gloves	1			
Parade Hat ( Shako)	1			
Coatee, Parade Jacket	1			
White Parade Trousers	1			
Backpack	1			
ACU Name Tape	2			
Nametag (Blk Army)	5			
Polo Shirt	2			
Black Jacket	1			

# APPENDIX D

## APPENDIX D: CAMPUS MAP

- CAMPUS LEGEND**
- 1 FACILITIES MANAGEMENT
  - 2 ACADEMIC BUILDING 405, DIRECTOR OF SAFETY AND SECURITY
  - 3 HOOBER HALL
  - 4 1ST FLOOR: BRAVO TAC
  - 5 2ND FLOOR: CHARLIE TAC
  - 6 MONTOSH HALL: ALPHA TAC
  - 7 MONTOSH HALL: BETA TAC
  - 8 MONTOSH BUILDING 300
  - 9 LEWIS HALL / DELTA TAC
  - 8 CREAM HALL / ECHO TAC
  - 10 ATKINSON HALL
  - 11 WEST FAC: COMMANDANT, LS TAC
  - 12 OPERATIONS OFFICE
  - 13 ACADEMIC BUILDING 100
  - 14 DAVIS HALL
  - 15 1ST FLOOR: APTERUM / OYM
  - 15 2ND FLOOR: EXEC. OFFICES
  - 15 COMMANDANT & ACADEMIC OFFICES
  - 16 BAND ROOM
  - 17 COTTAGE NO. 1
  - 18 1ST FLOOR: DIRECTOR AND GRACES 7-9
  - 19 COUNSELING GRADES 10-12
  - 20 COTTAGE NO. 3
  - 21 COTTAGE NO. 4
  - 22 COTTAGE NO. 5
  - 23 MILLER HALL
  - 24 MUSEUM
  - 25 COTTAGE NO. 6 & 7 / BARBER SHOP
  - 26 LAUNDRY (SUMMER ONLY)
  - 26 1ST FLOOR: BAND / HD TAC, DIRECTOR OF LOGISTICS
  - 27 FINANCIAL SERVICES
  - 28 GROUND FLR: HEALTH CENTER / IT
  - 29 UPPER FLR: WEST FEGAN
  - 29 1ST FLOOR: WEST FEGAN
  - 29 ARTS AND MARKETING OFFICES
  - 30 1ST FLOOR: MESS HALL
  - 31 1ST FLOOR: EAST FEGAN
  - 31 2ND FLOOR: MESS HALL
  - 31 2ND FLOOR: STAFF HOUSING
  - 32 TRANSPORTATION, ANAPA
  - 32 DOROTHY'S (MOHAN HALL)
  - 33 CLASSROOMS 501 & 502
  - 34 ACADEMIC 800
  - 35 LIBRARY / COMPUTER LAB
  - 36 STAFF HOUSING
  - 37 STAFF HOUSING
  - 38 STAFF HOUSING 200
  - 39 FACULTY APARTMENTS
  - 40 CHAPEL
  - 41 SUMMER PROGRAMS
  - 42 ACADEMIC 100
  - 43 BOARD OF DIRECTORS HALL AND STORE
  - 43 BOARD CONFERENCE ROOM
  - 44 PRESIDENT'S HOUSE
  - 45 STAFF HOUSING
  - 46 PRESS BOX
  - 47 DUFFIELD SPORTS CENTER



DRAWING NOT TO SCALE  
REVISED 7/2014

**ARMY AND NAVY ACADEMY CAMPUS MAP**  
2605 Carlsbad Blvd., Carlsbad, CA 92008 760.729.2385









**Army and Navy Academy**  
**2605 Carlsbad Boulevard**  
**Carlsbad, CA 92008**  
**760.729.2385**  
**[armyandnavyacademy.org](http://armyandnavyacademy.org)**