

***Cadet  
Standard Operating  
Procedures Manual***

***General Procedures and  
Answers to Common  
Questions***

*ACAD 2.07*

***SCHOOL YEAR 2018-2019***

*Effective September 2018*

***Hyman G. Rickover Naval Academy  
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August, 2018

To the Class of 2022, WELCOME ABOARD FOR 2018-2019!! Congratulations on making it through the selection process. I know you stand ready to meet the challenges we have planned for you. I am very proud to present the Eleventh [GC1] Edition of the *Rickover Naval Academy Standard Operating Procedures Manual*. Many hours of hard work and planning as well as years of experience went into this manual to make sure it is comprehensive, yet understandable. If you understand and follow these procedures and rules, you will be able to meet all challenges that come your way, whether academic, social or military and we will have a successful and enjoyable school year.

To the Upperclassmen, welcome back to another year at Rickover! We look forward to your continued progress through our academy and your academic successes. This Cadet Handbook has undergone some revisions so please reread it and pay close attention to the revisions. A clear understanding of these policies will help you understand the daily operations of Rickover.

The policies and procedures outlined in this handbook are effective September 2017. The Cadet Handbooks previously issued are no longer valid.

Sincerely,

Michael J. Biela

Academy Superintendent

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The Cadet Standard Operating Procedures laid out in this document are in effect until the Academy Superintendent deems that changes are necessary.

All graduation requirements (not including commencement ceremony) will not be changed once a cadet enters Rickover Naval Academy.

# **Hyman G. Rickover Naval Academy**

## **Philosophy**

**“Discens, Ductu, Servatu”**

**Learning to Lead in Order to Serve**

## **Mission**

The Mission of Rickover Naval Academy is to enable cadets to excel academically, develop a sense of personal responsibility, engage in meaningful leadership training and have experiences and opportunities that will prepare them for post-secondary education and provide a foundation for future success.

## **Vision**

Rickover Naval Academy will be Chicago’s leading military academy, the school of choice for CPS families and one of the top performing high school academies in the nation.

# Rickover Naval Academy Guiding Ideals

## BEING AN NJROTC CADET

Throughout your time at Rickover Naval Academy, you will be held to the following standards.

1. Maintain a passing grade in Naval Science,
2. Be on time to ALL classes with a 95% or better average,
3. Have a 95% or better attendance rate,
4. Maintain a proper uniform on a daily basis,
5. Be able to *recite from memory* the RNA Guiding Principles, Core Values and the Honor Code,
6. Have no in or out of school suspensions.
7. Act respectfully to yourself, your fellow students and the staff on Senn Campus.

## GUIDING PRINCIPLES & CORE VALUES

These ideals are the keystone of our program; the Guiding Principles and Core Values form our Naval Academy program. All cadets should endeavor to uphold these principles and lead their peers by their example. The freshmen *Academy Recruits* are required to memorize the principles, Core Values and Honor Code and recite them upon request from faculty members and senior cadets.

### **Guiding Principles:**

*As a cadet I will endeavor to:*

*Uphold the standards of the Rickover Naval Academy.*

*Be a person of integrity.*

*Lead by example.*

*Strive for excellence without arrogance.*

*Do my best.*

*Treat everyone with dignity and respect.*

*Tolerate honest mistakes from people who are doing their best.*

*Speak well of others.*

*Seek the truth.*

*Keep a sense of humor and be able to laugh at myself.*

## **The Core Values of Navy JROTC:**

### **Honor**

*I am accountable for my personal behavior.*

*I will be mindful of the privilege I have to serve my fellow cadets.*

### **Courage**

*This value gives me the moral and mental strength to do what is right, with confidence and resolution, even in the face of personal adversity.*

### **Commitment**

*The day to day duty of every cadet in NJROTC is to join together as a team and to improve the quality of our academy, our fellow cadets, and ourselves.*

## **The School Crest**

The major symbol of the Rickover Naval Academy is its crest. The crest has symbols emblazoned on it that represent the Academy, its namesake, and its mission.

***Eagle, Shield, Crossed Anchors:*** These come from the United States Navy Officer crest. The eagle represents the United States, the shield represents Admiral Hyman G. Rickover's accomplishments and the cornerstones of the academy, the anchors, represent the Navy.

***Four Stars:*** These represent the rank Admiral Rickover held, who was a four-star Admiral.

***Torch and Book:*** These represent learning and striving for knowledge.

***Atom:*** This represents the nuclear Navy which Admiral Rickover founded.

***Sextant:*** This represents celestial navigation, the method of finding your way at sea.

***Discens, Ductu, Servatu:*** This is the academy's motto written in Latin. It translates to "Learning to lead, in order to serve."

***Colors of Crest:*** The navy blue and gold background colors are the school colors.

## **Our Honor Code**

***"At Rickover Naval Academy a Cadet does not lie, cheat, or steal, nor tolerate those who do."***

Personal honor and integrity are the traditional hallmarks of a Naval Officer. The confidence and respect that an individual receives from the cadets in the battalion and from the faculty depend on their personal application of the academy's Guiding Principles. Whether you are an academy recruit, a sophomore cadet, or the Regimental Commanding Officer, you have the obligation to be trustworthy and to uphold the highest code of personal honor and integrity.

One of the most important items accompanying military rank is a tradition of honor. The assumption at RNA is that your word is your bond. If you say it is so, your word will not be questioned. Unfortunately, taking the easy way out with habits such as lying, cheating, or stealing seems to be the way of many individuals today. Living up to our **Guiding Principles**

and our **Honor Code** is difficult at best. Remember all cadets and faculty need to *tolerate honest mistakes*, but an honorable individual always stands up and takes responsibility for their actions whether they are right or wrong.

This underlying code is one of truth and honesty and it establishes the principle that the honor code is of *higher* value than personal friendship. *Lying, cheating, stealing, and plagiarism are wrong as well as condoning or ignoring these acts when they are being done by other cadets.* This honor code is meant to inspire all to act honorably at all times. Remember, your word is your bond.

**Recruits must memorize the definitions of terms used in the Honor Code:**

**Lying** is to state knowingly an oral or written untruth; omitting information to leave a false impression.

**Cheating** is unauthorized assistance on work that is represented as your own including tests, homework, and plagiarism.

**Stealing** is to take or obtain of value anything wrongfully from the true owner permanently, or temporarily.

**Plagiarism** is defined as the passing off original ideas and words of someone else as your own.

**Non-Toleration violation** occurs when a cadet learns of a violation of the Honor Code by other cadets and takes no action. A friend who commits a violation and then expects a cadet to forget about the violation is not a true friend. Cadets who violate the code cannot help being aware of the bad position in which they place their friends, since they know what the Honor Code means.

**Insubordination** is talking back to a person in authority, repeating an action that has been already corrected, or expressing a non-cooperative demeanor in any form. Insubordination can happen to either an adult or a member of the Cadet Chain of Command.

**All violations of the Honor Code must be reported on the Honor Code Violation Form to the Disciplinarian. Honor Code violations may result in not being promoted and/or demotions.**

**Options for reporting a non-toleration situation:**

Immediately report the incident to a staff member or a cadet officer. Discuss the incident with the suspected offender, encourage them to report it. Report the offender if needed. Caution and counsel the offender and carry out a warranted response. Drop the matter if it appears certain that no violation has occurred.



# Promotion of NJROTC Rank

As your time at Rickover grows, you become eligible for promotion in rank in the NJROTC unit. For each rank there are specific requirements for advancement, *all of which must be met in order to be promoted*. The specific requirements under each rank can be completed in any order; however you must follow the ranks in order. All promotions are approved by the Academy Superintendent. Cadets transferring from other military academies and other JROTC programs will appear before a board to determine their appropriate rank.

## JROTC Grading Policy

JROTC is a core class requirement, which means that it is necessary for graduation. A single semester F in JROTC puts a student on probation. Two semester F's will result in administrative transfer from a military academy and relocate that student back in their neighborhood school.

**Unexcused absence from the Memorial Day Parade or Annual Inspection will result in a one letter grade reduction on the Semester NJROTC grade.**

Every class at Rickover begins with military protocol taught and reinforced to students during their JROTC class. Students must stand at attention and parade rest, sound off when their name is called, and be respectful to the class leader. A student who misses numerous military protocols is missing one of the key features that make Rickover Naval Academy unique and effective.

## ATTENDANCE

For promotion purposes, attendance is defined as follows:

7 or more unexcused tardies or times absent from the first scheduled period of school and/or formation will result in non-promotion

7 or more unexcused full-day times absent from school will result in non-promotion

## COMMAND ADVANCEMENT PROGRAM

An exception to the need to meet all advancement requirements is the Command Advancement Program. This CAP is designed to pick one student each promotion cycle that has met **all but one** advancement requirement. Typically this student will have excelled in some other category such as leadership, drill, academics, community or school service. The CAP can be used for an individual only once while a student is at Rickover. CAPs are not available for officers.

## **DOUBLE PROMOTION**

During freshman year, some cadets will display well-above average leadership and school spirit through their JROTC grade, participation in drill and other school activities. These cadets will be nominated by their Naval Science Instructor for “double promotion” consideration. The Senior Naval Science Instructor will make the final determination as to the number of cadets and the criteria for cadets to be issued double promotion. This consideration is normally available ONLY for freshmen and ONLY once during their freshman year. Special occasions may allow for double promotions outside of this timeframe.

## **POSITIONAL PROMOTION**

Students who are selected for certain leadership positions can be given a one-time advancement commensurate with their responsibilities. If the cadet is subsequently removed from the leadership position, they will revert back to their former rank.

## **PROMOTION TIMELINES**

Normal promotions and CAP's will occur once a quarter, typically one week after the end of the grading period. Exact dates and times for the promotion ceremony will be posted on the Rickover website. This extra week is necessary to allow time for all grades and other required information to be recorded. 4<sup>th</sup> quarter promotions will be held in September.

## **YOUNG MARINES / SEA CADET / CIVIL AIR PATROL PARTICIPATION**

Students participating in youth leadership programs sponsored by military departments are eligible for special consideration in regards to promotion. Advancement in those outside leadership programs can positively impact the JROTC battalion in many ways. To recognize their advancement in those outside programs, students can apply for additional JROTC promotion credits. If the cadet provides adequate documentation from the outside leadership program that they have successfully advanced, the student may be eligible for “double” promotion at the JROTC program.

Outside credits can also be applied to the leadership camp requirement for JROTC advancement beyond E-6. Summer seminars at any of the service academies (US Navy, US Air Force, West Point, US Coast Guard), as well as Navy Cadet boot camp can be used as leadership camp credit if all other requirement for JROTC advancement have been met.

## **REQUIREMENTS FOR PROMOTION**

**To advance from Academy Recruit to enter the Cadet Corps and become a Cadet Seaman Recruit (E-1), a cadet must pass the RNA 101 test.**

**Cadet Seaman Apprentice (E-2): To advance to Cadet Seaman Apprentice, a cadet must be able to demonstrate the following:**

1. Be a member of the Cadet Corps,
2. Have a 90% or better attendance to formation and class,
3. Maintain a 2.0 quarter GPA with no grade of an "F,"
4. Maintain at least a grade of 70% in Naval Science,
5. Accumulate no more than 15 demerits in the 8 week period,
6. Have no in or out of school suspensions,
7. Have zero Honor Code violations,
8. Have been written up for no more than 3 times for a Group 2 or higher offense in the CPS Student Code of Conduct.

**Cadet Seaman (E-3): To advance to Cadet Seaman, a cadet must be able to demonstrate the following:**

1. Be a Cadet Seaman Apprentice for 8 weeks,
2. Have a 90% or better attendance to class,
3. Maintain a 2.0 quarter GPA with no grade of an "F,"
4. Maintain at least a grade of 70% in Naval Science,
5. Accumulate no more than 15 demerits in the 8 week period,
6. Have no in or out of school suspensions,
7. Have zero Honor Code violations,
8. Have been written up for no more than 3 times for a Group 2 or higher offense in the CPS Student Code of Conduct.

**Cadet Petty Officer Third Class (E-4): To advance to Cadet PO3, a cadet must be able to demonstrate the following:**

1. Be a Cadet Seaman for 8 weeks,
2. Have a 90% or better attendance to formation and class,

3. Maintain a 2.25 quarter GPA with no grade of an “F,
4. Maintain at least a grade of 80% in Naval Science,
5. Be involved in at least one Unit Activity or School Activity,
6. Accumulate no more than 15 demerits in the 8 week period,
7. Have no in or out of school suspensions,
8. Have zero Honor Code violations,
9. Have been written up for no more than 3 times for a Group 2 or higher offense in the CPS Student Code of Conduct.
10. Attend Petty Officer Indoctrination Class.

**Cadet Petty Officer Second Class (E-5): To advance to PO2, a cadet must be able to demonstrate the following:**

1. Be a Cadet Petty Officer Third Class for 8 weeks,
2. Have a 90% or better attendance to formation and class,
3. Maintain a 2.5 quarter GPA with no grade of an “F,”
4. Be enrolled in Naval Science II or above,
5. Maintain at least a grade of 80% in Naval Science,
6. Be an active member of at least one Unit Activity or School Activity,
7. Accumulate no more than 15 demerits in the 8 week period,
8. Have no in or out of school suspensions,
9. Have zero Honor Code violations,
10. Have been written up for no more than 3 times for a Group 2 or higher offense in the CPS Student Code of Conduct.

**Cadet Petty Officer First Class (E-6): To advance to Cadet PO1, a cadet must be able to demonstrate the following:**

1. Be a Cadet Petty Officer Second Class for 8 weeks,
2. Have a 90% or better attendance,
3. Maintain a 2.75 quarter GPA with no grade of an “F,”
4. Be enrolled in Naval Science II or above,
5. Hold a leadership or staff position in the Battalion,
6. Maintain at least a grade of 90% in Naval Science,

7. Be an active member of at least one Unit Activity and School Activity,
8. Accumulate no more than 10 demerits in the 8 week period,
9. No in or out of school suspensions,
10. Have zero Honor Code violations,
11. Have been written up for no more than 2 times for a Group 2 or higher offense in the CPS Student Code of Conduct.

**Cadet Chief Petty Officer (E-7): To advance to Cadet CPO, a cadet must be able to demonstrate the following:**

1. Be a Cadet Petty Officer First Class for 8 weeks,
2. Have a 90% or better attendance to formation and class,
3. Maintain a 3.00 quarter GPA with no grade of an "F,"
4. Be enrolled in Naval Science II or above,
5. Hold a leadership or staff position in the Battalion,
6. Maintain at least a grade of 90% in Naval Science,
7. Be recommended by your Battalion Commander,
8. Be recommended by half plus one of your classroom teachers, all NSIs, and SNSI,
9. Be an active member of at least one Unit Activity and School Activity,
10. Accumulate no more than 5 demerits in the 8 week period,
11. No in or out of school suspensions,
12. Have zero Honor Code violations,
13. Have been written up for no more than 1 time for a Group 2 or higher offense in the CPS Student Code of Conduct,
14. Must have completed leadership training.
15. Attend Chief Petty Officer Indoctrination Class

**Cadet Senior Chief Petty Officer (E-8): To advance to Cadet SCPO, a cadet must be able to demonstrate the following:**

1. Be a Cadet Chief Petty Officer for 8 weeks,
2. Have a 90% or better attendance,
3. Maintain a 3.00 quarter GPA with no grade of an "F,"

4. Be enrolled in Naval Science II or above,
5. Hold a leadership or staff position in the Battalion,
6. Maintain at least a grade of 90% in Naval Science,
7. Be recommended by half plus one of your classroom teachers, all NSIs, and SNSI,
8. Be an active member of at least one Unit Activity and School Activity,
9. Accumulate no more than 5 demerits in the 8 week period,
10. No in or out of school suspensions,
11. Have zero Honor Code violations,
12. Have been written up for no more than 1 time for a Group 2 or higher offense in the CPS Student Code of Conduct,
13. Pass an oral promotion board,

**Cadet Master Chief Petty Officer (E-9): To advance to Cadet MCPO, a cadet must be able to demonstrate the following:**

1. Be a Cadet Senior Chief Petty Officer for 16 weeks,
2. Have a 90% or better attendance to formation and class,
3. Maintain a 3.00 quarter GPA with no grade of an “F” or “D,”
4. Be enrolled in Naval Science III or above,
5. Hold a leadership or staff position in the Battalion,
6. Maintain at least a grade of 90% in Naval Science,
7. Be recommended by half plus one of your classroom teachers, all NSIs, and SNSI,
8. Be an active member of at least one Unit Activity and School Activity,
9. Accumulate no more than 5 demerits in the 16 week period,
10. No in or out of school suspensions,
11. Have zero Honor Code violations,
12. Have not been written up for a Group 2 or higher offense in the CPS Student Code of Conduct,
13. Pass an oral promotion board.

**Officer (O-1 through O-6): To advance to Officer Rank, a cadet must be able to demonstrate the following:**

1. Must have been a CPO for at least one quarter,
2. Have a 90% or better attendance class,
3. Must have attended leadership training,
4. Maintain a 3.00 quarter GPA with no grades of an “D” or “F,”
5. Be enrolled in Naval Science II (for O-1 through O-3) or Naval Science III (for O-4 and O-5) or above,
6. Hold a leadership or staff position in the Battalion,
7. Maintain at least a grade of 90% in Naval Science,
8. Be recommended by half plus one of your classroom teachers, all NSIs, and SNSI,
9. Be an active member of at least one Unit Activity and School Activity,
10. Accumulate no more than 5 demerits in the 8 week period,
11. No in or out of school suspensions,
12. Have zero Honor Code violations,
13. Have not been written up for a Group 2 or higher offense in the CPS Student Code of Conduct,
14. Pass an oral promotion board,

## **Dress Code & Uniform Regulations**

Rickover naval Academy dress and grooming codes will be aligned with the regular Navy. If changes are made with the regular Navy, Rickover Naval Academy staff will notify the cadets and parents of any changes.

All Cadets will wear the NJROTC uniforms consisting of Navy issued khaki uniform shirts, plain white tee shirt, Navy issued black pants, Navy shoes and black socks.

The NJROTC Service Dress Blue uniform are reserved for Chiefs and Officers and may be worn at the approval of the Academy Superintendent.

The Academy Superintendent has the right to authorize the specific dates for the uniform schedule and to relax a uniform based on extreme weather conditions. Please look at the NJROTC Manual for further pictorial clarification.

Uniforms are issued free of charge to all cadets. It is the responsibility of the cadets to keep their uniforms neat and clean. This may include laundering, dry cleaning, ironing, hemming and minor repair as necessary. As a cadet grows, new uniform items will be issued free of charge on a one-for-one exchange basis as long as there is adequate supply in stock. Outgrown uniforms and normal wear and tear damage will be replaced free of charge at the sole discretion of the uniform manager on a one-for-one exchange basis.

Cadets must take special care to keep track of their uniforms at all times. **Rickover Naval Academy cannot replace uniform items if they are lost or stolen.** Lost or stolen items must be replaced by the cadet. All uniform items must be marked with an ID mark and recorded by the uniform manager. Uniforms damaged as a result of rough housing, play, food spills, etc., must also be replaced by the cadet. The uniform store will be open 5 days a week so that students can avoid getting uniform demerits. If an item is not in stock, the student will be issued a uniform pass by the uniform manager once the item has been paid for. Uniform price lists will be posted by the uniform manager.

**To minimize uniform damage, cadets are forbidden from playing sports before or after school in their uniforms.** If a cadet wishes to play sports directly after school, they must change into appropriate sports attire and exit the building immediately.

## **SUPPLEMENTAL UNIFORM RULES**

**Name tags must be on the Navy uniform and ID badges must be visible at all times with Navy issued uniforms.**

**If wearing a military sweater, the name tag remains on the NSU shirt while the ID badge is worn outside the sweater.**

Students are expected to properly wear Navy issued uniforms to and from school with the exception of the cover / garrison hat. If a student is coming to school early or staying late to participate in a sport event, they may wear sport clothing to or from school. If a student comes to school in sport clothing for a sponsored sport event, it is the student's responsibility to be in uniform no later than 0800.

Students may **NOT** mix sport clothing and Navy uniform items at any time. Outer clothing, if needed, can be any issued black Navy jacket or black Navy sweater. Jackets should be zipped or buttoned  $\frac{3}{4}$  up while being worn.

Authorized hoodies may **NOT** be worn as an outer coat, but may be worn as an inner liner to the black Navy jackets. No non-Navy issued uniform clothing can be worn as an outer jacket with the Navy uniform. Hoodies, other than Navy issued or RNA sport teams, must be approved by the Commandant.



Navy pea coats or Navy bridge coats (long pea coats) may be worn as an approved uniform coat. Official coats can be purchased by the cadet from the school, at an Army-Navy surplus outlet or other clothing stores. Students purchasing coats from retail outlets should check with their NSI **before** purchase to ensure they are within standards. They **MUST** be official Navy coats. Knock offs with hoods, zippers, belts or colors other than black are NOT allowed. Gloves and/or mittens can be worn at any time outside. Scarves should be either black or white. Navy wool watch caps are authorized outside.

Ball caps, do-rags or colored wool caps may **NOT** be worn with the Navy uniform.

For wet or extremely cold weather, boots or non-Navy shoes can be worn instead of the uniform shoes, as long as uniform shoes are worn once the cadet gets to school.

Demerits will be issued if the cadet fails to change into uniform shoes by 0800, or if the cadet wears non-Navy shoes on dry days when temperatures are above 32 degrees. **The Commandant or principal will announce when civilian heavy winter coats are authorized.**

#### **Sweaters Inside School:**

Approved hoodies or black Navy coats may **not** be worn inside school.

Only black Navy sweaters or Rickover letterman sweaters may be worn to class with the approval of the teacher.

Black Navy sweaters must be worn so that the khaki shirt is not visible at the waist.

Jackets and sweaters must be removed for formation.

Sweaters must be clean and not have holes or rips.

The teacher may require sweaters to be removed for the purpose of inspection.

#### **Polo and Khaki:**

The polo uniform is a privilege earned by the Cadet for good behavior. This includes but is not limited to proper attendance to all classes, adequate inspection and JROTC class grade. Staff members can restrict this privilege when a Cadet is performing below expectations.

The standard polo uniform consists of the Rickover polo over a plain white tee shirt, khaki pants, a Navy belt, black uniform shoes and black socks.

The polo shirt must be clean and free of stains and rips.

Khaki pants must be worn around the waist with **the polo tucked into the pants at all time.**

Students are responsible to ensure that the pants are not so tight that they cannot tuck in a shirt, or so loose that they fall below the waist. If the cadet does not have a suitable Rickover polo, then the cadet must wear a Navy issued uniform. Excessively tight pants may result in disciplinary action.

When wearing the Friday Khaki uniform, any outer jackets, including the blue hoodie, may be worn to school (but not to class). Platoons will gain quality / spirit points for platoon streamers and awards if similar jackets are worn. The black Navy sweater or RNA letterman sweater can be worn inside the school with this uniform, and must be worn over a suitable Rickover polo.

On polo uniform days, males must shave.

Females must maintain standard nail grooming standards in terms of length and color. They may wear one set of matched earrings (one in each ear). Plain hoops shall be no bigger than 2 inches in diameter.

Dangling styles shall be no lower than the chin. Hair may be worn up or down, but must be kept in within uniform regulation color.

### **BODY MARKINGS**

Demerits will be issued to students displaying designs or writings on their skin. Pen, pencil, permanent or other markings are not complementary to the Navy uniform and are not compatible with the principles taught at Rickover Naval Academy. Permanent tattoos must not be visible.

### **Demerits will be issued as follows:**

Markings on the hand, arm or other visible body parts will receive 2-5 demerits based on the amount of body covered, and a 3-12 uniform violation. Repeat offenders will be dealt with in accordance with the CPS Student Code of Conduct, including EMI, suspension, probation and possible administrative transfer from Rickover Naval Academy. Students observed writing on other students will be considered equally in violation of this directive.

Students will be required to roll up pant legs or shirt sleeves and/or remove outer sweaters, hoodies, jackets and coats when requested by an instructor or teacher for inspection.

### **HAIR**

**Men:** Keep hair neat, clean and well groomed. Hair above the ears and around the neck shall be tapered from the lower natural hairline upwards at least 3/4 inch and outward not greater than 3/4 inch to blend with hairstyle. Hair on the back of the neck must not touch the collar. Hair shall be no longer than four inches and may not touch the ears, collar, extend below eyebrows when headgear is removed, show under front edge of headgear, or interfere with properly wearing military headgear. The bulk of the hair shall not exceed approximately two inches. Bulk is defined as the distance that the mass of hair protrudes from the scalp. Hair coloring must look natural and complement the individual. Faddish styles and outrageous multicolored hair are not authorized. The unique quality and texture of curled, kinked, waved, and straight hair are recognized, and in some cases the 3/4 inch taper at the back of the neck may be difficult to attain. In those cases hair must present a graduated appearance and may combine the taper with

a line at the back of the neck. One (cut, clipped or shaved) natural, narrow, fore and aft part is authorized. Varying hairstyles, including afro, are permitted if these styles meet the criteria of maximum length and bulk, tapered neck and sides, and do not interfere with properly wearing military headgear. Plaited or braided hair shall not be worn while in uniform or in a duty status. Keep sideburns neatly trimmed and tailored in the same manner as the haircut. Sideburns shall not extend below a point level with the middle of the ear, shall be of even width (not flared) and shall end with a clean shaven horizontal line. "Muttonchops", "ship's captain", or similar grooming modes are not authorized.

**Women:** Hairstyles shall not be outrageously multicolored or faddish, to include shaved portions of the scalp (other than the neckline), or have designs cut or braided into the hair. Hair coloring must look natural and complement the individual. Haircuts and styles shall present a balanced appearance. Lopsided and extremely asymmetrical styles are not authorized. Ponytails, pigtails, widely spaced individual hanging locks, and braids which protrude from the head, are not authorized. Multiple braids are authorized. Braided hairstyles shall be conservative and conform to the guidelines listed herein. When a hairstyle of multiple braids is worn, braids shall be of uniform dimension, small in diameter (approx. 1/4 inch), and tightly interwoven to present a neat, professional, well groomed appearance. Foreign material (i.e., beads, decorative items) shall not be braided into the hair. Short hair may be braided in symmetrical fore and aft rows (corn rowing) which minimize scalp exposure. Corn row ends shall not protrude from the head, and shall be secured only with inconspicuous rubber bands that match the color of the hair. Appropriateness of a hairstyle shall also be judged by its appearance when headgear is worn. All headgear shall fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. Hair shall not show from under the front of the brim of the combination hat or garrison. Hairstyles which do not allow headgear to be worn in this manner are prohibited. When in uniform, the hair may touch, but not fall below a horizontal line level with the lower edge of the back of the collar. Long hair, including braids, which fall below the lower edge of the collar shall be neatly and inconspicuously fastened, pinned, or secured to the head. No portion of the bulk of the hair as measured from the scalp will exceed approximately 2 inches. A maximum of two small barrettes/combs/clips, similar to hair color, may be used in the hair. Additional bobby pins or rubber bands matching hair color may be used to hold hair in place, if necessary. Fabric elastics and colored rubber bands/pins are not authorized. Hair ornaments shall not present a safety hazard. Hair nets shall not be worn unless authorized for a specific type of duty. Any questions about particular hairstyles must be taken to a Naval Science Instructor **BEFORE** the cadet styles their hair.

### **SHAVING AND MUSTACHES (Men)**

The face shall be clean shaven unless a shaving waiver is authorized by the Commandant. Mustaches are authorized but shall be kept neatly and closely trimmed. No portion of the mustache shall extend below the lip line of the upper lip. It shall not go beyond a horizontal line extending across the corners of the mouth and no more than 1/4 inch beyond a vertical line drawn from the corner of the mouth. The length of an individual mustache hair fully extended shall not exceed approximately 1/2 inch. Handlebar mustaches, goatees, beards or eccentricities

are not permitted. If a shaving waiver is authorized, no facial/neck hair shall be shaved, manicured, styled or outlined nor exceed 1/4 inch in length.

## **DETAILS OF EACH UNIFORM**

### **Navy Service Uniform**

- Awards: Ribbons, completion star(s)
- Belt: Black (brass tip)
- Buckle: Brass
- Cover: Black, Garrison, with Anchor device
- Shirt: Khaki shirt (short sleeve), open collar
- Shoes: Black oxford, issued
- Socks: Black, crew
- Pants: Black, issued
- Undershirt
- Boys: PLAIN white crew-neck t-shirt
- Girls: white or skin tone bra, required as well as a PLAIN white crew-neck t-shirt
- Miscellaneous: Student ID badge, name tag, rank insignia, JROTC rocker.
- Outerwear: All-weather Coat issued; Quarter Length Jacket issued, and/or black sweater issued. These are the ONLY outerwear items.

**Optional:** black gloves, white or black scarf, black ear muffs, black watch cap

### **Academy Uniform**

- Academy polo shirt issued, bottom two buttons buttoned
- Khaki colored pants, to be worn **at the waist** with the issued belt. The pants are not to be skin-tight
- Uniform shoes

## **Miscellaneous Uniform Items/Regulations**

### **Women's Optional Items**

- Plain black handbag, leather or synthetic, envelope style, with strap or strapless
- Earrings, one per ear, brushed silver or gold ball ONLY, no greater than 1/4 inch in diameter

### **Jewelry**

- No more than one ring on each hand
- Nails - clear or neutral polish
- One bracelet or watch per wrist (no rubber bracelets with objectionable or sexually orientated wording)
- One necklace, not showing

## **ATHLETIC UNIFORM**

The athletic uniform is only to be worn en route to and during an athletic event and/or practice. All students are to be in the proper NJROTC uniform of the day at all other school functions (including athletic sponsored tutorial sessions). All athletic attire is subjected to the approval of the Academy superintendent, Commandant and the Athletic Director.

**NOTE:** Students are encouraged to participate in sports before or after school (i.e. soccer or basketball on school grounds). Cadets must change into their Athletic Uniform prior to play, and may not wear Navy uniform item while engaging in sports.

# **Academy Policies, Procedures, and Useful Information**

## **ADMINISTRATIVE TRANSFER**

At Rickover Naval Academy we incorporate high standards of leadership and discipline into our program. Thus, we have higher expectations for the behavior of our cadets. According to the CPS Military Academy Guidelines, those individuals who refuse or are unable to conform to military standards and uniform policies undermine the mission and discipline standards of the school, thereby affecting the education of other cadets and can be administratively transferred.

The transfer normally takes place at the end of a semester period.

Upon transfer, the cadet will be enrolled in their nearest non-military attendance area school and are not allowed to enroll in that school's JROTC program if the school has a program.

### **Reasons for Administrative Transfer:**

- Recorded refusal to adhere to Rickover Naval Academy's military uniform policy on and/or off campus.
- Failing multiple semesters of NJROTC.
- Demonstrated unsuitability based on accumulation of excessive demerits or consistent unacceptable behavior relating to the Military Standards as outlined in the Cadet SOPs Manual.
- Repeatedly engaged in acts of gross misconduct or insubordination.
- Non-participation in formation (both before school and mid-day) and / or class military protocols.
- Failing to meet the terms of any probation, or failure to correct the deficiency for which cadets were placed on probation.
- Parent request.

## ATTENDANCE

Attendance is very important to your advancement and your academic progress. With eighteen days of unexcused attendance you may fail all your classes. You are considered tardy to school if you are not in proper uniform by 0810. You are considered tardy to class if you arrive to class after the tardy bell. Absences can come in several forms:

- **School Function (SF):** Any special event that you have been properly signed out for by a teacher. In this case, you miss the class, may make up the work, but are considered in attendance.
- **Cut (AUX):** An absence from a class period without the teacher's prior approval.
- **Excused Absence (AEX):** An absence from school in which you brought a note signed by a parent or guardian explaining the absence the day you return to school. This includes an out of school suspension.
- **Unexcused Absence (AUX):** An absence from school in which you did not bring a note or received a phone call from a parent/guardian explaining the absence the day you return to school.
- Chronic truancy is defined as having more than 18 unexcused absences over the course of the school year.
- Disciplinary reassignment can occur when more than 20 unexcused absences to formation and/or repeated uniform violations occur after a student is placed on probation.

## ATHLETIC ELIGIBILITY

Cadets must maintain a 2.0 cumulative GPA and no F's to be eligible to compete in Illinois High School Association events. A weekly grade check is made to determine your current eligibility.

## ATHLETIC/JROTC AND NON-JROTC ACTIVITIES/DANCE ELIGIBILITY

A drug and alcohol free lifestyle and regular attendance at school are critical to student achievement. Rickover understands that students will periodically be ill or late, but students should be at school at all times when they are not ill or late when there is no CTA reason or family emergency. To encourage students to be in school when they are healthy, participation in sports, activities, and school dances attendance will be tied to attendance.

**Students who have more than ten cumulative days of absence, with certain exceptions noted below, will not be eligible to participate in sports, activities or school dances.**

1. This policy does not replace current CPS requirements for sports/activity participation.
2. To be involved in Rickover athletics/activities/dances students must attend school and remain drug and alcohol free.
  - a. If a student is caught *selling* drugs/alcohol on CPS property or at school or district sponsored functions then that student will lose all athletics/activity and dance privileges going forward.
  - b. If a student is caught *using* drugs/alcohol on CPS property or at school or district

sponsored functions, that student will lose all athletic/activity and dance privileges for the rest of the semester.

3. When a student exceeds ten (10) days of absence, either excused or unexcused, the student will not be allowed to participate in sports, activities, and school dances. Absences accrue by missing a day of school, coming excessively late to school (1/2 day per occurrence), cutting classes and leaving early (1/2 day per occurrence) and early dismissals (1/2 day per occurrence). All days absent will be counted with the following exceptions:
  - a. Officially documented hospitalization (Doctor's note)
  - b. Officially documented home illness (Doctor's note)
  - c. Religious holiday (Parent's or Guardian's note)
  - d. Bereavement (Parent's or Guardian's note)
  - e. Officially documented appointment with a medical or dental specialist (Doctor's note or appointment card)
4. When a student exceeds twenty (20) days tardy to school, either excused or unexcused, the student will not be allowed to participate in sports, activities, and school dances.
5. Starting in SY 2017-2018 all students will be immediately eligible for all activities.
6. Starting in SY 2018-2019, fall sports and activities for sophomores, juniors and seniors will be impacted by the previous year's attendance. Winter and spring activities will be determined by the current year's attendance.
7. Once the student meets the ten day threshold for attendance or the twenty day threshold for tardy to school, their participation in sports, activities, and dances will end.

## **ASSEMBLY CONDUCT**

Your behavior represents every cadet at RNA. Therefore, these are the guidelines for assembly conduct:

- At the prescribed time proceed to the muster area in good order.
- Cadets will sit in assigned seats.
- Show appreciation by clapping.
- Never block the aisles.
- No pens, pencils or food allowed.
- The auditorium is not a place to socialize with your friends.
- No shouting, whistling, or booing is allowed.
- Be courteous to all guests and performers.
- Remain seated during the entire session.
- Cadets will be dismissed by the Academy Superintendent, or his representative.

## **BOOK BAGS**

A cadet may carry it to and from school, but it must be left inside your locker during school hours.

## **CADET COURTESY**

### **Addressing Adults**

You will address all teachers and instructors appropriately i.e., Mr., Mrs., Ms., Miss, Dr. or their military rank plus their last name. All replies must be followed by “Sir/Ma’am.” The only proper seamanlike response if you want to convey “Yes, I will do that,” is “Aye, Aye Sir/Ma’am.”

### **Reporting to an Adult**

You should always knock at the door when reporting to see anyone in a room or office and request permission to enter. You may enter the room when the adult/cadet officer invites you in. You walk to the desk, or to the front of the person, stand at attention and report,

**“Cadet (Rank, Name) reporting Sir/Ma’am.”**

Then the adult will direct you to sit or tell you to remain in a standing position by saying, **“at ease.”**

Whenever you are seated and you are spoken to by a standing adult, you will *stand up* from the seated position and immediately come to attention until you are **“dismissed”** or told **“as you were.”** This is not required if you are in class or in the mess hall at lunch.

### **Phone Manners**

When answering a school phone, in general, you should state the name of the school, the location that you are at, and then give your rank and name, followed by, “How can I help you sir or ma’am?”

Example: **“Rickover Naval Academy Counselor’s Office. This is Cadet Petty Officer Jones. How can I help you, Sir/Ma’am?”**

## **CELL PHONES AND ELECTRONIC DEVICES**

Cadets’ cell phones should be turned off and placed out of sight once class begins and until the class ends. Likewise, other electronic devices will also be turned off and placed out of sight once formation begins and until the last class ends.

**RNA is not responsible for any items lost or stolen.**

**Parents should not call or text their students’ cell phones during school hours. If a parent needs to get in touch with their child, they should call the RNA main office number. 773-534-2890**

### **Cell Phone Absolute**

Students who use cellphones in class without permission are subject to the school cell phone absolute policy. A summary of the policy is that students will be warned once to put their phone away. If the phone is used a second time in a class, it will be confiscated and parents will be notified. Parents will need to come to school to pick up the phone. When they are notified, the



times for phone pick-up will be relayed. If you would like a full copy of the policy please see our website.

### **Other Electronic Devices**

Music boxes, bluetooth speakers or audio players heard by staff will be confiscated without warning and parents will be notified.

Headphones may only be used with permission of the supervising staff in class. Headphones / earbuds cannot be worn in the hallways at any time during school.

## **CHAIN OF COMMAND**

Chain of Command is a military term that means: “where do I fit in?” It lets someone know who is above them and who is below. Typically, to make operations smooth, a person deals with those directly above and below, preventing any one position from experiencing information overload. If there is a problem or a question a cadet should work through their chain of command respecting the person of authority immediately above them. In general a cadet **should not** skip people in their chain of command and go right to the top.

At Rickover Naval Academy, there are two chains of command; one for NJROTC and one for the Classroom. In ascending order:

### **NJROTC Related**

- Squad Leader
- Platoon Commander
- Cadet Company Executive Officer
- Cadet Company Commander
- Cadet Battalion Executive Officer
- Cadet Battalion Commander
- Naval Science Instructors by seniority
- NJROTC Commandant
- Assistant Principal
- Academy Superintendent

### **Classroom Discipline**

- Classroom Teacher
- Disciplinarian/Counselor
- Commandant
- Assistant Principal
- Academy Superintendent

Within this chain of command, cadets will encounter other cadets of many ranks. Each of these ranks may be given responsibilities and authorities through the NJROTC program.

## **CLASS MILITARY PROTOCOL**

Cadets are expected to be in their classrooms when the bell rings. If you are late and escorted to class by a teacher because of a hall sweep, you are to enter the room quietly and immediately take your seat. If you create a disturbance while entering, you may face discipline actions.

Class Leaders will be chosen in every class.

The class leader will be chosen at the teacher's discretion regardless of rank.

The class leader acts as an extension of the teacher in aiding in classroom disciplinary measures and in taking roll call at the start of the period and dismissing the class at the end of the period.

A class leader is never allowed to take or submit attendance using the computer.

Teachers may have other additional specific duties assigned to the class leader.

The class leader is to advise the substitute concerning class procedures when the regular classroom teacher is absent.

A class leader may fill out demerit forms at the direction of the teacher.

When an important visitor comes to the academy and enters a classroom, either the class leader or the *first* cadet nearest the door, will call, "**Attention on deck.**" The cadets will remain standing at attention until the VIP, or someone in charge, says, "**Carry on.**"

## **CLINIC INFORMATION**

A medical clinic is available at Senn Campus for the students. Students' parents may fill out a form so their student may use the clinic. If you have a scheduled appointment to go to the clinic, you must sign out with the Main Office and with the Quarterdeck Watch to get you from class for the appointment. If you miss class to visit the clinic, it is your responsibility to make up any work/tests missed. When returning from the clinic, you must go to the RNA main office and check back in.

## **COMMUNITY SERVICE LEARNING HOURS**

Cadets in the class of 2018 and 2019 must complete 40 hours of community service in order to graduate from all CPS High Schools. You may do this in a variety of endeavors that will be announced to you from time to time. Your counselor can assist you in selecting programs to fulfill your community service requirement. To obtain credit for your service learning hours, you must obtain and turn in the proper paperwork from the counseling department.

Cadets in the class of 2020 and beyond will complete a service learning project attached to a class in their Freshman or Sophomore year and then complete a second project in their Senior year in their Civics class.

## CORE VALUES

**Honor:** We will conduct ourselves in the highest ethical manner in all relationships with peers, superiors and subordinates; be honest and truthful in our dealings with each other and with those outside our school; be willing to make honest recommendations and accept those of junior personnel; encourage new ideas and deliver the bad news, even when it is unpopular; abide by an uncompromising code of integrity, take responsibility for our actions and keeping our word; and fulfill or exceed our legal and ethical responsibilities in our public and personal lives twenty-four hours a day. Illegal or improper behavior or even the appearance of such behavior will not be tolerated. We are accountable for our professional and personal behavior. Our word is our bond.

**Courage:** We will have courage to meet the demands of our studies and commitments when it is demanding, or otherwise difficult; meet these challenges while adhering to a higher standard of personal conduct and decency; be loyal to our teachers, classmates, and school, ensuring the resources entrusted to us are used in an honest, careful, and efficient way. Courage is the value that gives us the moral and mental strength to do what is right, even in the face of personal or professional adversity.

**Commitment:** We will demand respect up and down the chain of command; care for the safety, as well as the professional, personal and spiritual well-being of our people; show respect toward all people without regard to race, religion, or gender; treat each individual with human dignity; be committed to positive change and constant improvement; and exhibit the highest degree of moral character, technical excellence, quality and competence in what we have been trained to do. The day-to-day duty of every *Rickover Naval Academy* cadet is to work together as a team to improve the quality of our work, our people and ourselves.

## DEMOTIONS

Demotions **may** occur for cadets who have serious violations of the CPS Student Code of Conduct, or have failed to *maintain* minimum requirements for the rank earned. Demotions in rank are the sole purview of the Academy Superintendent, and the Commandant but in ALL cases the cadet can request a peer review by the Cadet Advisory Board.

A demotion is not treated lightly. Recommendations for demotions, submitted through the cadet chain of command to the Company/Battalion Commander, must be in writing and must adequately set out the reasons for the demotion. Demotions can also be brought about by action from the Academy Superintendent, Commandant, or the Dean/Disciplinarian.

### Demotion Criteria

- Demotion may be recommended for violations of the rules and regulations of RNA.
- Demotions may be recommended for inefficiency, misconduct, or poor duty performance.
- Demotions may be recommended by the administration or Cadet Advisory Board recommendation.
- Demotions may be recommended for the greater good of the Cadet Corps i.e. honor code violations.
- Demotions do not occur on the spot. There must be due process.

## **DISCIPLINE (classroom and passageways)**

If you are causing a disruption in the classroom that interferes with the education process and have been warned three times, the teacher will send you to the Dean/Disciplinarian's office. Lack of discipline in the classroom, in the passageways or on the ladders requires immediate corrective action by a faculty or staff member. They may:

- Call you to attention as a way of stopping negative behavior;
- Present information to you on how to improve;
- Give you demerits;
- Ask you to give up your ID so it can be sent to the Dean/Disciplinarian's Office; subsequently, you will be called to the office;
- Send you immediately to the Commandant or the Dean/Disciplinarian.

If you are given an **in-school** suspension, the following rules apply for the duration of your suspension:

- You will not attend your regularly scheduled classes and special events held during the regular academic day, but you must be present in the **Uniform of the Day** in the appropriate in-school suspension location.
- Your teachers will attempt to ensure that you receive any assignments that will be completed during the duration of your suspension.

If you are given an **out-of-school** suspension, the following rules apply for the duration of your suspension:

- You may not attend school-sponsored events and are not allowed on school grounds.
- You will be given the opportunity to make up any in-class tests or quizzes given during the period of your suspension.
- Your teachers will attempt to ensure that you receive any assignments that will be completed during the duration of your suspension.

## **DRUG AND ALCOHOL FREE WORKPLACE (Board Rule, Sec 4-50)**

It is unlawful for you to manufacture, distribute, possess, consume, or use drugs or alcohol on Board of Education property or premises or at any site of Board sponsored activities.

## **EXTRACURRICULAR ELIGIBILITY**

Cadets must be passing all classes to be eligible for participation in all extracurricular activities. For non-athletic programs and competitions, the Athletic Eligibility - IHSA and Athletic/JROTC non-JROTC Activities/Dance Eligibility - Rickover criteria will apply. A weekly grade check is made to determine your current eligibility.

## **EXTRA MILITARY INSTRUCTION (EMI)**

Extra Military Instruction is a form of detention which will be utilized according to prescribed procedures. If you are assigned to EMI it will be a minimum of forty-five minutes after school.

- EMI will be served after school for forty-five minutes on specific days.

- EMI will be served regardless of a sports game, sports practice, extracurricular activity, NJROTC contest, NJROTC activity, band practice, field trip, or any other after-school activity including night school.
- EMI cannot be rescheduled except for a bona-fide medical reason and a parental request.
- Cadets who receive early dismissal the day of their assigned EMI will be rescheduled for the next EMI.
- A cadet that is absent the day of the EMI will be rescheduled on the next EMI day when they return.
- If there is failure to complete EMI, you will face further action by the Commandant and/or the Dean/Disciplinarian.

### **Your conduct during EMI**

- You are responsible to show up for EMI.
- You will muster in the uniform of the day.
- Personnel inspection may be conducted immediately after your muster.
- If you do not pass inspection, you complete the assigned EMI and serve another EMI.
- If your attitude, behavior, or conduct is unsatisfactory during EMI you may be dismissed, considered unexcused and a Misconduct Report will be filed with the Dean/Disciplinarian for action the next day.

### **FAILURES – See GRADING PROCEDURES**

### **FIELD TRIPS/ SCHOOL FUNCTIONS/IN-HOUSE PROJECTS**

- To go on field trips you must have a signed permission slip from your parents, IN ADVANCE of the trip.
- If you are missing class for a school function, you are required to make up any work missed and turn it in on its proper due date.

### **FIRE DRILLS**

Fire drills are serious activities during which we practice for emergencies. Cadets should always check the disaster/fire drill cards in each classroom to know where their evacuation route is. During a fire drill, routes can be blocked and teachers may have to shout directives to hundreds of students. Therefore, it is important for you to be on your best behavior. Once outside the school you will muster by the class in which you were, and roll call will be taken. Remember that the people in the neighborhood are watching your behavior. Remember that you *are* Rickover Naval Academy. When you return to class roll call will be taken again.

### **GENERAL EMERGENCY DRILL RULES**

- You should remain quiet throughout the drill so that you can hear the directions being given.
- Know the route out of the building from the various locations to which you are assigned.

- Stay with your teacher, move quickly, and walk away from the building.
- Form up in the designated area by class.
- Once outside, your teacher will take attendance.

## **FOOD**

The CPS policy regarding food is simple. Neither teachers nor cadets will bring homemade food for any official classroom event. Teachers cannot make food for cadets and cadets will not make food for other cadets for any classroom environment. Additionally, cadets may not sell food or drinks out of their lockers. This policy is to protect the health of all involved. Cadets are not allowed to eat or drink in the classroom unless it is an organized event. The exception is non-flavored water.

## **GOOD CITIZENSHIP**

A cadet who practices good citizenship is a strong supporter of the military protocols and the chain of command. Good cadets wear his/her uniform proudly and correctly, live by the Guiding Principles and the Honor Code and generally stay out of trouble and the Disciplinarian's Office. Good citizens are not suspended.

## **GRADING PROCEDURES**

Every fifth, fifteenth, twenty fifth and thirty fifth week a progress report will be sent to your home. On the tenth, nineteenth, thirtieth and thirty-eighth weeks, you will receive report cards. The tenth and thirtieth weeks, the teachers will see your parents for parent/teacher conferences.

- If you earn a failing grade on a report card, your parent must be notified. This may be done through a progress report in the mail, e-mail, or phone call.
- The nineteenth and thirty-eighth week (semester 1 and 2) grades count towards the cadet GPAs.
- There are two separate grades given in high school. A first semester grade given in the nineteenth and a second semester grade given in the thirty-eighth week. There is no yearly cumulative grade. The first semester grade is a cumulative grade from the first and second quarter. The second semester grade is a cumulative grade from the third and fourth quarter.
- A passing grade for a semester is worth 0.5 credit for that class.

## **GRADUATION**

- Graduation is held in military uniform. Only those cadets who have completed all graduation requirements and are not on special probation and are not suspended on the day of the graduation ceremony may participate in the commencement exercises. Those who participate will be required to adhere to all rules and regulations concerning uniform and grooming standards.
- Students who may not participate in the ceremony will have a certified letter sent to the address on record outlining the reasons. Reasons can include, but are not limited to, excessive demerits, SSC violations (4, 5, 6) and failed required courses. If failing a

required course is the only reason for ineligibility, passing the course(s) by the graduation ceremony may result in the student participating in the graduation ceremony.

- If a certified letter is not sent, and then the student fails a class, the student may walk in the ceremony but will not receive a diploma and will need to make up the failed class.
- Valedictorian is the student who has the highest grade point average in the class. If there is a tie, each will be designated. To be eligible, a cadet must have completed a minimum of four semesters at RNA.
- Salutatorian is the student who has the next highest average. If there is a tie each will be designated. To be eligible, a cadet must have completed a minimum of four semesters at RNA.
- Military Honors are awarded to those seniors graduating with sustained 4<sup>th</sup> year high marks in military aptitude, attendance and leadership.
- Students that have achieved the rank of E-4 by the beginning of 4<sup>th</sup> quarter of their senior year and are not on special probation will be authorized to wear the Service Dress Uniform for the commencement ceremony.

## **PASSAGEWAYS (HALLS) & LADDERS (STAIRS)**

Passageway is the correct Navy term for our hallways. Ladder is the proper name for stairwell. Cadets should move from class to class by the most direct route and keep to the right. There will be no loud behavior (running, play fighting) and no inappropriate language. When walking with a senior ranking person or staff member the cadet will always walk to the person's left.

The term "**Gangway!**" should be called by any cadet who observes a cadet officer or a staff member approaching an area where the passage is blocked. This courtesy should also be extended to all VIPs. Senior ranking cadets should always take the initiative and clear the passageway. If you need to clear the passageway for yourself or other cadets you may say, "**Coming through.**" When VIPs are present, passageway commands should be strictly obeyed. If the VIPs do not intend to move on promptly, the passing dignitary or escort should give the order, "**Carry on.**"

## **IDENTIFICATION CARDS**

Cadets must wear IDs clipped to the right collar point at all times in the school building. Cadets must present their IDs upon request of any staff member. Temporary IDs will be good for one day. New IDs and temporary ID's may be purchased from the main office.

## **ILLNESS OF CADETS (See Clinic)**

If you are not feeling well get a permission slip from your teacher and sign out at the main office to go to the nurse, the Senn/Rickover Health Center or the office. If you are not feeling well, ask to be escorted.

## **JROTC Grading Policy**

JROTC class grades will be affected by military performance in non-military classes at Rickover. Appropriate respect, behavior and attendance is expected in every part of Rickover Naval Academy. Every 10 demerits in a grading quarter will result in a grade reduction of 1 point. In addition, every tardy or absence to school (which includes arriving to school after 0810) will result in a JROTC grade reduction of .5 points. While class tardies will not directly affect JROTC grades, they may result in being ineligible for military promotion.

## **LATE WORK POLICY**

Absent students who return to school and have had their absences designated as *excused* will be given one day for each day of absence to complete all missed class-work and homework assignments. Absent students who return to school and have had their absences designated as *unexcused* will not be allowed to complete all missed class-work and homework assignments. Students who take vacation on scheduled school days are considered truant. Teachers will not provide assignments to vacationing students.

## **LOCKERS**

A locker will be assigned to you. Only locks provided by the school may be placed on the locker. **Sharing a locker with another cadet is not permitted.** The locker may not be damaged by adhesives, markers, or any other manner. You are responsible for keeping your locker in an orderly manner. The Academy Superintendent reserves the right to hold locker inspections.

## **LOST AND FOUND**

A lost and found will be located in the main office. At the end of each ten week period, all unclaimed items will be donated to charity.

## **LOST TEXTBOOKS**

You will be issued the textbook for each class, and you are responsible for the care of the book. This book is loaned to you by the Academy for the time you are enrolled in class. The book must be returned upon completing the class. **You will be charged for the book if it is lost or severely damaged.** If you lose a textbook your teacher will send you to the book custodian where you will receive a new book and be electronically charged, or debited, for the cost of the lost book.

## **LUNCHROOM**

- Hours: 7:15am – 8:10am for breakfast
- Free and reduced lunches are provided
- Good behavior and manners are expected from all cadets



## **MERITS/DEMERITS/CADET ADVISORY BOARD**

The Cadet Advisory Board exists to assist you in becoming a better citizen and a better cadet. If you have violated CPS Uniform Discipline Code groups 1-3, or have accrued excessive demerits, the Dean/Disciplinarian may assign you to a CAB hearing. You can also request an appearance in front of the Cadet Advisory Board for a hearing through the Discipline Office. The purpose of the board is to counsel cadets who have committed acts of misconduct. These hearings are setup within the guidelines of the Chicago Public School Peer Jury Program.

**Merits** are awarded for positive behavior. Accumulated merits can be used to attend special field trips or other special activities. Merits can be awarded for any outstanding deed or action deserving of recognition.

**Demerits** are given when unsatisfactory behavior warrants disciplinary action. As a result of negative behavior, and when on the spot action is not enough, demerits may be given by any staff, faculty member, or the Cadet Chain of Command. An EMI will be issued for multiples of 15 demerits. A Cadet Advisory Board Hearing will be issued for 30, 60, 90....demerits.

The Commandant, Disciplinarian, and Academy Superintendent always have the discretionary control of the number of merits, or demerits, awarded for an action.

You will receive demerits for the unsatisfactory military behaviors below. The Disciplinarian can also assign you to appear before the Cadet Advisory Board to adjudicate the following negative behaviors:

- Use of profanity (3)
- Disrespect/Insubordination to the Cadet Chain of Command (5)
- Uniform Violations (1 per item)
- Honor Code violations

After you receive 30 demerits, the Disciplinarian, or the Cadet Advisory Board, has a variety of options that assist in the correction of your misbehavior but they are not limited to:

- Parents called
- Letters of apology
- After school EMI
- Improvement plan
- Uniform repair assistance & monitoring
- Saturday School
- Suspension
- Demotion in rank/removal from a command position
- Disqualification for promotion
- Recommendation for dismissal from the academy

Your *chain of command or class leader* may fill out the merit/demerit forms on behalf of the teacher. You and your teacher must sign the form. Signing the form does not mean that you agree with the demerits, *but you must sign the form or be held in contempt* of the Cadet Advisory Board.

## **NJROTC (Naval Junior Reserve Officer Training Corps)**

The NJROTC curriculum teaches high school cadets the value of citizenship, leadership, service to the community, personal responsibility, and a sense of accomplishment. Our core values are Honor, Courage, and Commitment.

## **PROBATION**

Some students find certain aspects of a military academy setting difficult. Attendance, military protocol, respect to authority and uniform rules represent a significant part of a military academy foundation. Students who are unable to follow or choose to ignore the academy rules can be placed on probation. Probation will include a meeting between school officials and a parent or guardian to discuss the specific issues of the cadet, and what improvements are needed. A contract will be signed by the parent /guardian and the cadet, acknowledging the behaviors which need to be improved, along with a schedule giving the cadet a period of time to correct their behavior.

Cadets placed on probation will report to the commandant or the Dean of Uniforms every day by 0810.

Periodic updates will be given to the cadet and their parent / guardian. If a cadet fails to correct their behavior in accordance with the signed contract, an administrative transfer board will be scheduled to decide on transferring the cadet back to their neighborhood school.

## **PUBLIC DISPLAY OF AFFECTION AND PHYSICAL CONTACT**

The following rules are in effect for Rickover Naval Academy concerning personal display of affection. Violations will, at a minimum, be treated as [2-4] “unacceptable minor physical contact” in the Student Code of Conduct. Higher level violations can be given with more serious or repeated violations. Any violation can lead to probation and administrative reassignment.

Any physical contact between two individuals must be welcomed, expected and agreed to by both persons. Un-welcomed physical contact of an affectionate or sexual nature will be considered sexual harassment. Any student who is touched by another student in an affectionate or sexual way, and the touch was unexpected, un-welcomed and not wanted, that student shall report that contact to a teacher or staff immediately.

- **Kissing and hugging**: One second rule applies. Appropriate kissing as a greeting is limited to cheek-to-cheek or lip-to-cheek only. Lip-to-lip contact is considered inappropriate in a high school setting.

- **Casual contact:** Hand holding, arms or legs draped around someone else's shoulder, waist, or other body part, as well as sitting on floors in hallways with various body parts around each other is considered inappropriate.
- **Hallway play:** Bumping, slapping, grabbing, or other forms of physical contact in hallways or classrooms has caused injuries and has been misinterpreted as 'hostile,' occasionally leading to arguments or fights. With the school becoming more crowded, students will avoid physical play in the halls and classrooms at all times.

## SALUTING CUSTOMS

A salute is a traditional sign of respect. Cadet Officers that are senior to you, as well as uniformed faculty/staff members at RNA, should be given a salute both inside and outside of the building except as outlined below.

### But NJROTC cadets never salute:

- when **uncovered**,
- during change of classes,
- when in ranks except in command,
- when part of a sports or work detail.

A salute is always initiated by the junior ranking person to the senior person. Therefore, all cadets need to be alert to give a proper salute as needed. A salute is always accompanied by the appropriate greeting (i.e., "**Good Morning, Sir/Ma'am,**"). A salute should be initiated six paces from the individual you are saluting. Remember the sincerity of your salute is judged by how crisply it is executed.

All salutes should be acknowledged by the person receiving it. If you salute a military person who is covered they will return your salute. If you salute a civilian, or a military person who is **uncovered** they should **reply** to you, "**Carry on,**" or "**as you were,**" to return your salute.

## SENIOR BEHAVIOR

Senior cadets in a military academy hold a unique position of mentor and role model to over 400 junior cadets. Seniors set the example for all others, and they can have a powerful effect on the entire school body. A senior who chooses to ignore uniform rules, classroom protocol, chain of command respect, and being on-time for school and class can have a significant negative impact on the entire student body.

### **To encourage seniors to continue being strong leaders and role models, the following measures will be provided as incentives:**

Seniors in good standing (NOT on Special Senior Probation) will be permitted:

- to participate in the graduation ceremony
- to participate in the bell ceremony
- to participate in prom
- to participate in other special senior events (camping, senior trips, etc)

### **Special Senior Probation:**

#### **To be put on Special Senior Probation for a school quarter:**

- Seniors in excess of a combination of ten (10) tardy and/or unexcused absences in any one (1) quarter grading period will be placed on Special Senior Probation.

-OR-

- Students receive a student code of conduct violation level 4, 5 or 6.

-OR-

- Students receive in excess of 15 demerits for uniform and/or insubordination infractions

#### **While on Special Senior Probation:**

- Seniors on Special Senior Probation will not attend any special or senior events

#### **To go off Special Probation:**

- Seniors must have better than 95% attendance to school, formation and classes and 5 Demerits or less for a full grading cycle (quarter) to be removed from Special Probation.

#### **In order to participate in the graduation ceremony, a senior must:**

- Have the necessary requirements for graduation met
- Be in good standing and arrive at the ceremony in proper grooming standards
- Complete Service Learning requirements by 6 June.
- Attend two complete graduation practices for the entire time.
- Complete checklist and turn-in to graduation coordinator by date on checklist.

**Note: Senior probation concerns events and activities exclusive to seniors. For sports, dances and other activities, Rickover eligibility rules apply. For example, a senior may accrue 10 absences first quarter and be placed on both Senior probation and lose sports/activity and dance eligibility. The senior may get off senior probation with good attendance during 2nd quarter. They will be allowed to attend the senior camping trip, bell ceremony and senior breakfast, but still remain ineligible to play sports, any competitions or attend the prom.**

## **TARDINESS & TARDY PASSES**

The staff of Rickover Naval Academy is proud to announce a renewed commitment to ensuring that class time is used effectively and efficiently. In that spirit, we have adopted a new set of procedures that will begin on the first day of the next semester. We are calling these procedures “*Operation START on Time!*”—the acronym stands for “Safe Transitions and Reduced Tardies.”

All teachers will help supervise the halls during the time between classes. When the bell rings, teachers having classes will close their doors and begin teaching immediately.

Each hallway will have designated staff members dealing with any students who are late (in the halls, restrooms or other common areas). Tardy students will be escorted to the dean’s office to write an explanation of why they were late, which will be entered into our records. Moreover, the explanation will be sent in the mail to their parents or guardians so that families are kept informed.

After completing the written task, the tardy student will be escorted back to his or her classroom. The escorting staff member will ensure that the student does not disrupt the class and will signal to the teacher that all necessary paperwork has been completed.

For students who are late, these procedures ensure that the family is kept informed and that records that chronically tardy students receive additional consequences to help them learn the importance of punctuality. The consequences for repeated tardiness within a semester are as follows:

All Tardies      Student writes a note that is sent home. Detentions are assigned by number of tardies in a week.

For students who are consistently on time, these procedures ensure that tardy students will not be allowed to disrupt the flow of the teacher's lesson.

## **WEEKEND AND EVENING EVENTS**

### **(Including sports games/practices and field trips)**

For all events that occur on evenings, or Saturday or Sunday, student attendance is mandatory on the most recently preceding school day before the event. On this day, the student must be at school for the **full** school day. If the student comes late, leaves early or cuts a class, they will not have met the requirement to attend the function. For example, if the last day of school of the week is Friday and the Military Ball is scheduled for Saturday, Friday attendance is mandatory for participation in the weekend event. If a student fails to attend school for a full day (or is suspended for disciplinary reasons) they are prohibited from attending the event. This applies equally to a weekday evening event: the cadet must attend a full day of school on the day of the event to attend.

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