



**United States Army
Junior ROTC**

To motivate young people to be better citizens



PHOENIX MILITARY ACADEMY CHICAGO PUBLIC SCHOOLS

WWW.PHOENIXMILITARY.ORG



CADET HANDBOOK

SCHOOL YEAR 2008/2009

Ferdinand Wipachit Academy Superintendent
Margaret A. Mares, Assistant Academy Superintendent
Major Roger D. Seymore U.S. Army (Retired) Commandant



ACADEMIC POLICIES

ALL CADETS ARE STUDENTS, ALL STUDENTS ARE CADETS

It is mandatory that all students who attend Phoenix Military Academy be an Army JROTC cadet. As part of their core subject menu each cadet must be enrolled in and complete JROTC Leadership Education & Training (LET) classes in their freshman through senior years. This is required for graduation.

CADET CODE OF HONOR

A CADET WILL NOT LIE, CHEAT, OR STEAL, OR TOLERATE THOSE WHO DO

CADET CREED

I AM AN ARMY JROTC CADET.

I WILL ALWAYS CONDUCT MYSELF TO BRING CREDIT TO MY FAMILY, COUNTRY, SCHOOL, AND THE CORPS OF CADETS.

I AM LOYAL AND PATRIOTIC. I AM THE FUTURE OF THE UNITED STATES OF AMERICA.

I DO NOT LIE, CHEAT, OR STEAL AND WILL ALWAYS BE ACCOUNTABLE FOR MY ACTIONS AND DEEDS.

I WILL ALWAYS PRACTICE GOOD CITIZENSHIP AND PATRIOTISM.

I WILL WORK HARD TO IMPROVE MY MIND AND STRENGTHEN MY BODY.

I WILL SEEK THE MANTLE OF LEADERSHIP AND STAND PREPARED TO UPHOLD THE CONSTITUTION AND THE AMERICAN WAY OF LIFE.

MAY GOD GRANT ME THE STRENGTH TO ALWAYS LIVE BY THIS CREED.

NONDISCRIMINATORY POLICY

<http://policy.cps.k12.il.us/documents/102.8.pdf>

Phoenix Military Academy adheres to the Chicago Public Schools Board of Education policy 102.8: "It is the policy of the board of education of the City of Chicago not to discriminate on the basis of race, color, national origin, sex, gender, sexual orientation, age, religion or disability in its educational program or employment policies or practices."



**CADET – PARENT/GUARDIAN
HANDBOOK CERTIFICATION & AGREEMENT**

SCHOOL YEAR 2008 – 2009

Phoenix Military Academy cadets and their parents/guardians are expected to know and abide by the rules and policies set forth in this handbook. Read and sign your names in the appropriate blocks below. Your official enrollment is not complete until this certification is returned to your Army Instructor by Friday, September 14, 2007.

By signing and returning this page, you acknowledge that you have completely read this handbook, understand and will abide by its contents. If there are any questions, please contact the Administration Office during normal school hours.

I, (Cadet) _____ (print in ink) have read this handbook and I agree to follow the policies, procedures and rules outlined in this handbook. I also have a copy of the JROTC Cadet Reference manual and will frequently refer to this for general instructions. I am fully aware of the consequences if these are not followed. I have read the "Discipline in Military Academies" and JROTC Programs section of the Chicago Public School's "Student Code of Conduct".

For example: Group 3-12: Inappropriately wearing any JROTC or Military Academy Uniform. Students may be subject to disciplinary action for violation of Act of Misconduct 3-12 that occur either on or outside of school grounds.

CADET SIGNATURE:

CADET DIVISION: _____

I, (JROTC Instructor) _____ (print in ink) have received this certification on _____ (date)

JROTC INSTRUCTOR'S SIGNATURE:

DUE BACK TO JROTC INSTRUCTOR BY SEPTEMBER 5 2008

June 11, 2008

To the Cadets of Phoenix Military Academy:

I am pleased to be the principal and academy superintendent of Phoenix Military Academy. Phoenix undoubtedly has some of the friendliest students I have ever met. The faculty is a dedicated, caring team of teachers.

I want to let you know what my goals and expectations are for you. First, safety is number one at our school. Second, Phoenix Military Academy prides itself on the priority placed on the education of our cadets. To ensure that you receive individualized attention, Phoenix maintains relatively small class sizes, and the faculty is accessible and available to meet with those of you who require additional assistance. Third, I want to motivate you to become better citizens by promoting and encouraging citizenship through participation in service learning projects along with team-building skills in your JROTC LET classes.

Finally, I look forward to working with you. Together, with our superb staff and professional faculty, we will achieve excellence in education here at Phoenix Military Academy.

I will get to know each of you individually. You will see me constantly around our school.

My best to you and your family in this new school year!

Sincerely,

Ferdinand Wipachit
Principal/ Academy Superintendent
Phoenix Military Academy

This handbook is approved for the fair, equitable, and timely application of its contents starting this day until amended by me in writing.

Constructive comments that improve this document may be brought to the Commandant IN WRITING for future updates.



VISION & MISSION STATEMENT (PMA SY08/09 SIPAAA)

Vision: Phoenix Military Academy seeks to develop young people so that they may become citizens of leadership, character, and vision for our nation.

Intent: **This is accomplished by maintaining a highly motivated and professional cadre of staff and faculty; fostering a positive, disciplined learning environment; providing an innovative, effective, and challenging curriculum; and establishing a program of instruction which offers students stimulating opportunities for service learning that builds teamwork, self-confidence, self-esteem, and leadership.**

Mission: To promote student development in five areas of focus: Citizenship, Academics, Leadership, Character, and Service.

JROTC MILITARY MODEL OBJECTIVES

The objectives of the Army Training Program applicable to the Military Academy, expressed in terms of Desired Learning Outcomes, are as follows:

- Engage cadets in learning experiences/activities that will enable them to score at or above the Illinois State goals on standardized tests and to help them be more than prepared for post-secondary education.
- Develop and improve cadet skill in the areas of leadership, citizenship, character development, and self-discipline, communication, group dynamics, team building, and other related areas.
- Motivate cadets to display disciplined behavior that is conducive to learning and allows them to act with honesty and integrity.
- Challenge cadets to reach beyond their perceived capabilities in every aspect of their lives.
- Motivate young people to be better citizens.

CADET RIGHTS

(Ref: CPS Policy Manual; Title: Rights and Responsibilities Of Parents And Students; Sec: 102.4; Brd Rpt: 87-0527-MO1; 27 May 87)

All students attending Phoenix Military Academy (PMA) are Army JROTC cadets. All cadets have certain rights in accordance with the Chicago Public School's Student Code of Conduct (UDC) For CPS 2007 – 2008 School Year (you may obtain this booklet from the Discipline Office); therefore, you have a right to the following:

- When properly dressed in the uniform of the day to attend school daily in a clean, safe, and orderly learning environment,



- To receive a rigorous education that will help you achieve maximum potential, and
- To be heard and to participate in decisions affecting school policies, rules, regulations, curriculum, and activities,

In addition, you are accorded certain rights in accordance with the Army JROTC program guide depending upon your cadet rank and position with the Phoenix Military Academy Corps of Cadets.

- To be treated with fair, respectful and equitable consideration in the application of work assignments, discipline, awards and counsel, and
- To speak with the Commandant concerning private matters in strict confidence.

CADET RESPONSIBILITIES

(Ref: CPS Policy Manual; Title: Rights and Responsibilities Of Parents And Students; Sec: 102.4; Brd Rpt: 87-0527-MO1; 27 May 87)

In addition to the student responsibilities listed in the Chicago Public School's Student Code of Conduct, you have the responsibility for the following:

- To earn the respect and admiration of the administration, staff, faculty and peers,
- To completely read, understand and adhere to the SCC and this handbook,
- To attend school and class every school day and be on time,
- To wear the required military uniform (since this is a military academy, every uniform that you wear to school each day of the week, whether it's a PT ensemble or Army Class "A", is considered to be a military uniform),
- To be prepared for class,
- To behave in an orderly, safe and respectful manner,
- To achieve the best academic grades possible to stay on track to graduation,
- To help keep a clean, attractive and orderly environment, and
- To fulfill your signed PMA contract.

Additionally, cadets earn other privileges and incentives through the JROTC program. Adherence to the discipline code of conduct will earn awards and privileges. A formal merit and demerit system is used by the JROTC program to recognize cadets for their daily performance and behavior.

WELCOME TO PARENTS/GUARDIANS

As a registered legal parent or guardian, you have placed your child here at PMA because you trust this administration, staff and faculty to provide your child with the very best education possible. We take your trust seriously and promise to do everything in our power to help your cadet grow in character, mind, and body while making good choices.



PARENT/GUARDIAN RIGHTS

(Ref: CPS Policy Manual; Title: Rights And Responsibilities Of Parents And Students; Sec: 102.4; Brd Rpt: 87-0527-MO1; 27 May 87)

In addition to the parent rights listed in the Chicago Public School's SCC, you have the right to the following:

- To hold us accountable for doing a good job, or not, in educating your child and meeting educational standards required by the federal No Child Left Behind (NCLB) Act, the School Code of Illinois, and CPS,
- To be kept informed of recent CPS and school policies, procedures, rules, and events which affect your child,
- To be notified when good recognition or problems occur involving your child,
- To meet with us to discuss your child's academic progress, attendance, and conduct,
- To participate in developing the annual school improvement plan and budget through the Board of Governors and be kept informed of school efforts to meet its priority goals and effectively spend its allocated funds to educate your child.

PARENT/GUARDIAN RESPONSIBILITIES

(Ref: CPS Policy Manual; Title: Rights And Responsibilities Of Parents And Students; Sec: 102.4; Brd Rpt: 87-0527-MO1; 27 May 87)

In addition to the parent responsibilities listed in the Chicago Public School's SCC, you have the responsibility for the following:

- To register with the main office as the legal parent/guardian and provide us with accurate contact information,
- To actively participate in your child's education,
- To know how our academy is progressing to achieve the educational accountability standards in the federal No Child Left Behind (NCLB) Act,
- To completely read the SCC and this handbook,
- To ensure your child gets at least 7 hours of sleep a night,
- To ensure your child wakes up in the morning and leaves the home in enough time to get to school by 0745 and morning formation,
- To ensure your child properly washes and grooms him/herself before leaving the home for school,
- To ensure your child leaves for school in the prescribed uniform for the day,
- To inform the school when your child will be absent and send a signed written note to the academy upon his/her return explaining the absence,
- To ensure your child has the required school supplies to do school work,
- To ensure your child receives proper nourishment and healthcare at home,
- To instill in your child respect of the law, including the rights of others,
- To discuss your child's educational progress with his/her teachers,

- To attend all requested conferences with academy officials, and
- To volunteer in the academy and be part of parent advisory groups,



TEACHER RESPONSIBILITIES & AUTHORITY

Your teacher is a professional educator who is responsible for teaching you values, knowledge and skills which will help you know the people and the world around you and assist you in making good decisions as a citizen in our society and the world. He/she sets high standards, is a positive role model and is genuinely concerned for your welfare. Your teacher is an academy official with the formal and legal authority to run and uphold discipline of his/her classroom. You are expected to treat him/her with courtesy and respect. If you have a problem in class or have a conflict with another cadet, calmly present your case to your teacher and he/she will make every effort to ensure it is resolved as quickly and fairly as possible. Your teacher has the responsibility to contact and meet with your parent/guardian for a face-to-face conference, and to include the Commandant, Disciplinarian and Principal/Academy Superintendent.

SAFETY & SECURITY

Safety is our first priority

Phoenix Military Academy is located on 145 S. Campbell Ave. (around Western & Adams) which has a closed campus policy to ensure safety and security. The campus includes the school building and all areas surrounding the school building on the school property. The following applies:

- **ENTERING THE CAMPUS**

(Ref: CPS Policy Manual; Title: Procedures For Search, Seizure, And The Use Of Metal Detectors At School Facilities; Sec: 409.3; Brd Rpt: 02-0227-PO1; Date: 27 Feb 02)

You may enter the school through the student entrance no earlier than 0700, unless you are participating in an early morning JROTC sponsored and supervised activity (Drill Team or Honor Guard). Students entering the building before 0700 that are not involved in a team practice will be treated as trespassers and will be subject to disciplinary action. You must pass through the designated metal detector and swipe your ID card into the computerized attendance monitor. You must report to the PMA cafeteria and remain there until 0740 when you will be released to go to morning formation at 0745. From this point on, you are required to remain inside the building until the end of the school day.

- **LEAVING THE CAMPUS**

In order to leave the academy for an excusable appointment during the school day, you must have your registered legal parent/guardian come to the main



office, show an official photo ID card and sign you “OUT” of school and, upon your return, sign you “IN”. You will not be allowed to leave the building during the school day on your own. If you leave the building during the day without permission and we find out, there will be attendance and disciplinary action taken by academy officials. After your last class of the day, you must leave campus unless you are officially participating in an after-school activity sponsored by PMA. Once this activity is finished, you must immediately leave the campus.

LOITERING

You will not loiter around the academy or school campus before or after school unsupervised. If you are not participating in a before or after-school activity sponsored by PMA, then you must not arrive on the school campus until 0700 and must depart by 1300 on restructured days, and 1500 on other days.

IDENTIFICATION CARD

The academy will provide you an ID card with your current photo, CPS student number and encoded personal and school information. **You must wear your ID card on the outside of your uniform at all times.** If you forget your ID card, you must purchase a temporary card for \$1.00 at the time you enter the academy. If you lose your ID card, you must replace it within five days from the Phoenix Military Academy Security Office for a fee of \$5.00. If you are found without proper identification at any time, you will be “out-of-uniform” and subject to disciplinary action.

VISITORS / TRESPASSERS

All visitors must enter the Academy through the school main entrance on Campbell Avenue, show an official photo ID card, sign the visitor’s book at the security desk, and receive a Visitor’s Label, which must be visibly worn. Visitors report to the PMA Main Office to sign-in. If possible, they should make prior arrangements with academy officials to visit the academy. If you notice someone unfamiliar to you in the academy and they are unescorted by an academy employee or don’t have a visible Visitor’s Label, immediately alert the Main Office or a security officer of a suspicious person. Anyone who avoids main entrance security and/or does not wear a Visitor’s Label will be considered a trespasser and asked to leave the school or be removed by Security/Chicago Police.

VOLUNTEERS

(Ref: CPS Policy Manual; Title: Volunteer Policy; Sec: 801.2; Brd Rpt: 02-1218-PO02; Date: 18 Dec 02)

Your parents/guardians and community members are welcome and encouraged to volunteer at the academy during the school day. In order to protect your safety and security and our academy personnel, a volunteer, except a parent/guardian who is accompanying your class on a field trip or on another type of occasional extra-curricular activity, must pass a criminal background

investigation and have a current tuberculosis certification. **He/she must be approved by the principal.**



STUDENT RECORDS / TRANSCRIPTS

(Ref: CPS Policy Manual; Title: Guidelines For Maintenance Of Student Records; Sec: 706.1; Brd Rpt: 01-0328-PO2; Date: 28 Mar 01; & Title: Parent And Student Rights Of Access To And Confidentiality Of Student Records; Sec: 706.3; Brd Rpt: 01-0725-PO2; 25 Jul 01)

- **STUDENT RECORDS**

Student records contain confidential and open information pertaining to the health, education and welfare of cadets. They also consist of cadet administrative, training and supply records that are maintained by the JROTC department on the JROTC Unit Management System (JUMS).

- **TRANSCRIPTS**

Transcripts are confidential. They contain semester grades, credits earned, cumulative and semester GPA, attendance, activity participation, and other practical information. Transcripts are withheld if financial or disciplinary obligations have not been met or if academy/government properties, like textbooks and military uniforms, have not been returned. If you are younger than 18 years old, your parent/guardian must authorize the release of your transcript. Once you are 18, you are the only person who may authorize its release.

CHANGE OF ADDRESS/TELEPHONE NUMBER

Any time there is a change of residence, mailing address or telephone number, you or your registered legal parent/guardian must immediately contact the main office and update/ correct your contact information.

MEDICAL AND DENTAL REQUIREMENT

(Ref: CPS Policy Manual; Title: Health Examinations And Immunizations, Bring Into Compliance With Illinois School Code; Sec: 704.1; Brd Rpt: 94-1026-PO1; Date: 26 Oct 94)

You must have an official medical and dental form on file in your Student Health Folder located in the nurse's office. Illinois State Code requires that you have a current physical examination and all required immunizations. You may be excluded from attending school until you comply with immunization requirements. Any allergies or other medical conditions must be on file with the nurse.

ILLNESS OR INJURY (During School)

(Ref: CPS Policy Manual; Title: Policy For School-Based Health Centers; Sec: 410.5; Brd Rpt: 98-0923-PO3; Date: 23 Sep 98)

If you feel sick or are injured during school hours, let your teacher know immediately. You will be sent or escorted to the school nurse and/or counselor.

MEDICATIONS

(Ref: CPS Policy Manual; Title: Administration of Medication During School Hours; Sec: 704.2; Brd Rpt: 02-0724-PO01; July 24, 2002)



No cadet may have in his/her possession any prescription or over-the-counter medication and may not take any form of these medications on the school campus without a written doctor's request for the administration of medication during school hours. PMA, in collaboration with the school nurse, will contact the physician to verify the request (CPS medication request form). If you are required to take prescription medication(s) during school, the medication must be brought to the school nurse with a signed Parent's Authorization to Release Medical Information Form.

EMERGENCY DATA CARD

You must have a current emergency data card on file in the main office with current address and daytime home/business phone and/or cell number of your registered legal parent/guardian and two additional people, in case we cannot contact your legal parent/guardian.

CADET/FAMILY EMERGENCIES

In the event of a serious injury, death or sudden hospitalization of an immediate family member or cadet at anytime of the week, day or night, a relative or close friend who knows detailed information about the situation will make the academy aware of the incident within 24 hours. The academy will connect you and/or your family members and follow-through with counseling and other approved social services to help alleviate pain and suffering.

EMERGENCY CLOSING (Before School)

The superintendent/principal or his/her designated representative may cancel school in the event of an emergency situation. The notice of a closing will be attempted in all cases by automated phone messaging. If you suspect an emergency closing in a heavy snow storm, for example, tune into local radio, TV and/or website (www.emergencyclosings.com) broadcasts.

EMERGENCY CLOSING (During School)

The superintendent/principal or his/her designated representative may dismiss the school early in the event of an emergency situation so that you may get home safely before a major disaster hits. In the event of an eminent tornado, flash flood, or Weapons of Mass Destruction (WMD) strike, you will not be dismissed from school. You will be moved to a pre-designated safe area within the school until the threat has passed. If parents/guardians suspect an emergency closing during school hours, tune into local radio, TV and/or website (www.emergencyclosings.com) broadcasts.

FIRE EMERGENCY



In the event of a fire a loud continuous horn will sound. Under the direction of PMA staff you will leave everything behind and move quickly, orderly and quietly to the designated emergency exit to leave the building and proceed to a designated meeting location (see emergency evacuation plan). Stay together with your class. Your teacher will take attendance and notify the Principal if you are missing. If you fail to follow these instructions, you endanger yourself and others and are subject to SCC disciplinary action.

FIRE ALARMS / EXTINGUISHERS

Tampering with any fire alarms or extinguishers is prohibited. You will be arrested by the Chicago Police for the criminal act of falsely activating a public fire alarm or the neglect discharge of fire retardant equipment. You will also face SCC disciplinary action.

PROHIBITED ITEMS & CONFISCATION

(Ref: CPS Policy Manual; Title: Uniform Discipline Code for CPS 2003–2004 School Year; Sec: 705.5; Brd Rpt: 03-0723-PO02, 23 Jul 03 and Title: Procedures For Search, Seizure, And The Use Of Metal Detectors At School Facilities; Sec: 409.3, Brd Rpt: 02-0227-PO1, 27 Feb 02)

According to the SCC, if you are found to possess illegal drugs, firearms, or other dangerous weapons you will be suspended immediately and face possible expulsion. Items which are not necessarily dangerous, but may seriously disrupt the orderly educational process, are prohibited from use and will be confiscated by academy officials.

- **ALCOHOL / CONTROLLED SUBSTANCES / FIREARMS / DANGEROUS WEAPONS**

These are prohibited by law on campus or at academy sponsored events. If found, you will be detained and these items seized and handed over to the Chicago Police during your arrest for possession, use and/or distribution. Besides criminal action, you will be referred to social services for mandatory counseling and possible hospitalization, at your parent/guardian expense. The CPS Bureau of Safety and Security may assist the principal by conducting unannounced inspections at his/her request throughout the year.

- **DRUG PARAPHERNALIA / FIREWORKS / TOBACCO PRODUCTS / LIGHTER / MATCHES / LASER POINTERS**

Never allowed on campus and academy sponsored events! If any of these items are found in your possession, they will be confiscated and you will receive disciplinary actions for your violation.

- **CELLULAR PHONE / ELECTRONIC DEVICES**

You may not at any time have on your person or in a handbag or backpack that you carry with you a cell phone, pager or any other electronic device, except handheld graphing calculators. If you are caught with a cell phone in school the



phone will be confiscated and will only be returned to a parent or guardian. The only electronic device you are authorized to have in your possession during school hours is the TI-84 Graphing Calculator

- **PLAYING CARDS / DICE**

You may not at any time use or display these items in school

LOCKERS / LOCKS

You will be assigned a locker by the academy to store items, such as your textbooks, coat, handbag, and/or backpack. Your locker will be secured with a school lock that you will receive at the beginning of the school year. You may purchase a replacement from the Main Office. You must keep your locker clean and in good condition. If a locker becomes jammed or broken, you should inform the main office immediately. You should not preset your combination for easy opening or share your combination with any other cadet. Any lost, damaged, or stolen items should be reported immediately to the disciplinarian.

If you damage, deface or destroy any cadet, academy or government property through willful, malicious or callous behavior, you and your registered legal parent/guardian will pay for its replacement and you will be held criminally liable, if appropriate.

ACADEMICS

(Ref: CPS Policy Manual; Title: Illinois Learning Standards; Sec: 601.1; Brd Rpt: 03-0924-PO02; Date: 24 Sep 03)

GRADES

Grades indicate the level of effort, knowledge, will and ability that you put out to learn and master competencies in our educational curriculum. Our teachers award you grades based on their professional judgment and evaluation of your capabilities in accordance with the grading criteria below. . Your grade point average (GPA) is determined by dividing the accumulated points earned for each letter grade by the accumulated academic credits attempted.

STANDARDIZED GRADING EXPLANATION

ACADEMIC GRADE	QUALITY POINTS		
	REGULAR	HONORS	ADVANCED PLACEMENT
A (90 – 100)	4	5	6
B (80 – 89)	3	4	5
C (70 – 79)	2	3	4



D (60 – 69)	1	1	0
F (59 or below)	0	0	0

HONOR ROLL

Cadets who earn a GPA of 4.0 or better qualify for the “Superintendent’s” Honor Roll. Those who earn a GPA of 3.5 to 3.99 qualify for the “Commandant’s” Honor Roll. Cadets who achieve Honor Roll status will receive JROTC awards and academy incentives for each quarter, semester and school year.

CHEATING AND PLAGIARISM

Cheating is obtaining or attempting to obtain credit for academic work which is not your own by use of any dishonest, deceptive or fraudulent means. Examples of cheating include, but are not limited to the following: copying another’s class work, homework, or major assignment; copying or discussing answers or using “cheat sheets” during a test or quiz; or altering or interfering with the grading procedures. Plagiarism is taking ideas, words, or specific substance from another and offering it as your own work without giving credit to the source. Examples of plagiarism include using downloaded articles or research papers from the internet, cutting and pasting together text from several sources, or faking citations. Both cheating and plagiarism will result in zero credit and may also result in disciplinary action. Those who cooperate with another’s attempt(s) to cheat or plagiarize may face the same academic and disciplinary consequences.

The stealing of a test, quiz or assignment from a teacher or other cadet and the use of a stolen test, quiz or assignment is a major violation of the code of honor and will result in an Out-of-School Suspension.

PROGRESS REPORTS

A Progress Report is issued every mid-quarter (Oct, Dec, Mar, and May). Its primary purpose is to alert you and your parent/guardian of your academic, attendance and behavioral performance between official report card dates. Parents/ Guardians may call your teacher during the school day to make an appointment for a Parent – Teacher Conference to discuss your performance.

TUTORING

You are encouraged to seek additional instruction or help in a course from other cadets (Honor Roll) first, regardless of your academic situation. Your teachers will make themselves available before, during and after the school day if you are honest about self-improvement. See your teacher or academy counselor to develop, coordinate and complete a tutoring program.

REPORT CARDS

(Ref: CPS Policy Manual; Title: Report Card Distribution; Sec: 706.2; Brd Rpt: 91-0424-RS2; Date: 24 Apr 91)



Our report card is performance-based and is intended to reflect your actual achievement in meeting the academic standards during each quarter. Report cards will be picked-up by your parents/guardians during Parent-Teacher Conference days. These are non-attendance days. Report cards will be distributed to you or mailed home to your parents/guardians in February and June. Academic progress can be checked daily on EDLINE.

ACTIVITY ELIGIBILITY

You must do passing work in all of your classes to remain eligible to participate in extra-curricular academy-sponsored activities, field trips, intramural activities, and interscholastic competitions. If you are absent (unexcused or excused) from school, you may not practice or participate in any academy activity on that day.

PROMOTION POLICY

(Ref: CPS Policy Manual; Title: High School Promotion Policy; Sec: 605.1; Brd Rpt: 01-1024-PO2; Date: 24 Oct 01)

If you successfully earn passing grades and academic credits, attend school and classes on-time, and adhere to the uniform standards and code of conduct, you will make progress toward passing each grade level and earning a diploma

CPS PROMOTION REQUIREMENTS

In order to progress to the next grade level, you must adhere to the following:

GRADE LEVEL	POLICY
9 th to 10 th Grade	<ul style="list-style-type: none">• Completion of 5 units of academic credit• 10 hrs community service learning.
10 th and 11 th Grade	<ul style="list-style-type: none">• Completion of 11 units of academic credit• 20 hrs community service learning.
11 th to 12 th Grade	<ul style="list-style-type: none">• Completion of 17 units of academic credit• Completion of PSAE (Prairie State Achievement Examination)• 30 hrs community service learning.
Graduation	<ul style="list-style-type: none">• Completion of 24 units of academic credit• 40 hrs community service learning• Successful completion of 4 years of JROTC



Each cadet and parent/guardian is responsible for keeping abreast of the fulfillment of graduation requirements from year to year so that there will be no deficiencies at graduation time.

CADETS WITH DISABILITIES

(Ref: CPS Policy Manual; Title: High School Promotion Policy; Sec: 605.1; Brd Rpt: 01-1024-PO2; Date: 24 Oct 01)

If you are a cadet with disabilities, you are expected to master the general curriculum to the maximum extent possible with the use of supplementary aides and services. Your Individualized Education Program (IEP) Team determines whether you are expected to meet CPS promotion criteria or other criteria (must be documented in your IEP). Strictly adhering to “least restrictive environment” mandates, cadets with disabilities will participate in all JROTC instruction and activities where the appropriate accommodations and curricular modifications will be made, as determined by their IEP.

CPS NETWORK

(Ref: CPS Policy Manual; Title: Student Acceptable Use Of The CPS Network; Sec: 604.2; Brd Rpt: 03-0326-PO03; 26 Mar 03)

CPS provides computers and network capabilities to you for the purpose of enhancing instruction and helping you gain additional educational experiences and acquire skills that prepare you for an increasingly technology-oriented society. A student user account and use of the CPS Network is a privilege that is provided. In order for you to get a user account, your registered legal parent/guardian must provide written authorization to the academy and you must sign a consent form acknowledging your understanding of the Policy on Student Acceptable Use. For authorized users, the network makes e-mail and internet access and personal website development possible. The network is constantly monitored for unacceptable uses and security breaches. Improper use of the CPS Network is cause for disciplinary action and your privileges to be completely revoked with no second chances.

FAILURE AND SUMMER SCHOOL

(Ref: CPS Policy Manual; Title: High School Promotion Policy; Sec: 605.1; Brd Rpt: 01-1024-PO2; Date: 24 Oct 01)

You may make up classes that you fail during the regular school year in summer school. You may only take two courses for credit during any one summer session.

CPS DRESS CODE

The APPAREL listed below will be considered INAPPROPRIATE FOR SCHOOL on any day cadets are authorized to wear civilian clothes. If you wear any of these items you will be placed in a holding area while your parent/guardian is informed to bring the proper item(s) to school. See the Discipline section for consequences to fail to follow dress code guidelines.



FEMALE

Strapless dresses or tops
Midriff tops or tops that expose the midriff
Halter tops or dresses
Micro-mini dresses or skirts
Short shorts (shorts at the knee or longer will be considered acceptable.)
See-through blouses
Spandex pants

MALE

Cropped or cut-off tops that expose the midriff
Sleeveless undershirts
Short shorts (shorts at the knees or longer will be considered acceptable.)
Hats or caps
Earrings
Sunglasses
Heavy steel belts
Pants that hang off revealing underwear

Students displaying gang symbols on arms, legs, clothing, jewelry and any other display will be excluded from school -- until the offending symbols are removed or covered. The principal or Disciplinarian will ultimately decide appropriate wear in cases where there are doubts or differences of opinion.

ATTENDANCE POLICY

(Ref: CPS Policy Manual; Title: High School Promotion Policy; Sec: 605.1; Brd Rpt: 01-1024-PO2; Date: 24 Oct 01)

Good school attendance is absolutely essential for your academic success and directly affects your ability to graduate from this academy on-time. In accordance with CPS Promotion Requirements, many unexcused absences will have a negative impact on your semester academic grades. If you cannot attend school or will be late to school or a class, then you and/or your registered legal parent/guardian MUST inform the Academy. Failure to attend classes without a legitimate cause will result in you being truant and academy officials then taking appropriate action.

TARDY / CUT / ABSENCE / TRUANCY

(Ref: CPS Policy Manual; Title: Absenteeism And Truancy; Sec: 703.1; Brd Rpt: 01-1128-PO3; Date: November 28, 2001; CPS Office of Instruction and School Management, [Attendance Improvement Initiative](#) and [Targeting Good Student Attendance: Handbook for Students and Parents, 2003 – 2004 School Year](#))

VALID CAUSE FOR ABSENCE

A valid cause and legitimate reason for you not to attend school is: (1) the observance of a religious holiday, (2) personal illness, (3) an immediate family



emergency, (4) death in the immediate family, (5) circumstances which cause reasonable concern to your registered legal parent/guardian for your safety, or (6) other situations beyond your control, as determined by the principal, or principal's designee, on a case-by-case basis.

- **TARDY**

If you arrive to school or class after the scheduled start time; you're late.

- **CUT**

Means you've intentionally missed an entire class period or more during a school day that you've been counted present for.

- **EXCUSED & UNEXCUSED ABSENCE**

An excused absence means there is a valid cause AND the academy is made aware of the absence. An unexcused absence means there is no valid cause OR academy officials are not made aware of the absence. Your division teacher makes the attendance office aware of your absence.

- **TRUANCY / CHRONIC TRUANCY**

Truancy is an unexcused absence for a school day or portion thereof or a pattern of chronic unexcused absences. Your intentional evasion of school is a federal offense before your 16th birthday. If you are having troubles at home or in school that adversely affect your physical ability or emotional desire to attend school, tell an Academy faculty or staff member. Truancy is cause for disenrollment.

PROCEDURES AND CONSEQUENCES

1. If you are tardy to school, you will swipe-in and report immediately to class. After 9:00AM you will be held in the cafeteria until the next class period begins. Each time you are tardy it will be recorded into SIM by the Main Office.
2. You must get a pass from a faculty or staff member to have an excused tardy during the day. If you do not have an excused tardy you will not be admitted to class and you must go to the disciplinarian's office to obtain an official academy pass
3. Once you are in class, you will not leave that classroom without permission of your teacher. If you are without a pass in the academy area when you should be in class, you are cutting. Each time you cut class it will be recorded into LSIMS by your teacher.
4. When you cut one or more classes during the semester, your teacher(s) will mark you as an unexcused absence for his/her class and your class semester grade will be affected in accordance with the promotion requirements.
5. When you return to school after being absent you must present to your



division teacher written note from your registered legal parent/guardian acknowledging each date of absence and the reason, his/her telephone number, and signature. You are reminded that the false and fraudulent making or altering of this note by you to seem real is forgery. If you return to school after being absent and you do not have a signed written note from your registered legal parent/guardian then your absence is unexcused/truant.

6. The **principal and/or the AP / Dean of Students** will determine whether your absence is a legitimately excusable absence or an unexcused absence/truancy.

7. The following procedures will be followed for a pattern of unexcused absences for the school year:

- 2nd – 4th Absences: Attendance Officer call home and/or home visit
- 5th Absence: Attendance Officer sends registered mail 5-Day Warning Letter home; Social Service Agency counselor notified & calls/visits home for site survey; In-school parent-Cadet-Principal-Attendance Officer Conference to sign Attendance Improvement Contract
- 6th – 9th Absences: Social Service Agency counselor notified, calls/visits home, arranges interventions; In-school Parent-Cadet-Principal-Attendance Officer Conferences
- 10th Absence: Attendance Officer sends certified mail 10-Day Warning Letter home; Intervention Case Plan completed by Social Service Agency; In-school Parent-Cadet-Principal-Attendance Officer Conference
- 11th – 17th Absence: Social Service Agency counselor notified, calls/visits home, arranges more intensive interventions; In-school Parent-Cadet-Principal-Attendance Officer Conferences
- 18th Absence: Principal starts Truancy Adjudication Process

HALL SWEEPS

Your teachers, other academy officials, and volunteers will monitor the hallways during the period between each class period. A hall sweep may be called by the principal or Disciplinarian for the purpose of clearing the hallways after a class period has begun. If you are not in your assigned class by the time the class period begins, the teacher will not allow you into class and you will be sent to the **Disciplinarian's office** for **an official academy admit/pass**. Students found in the hallways after the tardy bell without a valid pass will be assigned one day out of school suspension. Students who are constantly tardy or cut more than two classes in one day will be assigned to extra military training.

STUDENT CODE OF CONDUCT

(Ref: CPS Policy Manual; Title: Uniform Discipline Code for CPS 2003–2004 School Year; Sec: 705.5; Brd Rpt: 03-0723-PO02, 23 Jul 03)

From principal to teacher, every academy official recognizes their responsibility in maintaining discipline and order in the academy so that quality teaching and



learning can take place. The Student Code of Conduct at PMA and the Chicago Public Schools SCC provides a uniform standard of behavior that integrates JROTC military and CPS standards. It outlines inappropriate behaviors, ensures equal treatment for misconduct, and presents specific actions to help correct prohibited behaviors. The Disciplinarian has copies of the SCC booklet and distributes them during student orientation. If you failed to get a copy, see the Disciplinarian in his/her office. It is extremely important that you and your registered legal parent/guardian read and understood the SCC and this PMA handbook. All misconduct is recorded on Chicago Public Schools forms and automated IMPACT/SIMS disciplinary reports and placed in cadet / student files.

THE SCC WILL BE STRICTLY ENFORCED. ALL OF YOUR TEACHERS, AND OTHER ACADEMY OFFICIALS, WILL MAKE ON-THE-SPOT CORRECTIONS AND REFER MISCONDUCT THEY CANNOT CORRECT TO THE DISCIPLINARIAN'S OFFICE VIA THE DISCIPLINARY REFERRAL FORM
ADHERENCE TO THE DISCIPLINE CODE OF CONDUCT WILL EARN AWARDS AND PRIVILEGES. A FORMAL MERIT AND DEMERIT SYSTEM IS USED BY THE COMMANDANT, JROTC INSTRUCTORS AND CADET CHAIN OF COMMAND TO RECOGNIZE CADETS FOR THEIR DAILY PERFORMANCE AND BEHAVIOR.

MISCONDUCT PENALTIES

(Ref: CPS Policy Manual; Title: Procedures for Suspension and Expulsion from School; Sec: 705.3; Brd Rpt: 75-477-3, Date: 28 May 75)

You will receive a penalty for single or repeated acts of misconduct as outlined in the SCC and this handbook. Penalties will be impartially and consistently administered by the administration in a timely manner and appropriate to the misbehavior. These penalties included the following (except for verbal warnings, your parent/legal guardian will be notified of your misconduct and penalty by an academy official):

- **EXPULSION**

Expulsion is the removal of a cadet from school for a maximum of two calendar years. Expulsion requires a due process hearing. It does not apply to exclusion of a cadet from school for failure to comply with immunization requirements. You may be considered as trespassing if present on school grounds while expelled.

- **OUT-OF-SCHOOL SUSPENSION (OSS)**

You may be involuntarily restricted from attending school for 1 day or up to 10 consecutive or 10 cumulative days in one school year for gross misconduct. Out-of-School Suspension (OSS) requires minimal due process. During the period of your suspension, you must complete class work and homework assigned by your teachers and if you are present on school grounds during a suspension, you may be considered trespassing. OSS is considered an excused absence.

MERITS/DEMERITS



Merits or demerits may be written up at any time by teachers or cadet leaders for positive or negative actions by cadets. Merits and demerits will be compiled by the Cadet S-1 and submitted to the Commandant at the end of each Thursday for the preceding period – Friday thru Thursday. The listing of the students with the most merits/demerits will be posted in the lunchroom each Thursday.

EXTRA MILITARY TRAINING

Cadets earning 300 or more demerits by the end of each Thursday of class are subject to be required to attend Saturday or after school **EXTRA MILITARY TRAINING**. Extra military training is held after school every school day. It is conducted from 2:05 to 3:05 hours. It is the cadet's responsibility to get to school on-time. If you are late, you will not be admitted to EMT. If you miss EMT without a valid excuse (as determined by the Disciplinarian) or do not properly behave in EMT, you will be excused and not get credit for the current EMT. Additionally, you will receive an additional EMT and/or an OSS. EMT will not be rescheduled, except for bona fide emergencies. Your time during EMT will focus on leadership lab and details maintaining the school building and grounds.

IN-SCHOOL SUSPENSION

You may be assigned to in school suspension by any teacher for behavior that disrupts the learning environment. You may be removed from your class for a timeout or the entire period. Examples of behavior warranting ISS include but are not limited to: uniform violations, disruptive classroom behavior, cutting, roaming the hallways, or 3 or more tardies in one week. ISS is served under the supervision of an Army Instructor and will consist of extra military training. You will be isolated from the school population and will not be allowed to participate in any field trips or extra-curricular activities that day.

Notes:

1. Only the Commandant, Disciplinarian, Assistant Principal/Dean of Academic, Principal / Superintendent may approve and issue any misconduct penalty listed above. Teachers may request them via the PMA Disciplinary Referral Form.
2. The approval authority must contact the registered legal parent/guardian as soon as possible to notify them of the misconduct, its circumstances, and the penalty and its duration.

HAZING, HARASSMENT, BULLYING

Hazing is defined as the wrongful striking, laying an open hand upon, treating with violence or offering to do bodily harm by one cadet in a senior-subordinate relationship to another cadet with intent to punish or injure the subordinate cadet, or other unauthorized treatment by such cadet of another cadet of abusive, insulting, or humiliating nature. Hazing can include verbal abuse. Harassment is defined as ordering the performance of personal services from a cadet or dealing with a cadet in a humiliating or demeaning manner. Bullying is repeated verbal or non-verbal threats or taunting that causes physical and/or emotional harm to weaker cadet. Hazing, harassment and bullying are extremely serious violations of trust in a senior-subordinate relationship. They are not permitted. Academy officials will be on the constant lookout for this behavior and will take immediate



action to correct it.

HALLWAY BEHAVIOR

When you move from classrooms, offices, cafeteria, and restrooms, walk on the right side of the hallway at a moderate pace and use good courteous behavior, go directly to your class and do not loiter or socialize in the hallway.

GANG / HATE ACTIVITY

Gang affiliation; the use, possession, or drawing of gang symbols; tagging; and other activity that, in any way, is associated with gangs is strictly prohibited. Speaking, writing, or displaying racial, ethnic, sexual, religious epithets will not be tolerated and will be prosecuted.

CLASSROOM BEHAVIOR

At the beginning of each class – you are expected to enter the classroom BEFORE the start time, as determined by the class teacher's clock/watch (the bell may or may not sound). You must come to class prepared to work. Excessive classroom disruption will be dealt with first by your teacher and then by the Disciplinarian. Disruption of the educational process includes constantly getting out of your seat, throwing articles, using profane language, fighting, loud talking, disrupting others, sleeping in class, etc.

CAFETERIA BEHAVIOR

1. You will report to the cafeteria during your assigned lunch period ONLY and leave the cafeteria ONLY after your lunch period is complete, unless you have an official academy admit/pass.
2. You will conduct yourself in an orderly manner while in the cafeteria at all times. You must have your ID card visible while going through the food line. **Loud talking and running in the cafeteria will not be tolerated.** You will remain seated while you eat. There will be no excessive walking, playing, fighting, horse playing, playing of music, beating on the tables, rapping, food fights, etc. You are required to remain seated in the cafeteria at all times.
3. It is your responsibility to make sure your table mates discard all of their trash from the table and the floor immediately around them. You must wipe up any spills you have made.
4. You will not take food or drink from the cafeteria at any time.

MILITARY STANDARDS



INTRODUCTION

1. The cadet chain of command is responsible for leading the corps of cadets. Operating under the advice and counsel of the Army instructors the cadet battalion staff will plan and organize cadet activities by drafting and publishing operations plans and orders. The cadet battalion commander and the company officers will command the corps of cadets and will be responsible for maintaining the morale and discipline of the corps of cadets.
2. All Phoenix Military Academy Cadets are obliged to maintain a high standard of conduct, discipline and behavior. A system of merits and demerits is established to reinforce positive behavior and take corrective action to modify negative or improper behavior/conduct.

Contents

1. Uniform and appearance standards
2. Uniform cycle
3. Academic Standards
4. Merit/Demerit System
5. Physical Training Requirements
6. Cadet Chain of Command Positions and Responsibilities
7. Cadet Promotion Criteria

1. UNIFORM AND APPEARANCE STANDARDS

The JROTC program is a uniformed program where discipline is judged in part by the manner in which a cadet wears a prescribed uniform, as well by a cadet's personal appearance. Therefore, a neat and well groomed appearance by all cadets is fundamental to the JROTC program and contributes to building the pride and spirit de corps essential to an effective corps of cadets.

1. All military uniforms are loaned to cadets and remain the property of the federal government. Cadets are required to maintain all uniforms in good repair and periodically clean or launder uniforms as required. The Army class "A" coat, trousers, slacks (females), black windbreaker, and all-weather coat are dry clean only. The army AG 415 green shirt can be laundered. Uniforms are to be worn correctly. Cadets are not to ever mix civilian clothing with military attire. Berets will be worn at all times when out of doors and removed when entering the building. Males will wear a plain white t-shirt under the green shirt. Black dress socks will be worn with military footwear.



2. **General personal appearance standards** Uniforms must present a neat and clean appearance. Loose strings will be cut from the uniform. No jewelry, watch chain, comb, checkbook, pens, pencils or other items will appear exposed on uniforms. Bulky items will not be carried in uniform pockets as this distracts from the cut of the uniform. When in uniform cadets will not place their hands in pockets except to place or retrieve items

3. **Hairstyles.** Many hairstyles are acceptable as long as they are neat and conservative. Hair will be neatly groomed. The length and bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance. Hair will not fall over the eyebrows or extend below the bottom edge of the collar. Lines or designs will not be cut into the hair, eyebrows or scalp. If dyes, tints, or bleaches are used colors must be **natural** to human hair and not present an extreme appearance. Applied hair colors that are prohibited include, but are not limited to purple, blue, pink, green, orange, bright red, and fluorescent or neon colors.

4. **Personal appearance standards for females.** Hairstyles will not interfere with the proper wearing of headgear. Hair holding ornaments (barrettes, pins, clips), if used must be transparent or similar in color to hair and will be inconspicuously placed. Beads or other similar ornamental items are not authorized. Females may wear braids or cornrows as long as the braided style is conservative and the braids or cornrows lie snugly on the head. Hair will not fall over the eyebrows or extend below the bottom edge of the collar at any time during normal activity or when standing in formation. Long hair that naturally falls below the bottom edge of the collar to include braids will be neatly and inconspicuously fastened or pinned so no free hanging hair is visible. Females may wear lipstick and nail polish that is conservative and neutral in color.

5. **Personal appearance standards for males.** Sideburns will be neatly trimmed. The base will not be flared and will be a clean shaven horizontal line. Sideburns will not extend below the lowest part of the exterior ear opening. The face will be clean shaven except for permitted mustaches. Males are not permitted to wear braids, cornrows, or dreadlocks while in uniform. Hair that is clipped closely or shaved to the scalp is authorized.

6. **Fingernails.** Cadets will keep fingernails clean and neatly trimmed so as not to interfere with the performance of duty. Nails will be trimmed so that the fingernail is no longer than $\frac{1}{4}$ of an inch measured from the tip of the finger. Females may wear nail polish that is not exaggerated, faddish, or of extreme coloring including but not limited to: multi-colors, purple, gold, blue, white or black.



7. Hygiene and Tattoos. Cadets are expected to maintain good hygiene while in uniform. Cadets must wash their bodies and wear deodorant to eliminate unpleasant odors. Cadets must brush their teeth daily. Tattoos are authorized except in areas of the body that would cause the tattoo to be exposed while in class A uniform. Tattoos or brands that are extremist, indecent, sexist, or racist are prohibited, regardless of their location on the body as they are prejudicial to good order and discipline within the unit, school, and community.

2. UNIFORM CYCLE

1. Authorized summer military uniform items are as follows.

- Class A uniform
- Class B uniform (short sleeve shirt with or without tie and white undershirt)
- Black pullover military sweater
- Black all-weather coat
- Black military windbreaker jacket
- Service PT uniform
- School PT uniform
- Athletic shoes with PT uniform only
- Black gloves (optional purchase by cadet)
- Black dress shoe socks
- Military low quarter shoes
- Beret with crest

2. Authorized winter military uniforms are as follows.

- Class A uniform
- Class B (short sleeve shirt with or without tie and white undershirt)
- Black all weather Coat
- Black wool Marlow White Coat with hood (optional purchase)
- Black watch cap (optional purchase by cadet)
- Black gloves (optional purchase by cadet)
- Black pullover military sweater
- Black military windbreaker jacket
- Black scarf (optional purchase by cadet)
- Service PT uniform
- School PT uniform
- Black socks
- Military low quarter shoes
- Athletic shoes with PT uniform only
- Beret with crest

3. Graduation Attire. The uniform for the graduation ceremony is the Army class "A" uniform or the dress blue uniform for selected cadets. Army personal appearance standards apply. Cadets finishing school early after the first



semester will store their uniforms in the supply room. Cadets will be inspected and cleared by the commandant before they pick-up their uniform for the graduation ceremony. Seniors will fall-in before the ceremony for a uniform inspection. Cadets out of uniform or not meeting personal appearance standards will not be allowed to participate in the graduation ceremony.

4. The Phoenix Military Academy uniform cycle is as follows. Cadets are obliged to wear army uniforms properly always and in all places. It is inappropriate and unacceptable to mix civilian and military uniforms. Also cadets will not be permitted to bring uniform items and change on school grounds before entering the building, or enter the building and retrieve uniforms or uniform items left in lockers. Cadets are expected to be mature and responsible enough to have a complete uniform of the day on hand and to don the uniform at home and report to school in the proper uniform of the day. Cadets that report out of uniform have three options: 1. Call home and have a parent bring the item, 2. Purchase the item from supply, 3. Return home and come back to school in the correct uniform. Parents and or guardians will be notified and the appropriate number of demerits will be assigned.

a. The class “B” uniform consists of the following: Beret with crest, all white T-shirt , army green SS shirt with or without necktie, hemmed trousers or slacks with belt and brass buckle, black dress socks, and army issue plain black low quarters shoes.

b. The class “A” uniform consists of all of the above items plus dress coat and necktie.

c. The PT uniform consists of gym shorts, T-shirt, pants and jacket. Any athletic shoe may be worn with the PT outfit.

Monday	Class B Uniform
Tuesday	Class B Uniform
Wednesday	Class A Uniform/Dress Blue Uniform
Thursday	Class B Uniform
Friday	Service/School PT Ensemble/Class “C”

4. The Phoenix Military Academy PTT uniform costs \$50.00 and may be purchased from Ms. Melton in the main office. Cadets without PT outfits will wear the class “C” uniform on Friday.

5. The only civilian attire authorized for wear with military uniforms is an optional wool pea coat and an optional 6” all-weather boot. The pea coat is available from our vendor Marlow White at a cost of \$84. Coats may be ordered through Mister White. The boot is the men’s waterproof 6 inch premium black boot available from Timberland at a cost of \$89 - \$119.00.

3. ACADEMIC STANDARDS



All cadets are obliged to make the effort required to succeed in a rigorous, demanding college preparatory curriculum. Cadet Officers are required to maintain a minimum grade point average of 2.5 with no grade lower than a C. Cadets who fail to maintain this standard will be suspended from their duties until their grades are brought up.

4. MERIT/DEMERIT SYSTEM

1. Cadet Officers and NCOs in the rank of Sergeant First Class and above may recommend the awarding of merits or demerits. The provisions of good leadership and the chain of command will be followed in awarding merits and issuing demerits. Failure of cadets to diligently and fairly carry out this responsibility will be grounds for disciplinary action.

2. Merits and demerits issued by a cadet must be reviewed and approved by an Army Instructor to ensure they are fair, impartial and not excessive. Merit/demerit forms will be routed as indicated below.

- a. through the Battalion Commander or Executive Officer
- b. Commandant or Army Instructor
- c. S-1 staff section for recording

3. Any cadet who feels that demerits issued are unjust or excessive may appeal in writing through the cadet chain of command to the Army Instructor Staff.

4. **Merits.** Merits may be awarded in the amounts and reasons listed below.

JROTC extra-curricular activities	1 merit per hour
Outstanding performance of leadership	1-5 merits
Drill Team or Color Guard performance	1-5 merits
Member of a winning team	50 merits
Extra duty outside of school hours	1 merit per hour
Recruiting a new cadet	50 merits

5. The form below will be used to record merits.

PHOENIX MILITARY ACADEMY MERIT FORM

Cadet Name _____
 Division _____ Date _____ Time _____
 Check the appropriate behavior:
 _____ Detail 1-5
 _____ Drill/Color Guard Performance 5
 _____ Extra duty outside of school hours 1-5



- _____ JROTC extra curricular activities 1/hour
- _____ Member of a winning team 50
- _____ Outstanding performance/leadership 1-5
- _____ Recruiting a new cadet 50

Description of positive behavior _____

Cadet Officer/NCO Signature _____

Teacher Signature _____

4. Demerits. Demerits may be given for infractions of rules and regulations. If the matter requires stronger action, a written request for consideration to the peer jury will be prepared and submitted to the president of the peer jury who will investigate and determine if the cadet should appear before the jury. A listing of offenses for which demerits may be issued is as follows. The amounts shown are the maximum for each offense. Lesser may be given based on the circumstances of the offense.

SERIOUS MISCONDUCT SUCH AS LYING, CHEATING, STEALING, OR ACTIONS WHICH WOULD TEND TO BRING DISCREDIT UPON THE ARMY JROTC, SCHOOL, OR U.S. ARMY.

Cadet Officer	100 demerits
Cadet NCO	50 demerits
Private	50 demerits

Reason	Amount
Profanity	15
Late for formation	10
Insubordination	15
Horseplay	5
Tardy to class	5
Disruptive behavior	10
Leaving class without permission	10
Eating outside of cafeteria	5
Vandalism	15
Uniform violations	5
Malingering	5
Misuse of government property	5
Unacceptable conduct	5

5. Penalties for excessive demerits may include the following:
 Written counseling, in-school suspension, teacher/parent conference, reduction in rank, denial of promotion, extra military training, disenrollment

5. The form below will be used to record demerits.

PHOENIX MILITARY ACADEMY DEMERIT FORM

Cadet Name _____

Division _____

Date _____ Time _____



Check the appropriate misbehavior:

GROUP 1:

- _____ Profanity (15)
- _____ Disrespect (5)
- _____ Chewing Gum (5)
- _____ Failure to report for duty/detail (2-5)
- _____ Insubordination (15)
- _____ Disruptive Behavior (10)
- _____ Misuse of property (5)
- _____ Leaving Classroom Unexcused (10)
- _____ Vandalism (15)
- _____ Uniform Violations (any = 1-5):
 - _____ Minor (Missing accessories: brass, name tag, ID card)
 - _____ Improper wearing of Uniform (Shirt not tucked in; coat unbuttoned)
 - _____ Major (Incorrect shoes, missing belt, coat, tie, etc.)
- _____ Late for Formation (10)
- _____ disreputable conduct (5)
- _____ Tardy to Class (5)
- _____ Lying or Cheating (15)
- _____ Malingering (10)
- _____ Eating Food Outside Cafeteria (15)
- _____ Serious misconduct (25)

GROUP 2-3:

Teacher calls parent and writes 10 demerits with an explanation (refer to SCC).

GROUP 4-6:

Send Student to the Dean IMMEDIATELY.

DESCRIPTION OF BEHAVIOR:

Class Leader Signature: _____ Teacher

Signature: _____

Teacher/Student Conference: YES NO Parent Contact: YES NO Parent/Teacher Conference: YES NO

In School Suspension and Saturday Detention

5. PHYSICAL TRAINING REQUIREMENTS

Formal physical training will take place at least once weekly. Cadets with limitations to their participation as indicated on the parental consent form are required to participate to the extent they are able consistent with their limitation.

6. CADET CHAIN OF COMMAND POSITIONS AND RESPONSIBILITIES

1. The Phoenix Military Academy corps of cadets will be organized using the model of an Infantry Battalion. For school year 2007/2008 we will form a battalion of 5 companies with two platoons per company. A raider platoon will be formed as a separate unit. The battalion staff will consist of a battalion commander, staff positions S-1 through S-5, and a Command Sergeant Major.
2. Battalion Staffing will be as follows.

POSITION	AUTHORIZED RANK
Battalion Commander	Cadet LTC/COL
Battalion Executive Officer	Cadet Major
Battalion S-1	Cadet CPT/MAJ
Battalion S-2	Cadet CPT/MAJ



Battalion S-3	Cadet CPT/MAJ
Battalion S-4	Cadet CPT/MAJ
Battalion S-5	Cadet CPT/MAJ
Command Sergeant Major	Cadet CSM
Operations NCOIC	Cadet SGM
Company Commander	Cadet Captain
Company Executive Officer	Cadet First Lieutenant
Company First Sergeant	Cadet 1SG
Platoon Leader	Cadet 2LT
Platoon Sergeant	Cadet SFC
Squad Leader	Cadet SSG
Team Leader	Cadet SGT
Color Guard Commander	Cadet SFC
Color Guard Flag Bearer	Cadet SSG
Color Guard Rifle	Cadet SGT
Raider Platoon Leader	Cadet 1LT
Raider Platoon Sergeant	Cadet SFC

7. PROMOTION CRITERIA

1. The general rules listed below apply to the cadet battalion at Phoenix Military Academy
 - a. LET I cadets may be promoted through the grade of Cadet Corporal.
 - b. LET II cadets may be promoted through the grade of Cadet SFC.
 - c. LET III cadets may be promoted through the grade of Cadet CAPTAIN
 - d. LET IV cadets may be appointed to the rank of Cadet Major, Lieutenant Colonel, or Colonel and may hold any of the ranks listed in 1 -3.
 - e. Twenty-five percent of LET I cadets may be promoted to Private First Class.
 - f. Outstanding LET I cadets may be promoted to the rank Cadet Corporal. Promotions to Corporal are limited to 5% of LET 1 enrollment and will be included as a portion of the 25% promoted to PFC.

The Commandant may grant exceptions to the rules listed above based on the needs of the battalion. Promotions are effective for one school year only. Cadets that perform



satisfactorily will be eligible to be reappointed in the same or higher rank the following school year.

2. Cadet leadership training will be conducted the last week of school in June of each year with a goal of establishing an order of merit list for cadet officer and NCO positions for the next school year. Cadets that satisfactorily complete the Leadership School will have first priority for senior cadet leadership positions. If a vacancy occurs during the school year a replacement will be selected from the order of merit list.

3. A promotion board will be conducted in December each school year to consider LET I and LET II cadets for promotion up to Cadet Sergeant First Class. Cadets must have a recommendation from their Army Instructor to appear before the board. The Cadet Command Sergeant Major is the staff proponent for the enlisted cadet promotion board and will work closely with the Battalion S-1 to coordinate and organize the promotion board.

4. Selected cadets will be invited to serve on the Cadet Battalion Staff. Cadet Battalion Staff Officers will generally be LET III or LET IV cadets in good academic standing. Staff appointments will remain in effect for only one school year. Cadets seeking appointments as the Cadet Battalion Commander, Executive Officer, Command Sergeant Major, and primary staff officers must attend the Cadet Command and Staff Leadership School at Volk Field in order to be appointed.

DISENROLLMENT

1. Cadets who refuse to conform to military standards and uniform policies undermine the mission and the discipline standards of the school and diminish the educational experience of their fellow cadets. These cadets are subject to be disenrolled and involuntarily reassigned to their home school.

2. Cadets can be disenrolled for one of or a combination of the following reasons:

- Failure to comply with the Academy's uniform policy on and off campus
- Failure to achieve a passing grade in JROTC in two consecutive semesters
- Unsuitability based on the accumulation of excessive demerits or consistent -
- Unacceptable behavior relating to military standards as outlined in the cadet handbook
- Failure to meet the terms of any probation or correct the deficiencies that prompted the probation
- Request of the cadet



3. All cadets considered for disenrollment shall be afforded due process. Pre-disenrollment hearings may be convened after the first and second marking periods. Cadets subject to disenrollment will be required to appear at the hearing. Cadets will be advised of the grounds on which their potential disenrollment is based and will be counseled on the modifications in their conduct and performance required of them to remain enrolled in Phoenix Military Academy.

4. Cadets that fail to meet standards after the predisenrollment hearing will be required to appear at a disenrollment hearing. If the disenrollment board recommends disenrollment the cadet will be forcibly enrolled in their home school.

FERDINAND WIPACHIT
Superintendent

ROGER D. SEYMORE
Major U.S. Army (Retired)
Commandant