



***MARINE MILITARY  
ACADEMY  
CADET HANDBOOK***

***GENERAL PROCEDURES AND  
ANSWERS TO COMMON  
QUESTIONS***

***SCHOOL YEAR 2007-2008***

***MARINE MILITARY ACADEMY  
145 S. CAMPBELL  
CHICAGO, IL 60612***



August, 2007

WELCOME ABOARD FOR 2007-2008!!

Congratulations on making it through the selection process. I have met nearly all of you and know you now stand ready to meet the challenges we have planned for you.

I am very proud to present the First Edition of the *Marine Military 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.

Sincerely,

Paul Stroh  
Academy Principal



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Mayor of the City of Chicago

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## **Important Information**

**Cadet** \_\_\_\_\_

**Rank** \_\_\_\_\_

**Student ID** \_\_\_\_\_

**Company** \_\_\_\_\_ **Leader** \_\_\_\_\_

**Platoon** \_\_\_\_\_ **Leader** \_\_\_\_\_

**Squad** \_\_\_\_\_ **Leader** \_\_\_\_\_

**Academy Principal**

\_\_\_\_\_

**Commandant**

\_\_\_\_\_

**MCJROTC Instructors**

\_\_\_\_\_

**Dean of Students/Disciplinarian**

\_\_\_\_\_

**Cadet Battalion Commander**

\_\_\_\_\_

**Cadet Battalion Exec Officer**

\_\_\_\_\_

**My locker #** \_\_\_\_\_

**Div. Teacher** \_\_\_\_\_





# Marine Academy Guiding Ideals

## CORE VALUES

These ideals are the keystone of our program; the Core Values form our Marine 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.

### The Core Values of Marine JROTC:

#### Honor

Honor guides Marines to exemplify ethical and moral behavior:

- *I will act responsibly and be held accountable for my behavior and hold others accountable for their behavior as well.*
- *I will conduct myself with the qualities of maturity, dedication, trust, and dependability.*

#### Courage

Courage is a mental quality that recognizes fear of danger or criticism, but enables a leader to proceed in the face of it with calmness and firmness. It is a quality of mind that gives leaders control over fear, enables them to accept responsibility and to act properly in a threatening situation.

- *I will adhere to a higher standard of personal conduct by leading by example, mastering my fears, and making tough decisions in the face of adversity.*

#### Commitment

Commitment means the dedication to carry out all unit tasks and to serve the values of the country, the MCJROTC, and the unit. Commitment leads to the highest discipline for your unit and yourself.

- *I have an unrelenting determination to achieve a standard of excellence in every endeavor.*

## The School Crest





The major symbol of the Marine Military Academy is its crest. The crest has symbols emblazoned on it that represent the Academy, its namesake, and its mission. *Eagle, Globe and Anchor*: These come from the United States Marine Corps crest.

The eagle represents the United States, the globe represents Marine Corps global mission and the anchor represent our naval heritage.

**Civis, Scholasticus, Ductor**: This is the academy's motto written in Latin. It translates to "Citizen, Scholar, Leader."

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

## Our Honor Code

**At the Marine Military Academy a Cadet does not lie, cheat, or steal, nor tolerate those who do.**

Personal honor and integrity are the traditional hallmarks of a Marine 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 MMA 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 **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 honor code can be summarized as:

**A Marine Military Academy Cadet does not lie, cheat, or steal, nor tolerate those who do.**

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.

Definitions:

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

**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.

**All violations of the Honor Code must be reported in writing to the Disciplinarian.**

**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.

## **ADVANCEMENT**

To achieve advancement in the enlisted ranks, you must maintain a 2.0 overall GPA, with no grade of “F” during the promotion period. To be considered for an officer promotion, a cadet must maintain a 2.6 unweighted GPA, with no grade of “F” in the promotion period. For each rank there are specific requirements for advancement. Early promotions, frocking and selection to a rank are all possible and will be determined by the Commandant. The specific requirements under each rank can be completed in any order.

## **ATTENDANCE**

Attendance is very important to your advancement and your academic progress. With eighteen days of unexcused attendance you may fail all your classes.

## **ASSEMBLY CONDUCT**

Your behavior represents every cadet at MMA, so show your school spirit by displaying proper conduct before and during the assembly. 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 with your class/division teacher.
- Show appreciation by clapping.
- Never block the aisles.
- 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**

**ONLY PLAIN BLACK** book bags are allowed. A cadet may carry it to and from school, but it must be left inside your locker during school hours.

## **CELL PHONES**

By City Ordinance, cadets are not allowed to have cell phones *in sight, or in use*. They may have them on their person in the school building but they must be turned off. Student phones are best kept in their lockers. Cadets who abuse this rule will have their cell phones sent to the disciplinarian to be returned to the parent.

## **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 the Marine Military Academy, there are two chains of command; one for MCJROTC and one for the Classroom. In ascending order

### **MJROTC Related**

- Squad Leader
- Platoon Commander
- Cadet Company Executive Office
- Cadet Company Commander
- Cadet Battalion Executive Officer
- Cadet Battalion Commander



- Cadet Regimental Executive Officer
- Cadet Regimental Commander
- Marine Science Instructors by seniority
- MJROTC Commandant
- Assistant Principal
- Academy Superintendent

### **Classroom Discipline**

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

### **CLASS MILITARY PROTOCOL**

Cadets are expected to be in their classrooms when the bell rings. If you are tardy enter the class and stand at attention by the door while the muster is being taken. You will respond “**Cadet ----Tardy Sir/ Ma’am.**” If you miss muster entirely you will stand at attention inside the door. When the teacher calls you forward, present a tardy slip/pass if you have one and take your seat.

Class Leaders will be chosen in every class and should be the senior ranking person in the room; however, your teacher always has the final choice.

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.**”

### **Exception**

All Cadets will be expected to respond and call out “**Attention on deck**” when *any* adult personnel enters your classroom.

### **EXTRA CURRICULAR ELIGABILITY**

Cadets must be passing all coursework to be eligible for participation in all extra-curricular activities including Illinois High School Association contests. A weekly grade check is made to determine your current eligibility.



## COMMUNITY SERVICE LEARNING HOURS

Cadets must complete 40 hours of community service in order to graduate from all CPS High Schools. *You need a minimum of ten hours each year and you can complete them early.* You may do this in a variety of endeavors that will be announced to you from time to time. Your Homeroom teacher and your counselor can assist you in selecting programs to fulfill your community service requirement.

## 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, taking responsibility for our actions and keeping our word; 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; 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 *Marine Military Academy* cadet is to work together as a team to improve the quality of our work, our people, and ourselves.

## DEMOTIONS

Demotions **may** be approved for cadets who have serious violations of the CPS Uniform Discipline Code, 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 Disciplinarian.

### **Demotion Criteria**

1. Demotion may be recommended for violations of the rules and regulations of MMA.
2. Demotions may be recommended for inefficiency, misconduct, or poor duty performance.
3. Demotions may be recommended by the administration or Cadet Advisory Board.
4. Demotions may be recommended for the greater good of the Cadet Corps i.e. honor code violations.
5. Demotions do not occur on the spot; there must be due process.

## **DISENROLLMENT**

At the Marine Military 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 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 disenrolled.

### **Reasons for Disenrollment:**

- Recorded refusal to adhere to Marine Military Academy's military uniform policy on and/or off campus.
- Failing consecutive semester grades in JROTC.
- Demonstrated unsuitability based on accumulation of excessive demerits or consistent unacceptable behavior relating to the Military Standards as outlined in the Cadet SOPs Manual.
- Failing to meet the terms of any probation, or failure to correct the deficiency for which cadets were placed on probation.

## **DISCIPLINE**

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 pushups to a maximum of ten *per offense*;
- Give you demerits;
- Ask you to give up your ID so it can be sent to the Disciplinarian's Office; subsequently, you will be called to his office;
- Send you immediately to the Commandant or the Disciplinarian.

## **HOMEROOM ACTIVITIES**

The primary purpose of homeroom is to distribute information. Your home room teacher should hand out any cadet mail, read announcements to you, answer cadets' questions, and try to counsel cadets about your future school, career, and college plans. The counselor may also use this time to counsel cadets as well. Homeroom teachers will run a short inspection and may give merits to cadets in complete, clean uniforms. If you move, or change phone numbers, ask your home room teacher to fill out a Cadet Information Update form.

## **DRESS CODE/UNIFORMS**

Four days of the week all Cadets will wear the MCJROTC uniforms. The Academy Uniform is worn one day each week and consists of the Academy polo shirt and khaki colored pants. The Academy Principal has the right to authorize the specific dates for the uniform schedule. Please look at the MCJROTC Manual for further pictorial clarification. All cadets are required to wear their cover as they enter the school campus.

### **Grooming Standards:**

#### **HAIR**

**Male.** 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.

### **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.

**Summer “Charlie” Uniform:**

- Awards.....Ribbons
- Belt.....Khaki (brass tip)
- Buckle.....Brass
- Cover.....Green, Garrison
- Shirt.....Khaki shirt (short sleeve), open collar
- Shoes.....Black oxford
- Socks.....Black, crew
- Pants.....Green, 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 insignias.
- Outerwear..... Issued All-weather Coat; Issued Quarter Length Jacket and/or Issued green sweater. These are the **ONLY authorized** outerwear items.

**Winter “Alpha/Bravo” Uniform:**

- Awards.....Ribbons
- Belt.....Khaki (brass tip)
- Buckle.....Brass
- Cover.....Green, Garrison
- Necktie.....Khaki
- Shirt.....Khaki, long sleeve
- Shoes.....Black oxford
- Socks.....Black, crew
- Pants.....Green, issued
- Undershirt.....Boys: PLAIN white crew-neck t-shirt..... Girls, white or skin tone bra, required as well as a PLAIN white crew/v-neck t-shirt
- Miscellaneous..... Student ID badge, name plate, rank insignias
- Outerwear..... Service Dress Coat; Issued All-weather Coat; and/or Issued green sweater. These are the **ONLY authorized** outerwear items.
  - **Optional:** black gloves, green scarf, black ear muffs, black watch cap.

**Academy Uniform:**

- Academy polo shirt, bottom two buttons buttoned
- Khaki colored pants, to be worn **at the waist** with the issued belt
- Black or white gym shoes or black dress shoes



### **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 ¼ inch in diameter. Worn in lower ear lobe.

### **Jewelry**

- No more than one ring on each hand
- Nails - clear or neutral polish
- One bracelet or watch per wrist
- One necklace, **not showing**

## **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.

## **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 minutes after school. Be prepared because it will consist most often of marching and Physical Training.

1. EMI will be served after school for forty minutes on specific days.
2. EMI cannot be rescheduled except for a bona-fide medical reason and a parental request.
3. Cadets who receive early dismissal the day of their assigned EMI will be considered as an unexcused EMI.
4. A cadet that is absent the day of the EMI will be rescheduled on the next EMI day when they return.
5. Cadets with unexcused EMIs will receive two days of EMI.
6. If there is failure to complete EMI, you will face further action by the Commandant and/or the Disciplinarian.

### **Your Conduct**

1. You are responsible to show up for EMI.
2. You will muster in the uniform specified by the MCJROTC department.
3. If you are up to five minutes late, you will be assigned ten push ups for each minute. If you are more than five minutes late you will be considered unexcused and rescheduled for two EMIs.



4. Personnel inspection may be conducted immediately after your muster.
5. If you do not pass inspection you must return to the next EMI and pass inspection.
6. Bring athletic clothing and gym shoes or you will be required to perform PT in your uniform.
7. If your attitude, behavior, or conduct is unsatisfactory during EMI you may be dismissed, considered unexcused and assigned two additional EMIs
8. At the conclusion of EMI, you **must** change back into the uniform of the day before leaving the school property.

## **FAILURES – See GRADING PROCEDURES**

## **FIELD TRIPS/ SCHOOL FUNCTIONS**

- To go on field trips you must have a signed permission slip from your parents, and a signed permission slip by each teacher 5 DAYS IN ADVANCE.
- If you are missing any signature, you may not attend the trip and only the Academy Superintendent or Designee can override this lack of permission.
- To go on a field trip, you must have not been suspended during the previous ten weeks.

If you need to be excused from a regular class for an in house project, an assembly, or a work detail, your teacher still needs to get **ADVANCED** permission from their colleagues to release you from class. The permission slip system will be used.

## **FIRE DRILLS**

Fire drills are serious activities where 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 to be on your best behavior. Once outside the school, remember that the people in the neighborhood are watching your behavior. Remember you *are* the Marine Military Academy.

## **DRILL RULES**

1. You should remain quiet throughout the drill so that you can hear the directions being given.
2. Know the route out of the building from the various locations to which you are assigned.
3. Stay with your teacher, move quickly, and walk away from the building.
4. Form up in the designated area by class.



5. 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. 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 report will be sent to your home. On the tenth, twentieth, thirtieth and fortieth weeks, you will receive report cards. The tenth and thirtieth weeks, the teachers will see your parents for parent/teacher conferences.

- If you are going to fail on a report card, your parent must be notified. This may be done through a failure notice in the mail, e-mail or phone call.
- The twentieth and fortieth week (semester 1 and 2) grades count towards the cadet GPAs.
- The twentieth and fortieth week grades are cumulative from the previous twenty weeks.
- If you have more than 18 days unexcused absence in a semester, you will fail the class (es).

## **GRADUATION**

Only those cadets who have completed all graduation requirements may participate in the commencement exercises. Those who participate will be required to adhere to all rules and regulations. Special cadets are honored at commencement.



- **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 MMA.
- **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 MMA.
- Honor Stole is worn by members of the National Honor Society.
- Honor Cord is awarded to cadets that have at least a 3.5 weighted GPA.
- The Student Marshall position is an honor given to male and female juniors who are chosen by the faculty.

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

Passageway is the correct naval 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.

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 can 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 to “**Carry on.**”

When walking with a senior ranking person or staff member the cadet will always walk to the person’s left.

## **HOMEWORK LAB**

If you do not complete your daily homework you will be assigned by that teacher to a mandatory homework lab for forty minutes per day per missed assignment. Your completed homework will be given to your teacher and you will receive a maximum of 50% credit.

## **IDENTIFICATION CARDS**

The academy will provide you an ID card with your current photo, CPS student number and encoded personal and school information. Cadets must wear IDs clipped to the right pocket or 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 and will be collected and destroyed by the teacher during 7<sup>th</sup> period inspection/role call.

## **VISITORS/TRESPASSERS**

All visitors must enter the Academy thru 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 worn. Visitors report to the MMA 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.**

## **ILLNESS OF CADETS (During School)**

If you are not feeling well or are injured during school hours, let your teacher know immediately. If you are not feeling well, ask to be 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 conduct the physician to verify the request (CPS medication request form). If you are required to take prescription medications(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.

## **MJROTC (Marine Junior Reserve Officer Training Corps)**

The MJROTC 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.

## **LOCKERS**

A locker will be assigned to you. Only locks provided by the school may be placed on the locker. Never share a locker with another cadet. 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.

## **LIBRARY**

### **HOURS**

08:06- 13:36

### **LOAN POLICY**

Books – various lengths of time based on book

Magazines – overnight

## **LOST AND FOUND**

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

## **LOST TEXTBOOKS**

You will be issued a 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 issue you a new book and you will be electronically charged, or debited, for the cost of the lost book.

## **LUNCHROOM**

- Hours: 07:30 – 08:06 for breakfast
- Cost: generally \$1.50 - \$3 for complete lunch; ala carte available
- Free and reduced lunches are provided
- Good behavior and manners are expected from all cadets

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

The Cadet Advisory Board will be formed to assist you in becoming a better citizen and a better cadet. The Cadet Advisory Board is an important part of a battalion enforcement process of intervention to council cadets and improves individual cadet behavior. If you have violated CPS Uniform Discipline Code groups 1-3, or have accrued 20 demerits, the Disciplinarian or Commandant may assign you to a CAB hearing. You can request the Advisory Board for a hearing through the Discipline or Military Office. The purpose of the board is to counsel cadets who have committed acts of misconduct. These hearings are setup using the guidelines of the Chicago Public School Peer Jury Program.

**Merits** are awarded for positive behavior. Accumulated merits can be used to make school store purchases or to attend special field trips. 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 the Commandant and any JROTC Instructor. Excess demerits can result in EMI or appearance before the Cadet Advisory Board.

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

- Negative attitude 1
- Use of profanity 3
- Disrespect/Insubordination 5
- Out-burst in class 1
- Uniform Violations 1 per item



- Unacceptable behavior 1-3

**After you receive 20 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

### **O.P.O.W. (Operational Plan of the Week)**

The OPOW is the Operational Plan of the Week. This contains the weekly announcements in written form. Cadets should know its contents; it should be read to you in formation and posted in the classroom.

### **SALUTING CUSTOMS**

A salute is a traditional sign of respect. Cadet Officers who are senior to you and uniformed faculty/staff members at MMA merit being given a salute.

#### **But MJROTC never salutes:**

- ...when **un**covered,
- ...during change of classes,
- ...when in ranks except on 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.

## **CADET COURTESY**

### **Addressing Adults**

You will address all teachers and instructors appropriately ie, 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 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: “Marine Academy Counselor’s Office. This is Cadet Corporal Jones. How can I help you, Sir/Ma’am?”

## **SPORTING EVENTS**

If you are a student athlete you must be signed out of class in advance just like any other school event. If you do not receive permission, you will not play that game. If a cadet goes to the game without permission, the cadet will receive truancy and a zero for all work collected, assigned, or completed during the class periods missed. To compete all athletes must maintain a 2.0 GPA.



If you are a spectator at a sporting event, remember you represent MMA. It is expected that you cheer our team on in an appropriate manner. School spirit is a hallmark of military academies. All disciplinary rules that are in effect during the school day are still in effect at sporting events regardless of the location.

## **TARDINESS & TARDY PASSES**



Teachers will not tolerate your tardiness to class. You need to be courteous to your teachers and not stay somewhere past the bell. If you are late because you are with a teacher, ask that teacher to provide you with a CPS hall/tardy pass.



- Passes are required to be in the passageways during class time.
- The time, date, your name and destination must be clearly indicated.
- You may fill in the pass and the teacher can just sign it.
- Give the teacher the pass when you enter a room.

## **MARINE RANK INSIGNIA**

<b>Title</b>	<b>Insignia</b>
Private<BRPVT	None
Private First Class PFC	
Lance Corporal LCpl	
Corporal Cpl	
Sergeant Sgt	
Staff Sergeant SSgt	
Gunnery Sergeant GySgt	



First Sergeant 1stSgt	
Segeant Major SgtMaj	

Title	Insignia
2nd Lieutenant 2LT	
1st Lieutenant 1LT	
Captain CPT	
Major MAJ	
Lieutenant Colonel LTCOL	
Colonel COL	

### Miscellaneous

1. Promotions can be accelerated in special cases by the Commandant i.e. to meet requirements of a company or staff position.
2. Cadets transferring from other military academies and other JROTC programs will appear before a board to determine their appropriate rank.



**Cadet Private First Class (E-2): To advance to Cadet Private First Class, you must:**

1. Be a member of the Cadet Corps for ten weeks,
2. Maintain a 2.0 GPA with no grade of an “F,”
3. Maintain at least a grade of 70% in Military Science,
4. Have satisfactory citizenship and military bearing in all classes,
5. Be recommended by the Chain of Command and the faculty,
6. Pass a written test on the Chain of Command,
7. Pass the practical test on 'Basic Drill,
8. Accumulate no more than 15 demerits in the 8 week period.
9. Have no out of school suspensions.

**Cadet Lance Corporal (E-3): To advance to Cadet Lance Corporal, you must:**

1. Be a Cadet Private First Class for 8 weeks,
2. Maintain a 2.0 GPA with no grade of an “F,”
3. Maintain at least a grade of 75% in Military Science,
4. Have satisfactory citizenship and military bearing in all classes,
5. Be recommended by the Chain of Command and the faculty,
6. Pass a written and/or oral test on the 11 Orders to The Sentry and Chain of Command,
7. Pass the practical test on '**Advanced Drill**,
8. Accumulate no more than 15 demerits in the 8 week period,
9. Have no out of school suspensions.

**Cadet Corporal (E-4): To advance to Cadet Corporal, you must:**

1. Be a Cadet Lance Corporal for 8 weeks,
2. Maintain a 2.0 GPA with no grade of an “F,”
3. Maintain at least a grade of 80% in Military Science,
4. Have satisfactory citizenship and military bearing in all classes,
5. Be recommended by the Chain of Command and the faculty,
6. Pass a written and/or oral test on the 11 Orders to The Sentry and Chain of Command, military time and general military knowledge,
7. Pass the practical factors test on 'Drill with Arms,'
8. Be involved in Unit Activities,
9. Accumulate no more than 10 demerits in the 8 week period,
10. Have no in or out of school suspensions.

**Cadet Sergeant (E-5): To advance to Sergeant, you must:**

1. Be a Cadet Corporal for 8 weeks,
2. Maintain a 2.0 GPA with no grade of an “F,”
3. Be enrolled in Military Science II or above,
4. Maintain at least a grade of 85% in Military Science,



5. Have outstanding citizenship and military bearing in all classes,
6. Be recommended by the Chain of Command and the faculty,
7. Pass a written and/or oral test on the 11 Orders to The Sentry and Chain of Command, military time, general military knowledge, military alphabet and Marine ranks,
8. Pass the practical test on '**Drill with Guidon**,'
9. Satisfactorily complete all jobs assigned to the cadet,
10. Be an active member of at least one unit team or committee,
11. Accumulate no more than 10 demerits in the 8 week period,
12. Have no in or out of school suspensions.

**Cadet Staff Sergeant (E-6): To advance to Cadet Staff Sergeant, you must:**

1. Be a Cadet Sergeant for 8 weeks,
2. Maintain a 2.2 GPA with no grade of an "F,"
3. Be enrolled in Military Science II or above,
4. Hold a leadership or staff position in the Battalion,
5. Maintain at least a grade of 90% in Military Science,
6. Have outstanding citizenship and military bearing in all classes,
7. Be recommended by the Chain of Command and the faculty,
8. Pass a written and/or oral test on the 11 Orders to The Sentry and Chain of Command, phonetic alphabet, all NS1, CFM and NS2 material and leadership,
9. Pass the practical test on '**Basic Color Guard Drill**,'
10. Pass a practical test on leading a squad or platoon in the drill maneuvers specified in the advancement to E-2,
11. Satisfactorily complete all jobs assigned to the cadet,
12. Be an active member of unit teams, or committees,
13. Accumulate no more than 5 demerits in the 8 week period,
14. No in or out of school suspensions.

**Cadet Gunnery Sergeant (E-7): To advance to Cadet Gunnery Sergeant, you must:**

1. Be a Cadet Staff Sergeant for 8 weeks,
2. Maintain a 2.4 GPA with no grade of an "F,"
3. Be enrolled in Military Science II or above,
4. Hold a leadership or staff position in the Battalion,
5. Maintain at least a grade of 90% in Military Science,
6. Have flawless citizenship and military bearing in all classes,
7. Be recommended by the Company and Battalion COs, SMIs, MI and faculty,
8. Pass the practical test on '**Sword Manual of Arms**' and all E1-E6 practical requirements,
9. Pass a practical test on leading a squad or platoon in the drill maneuvers specified in the advancement to E-3,
10. Pass an oral board,



11. Accumulate no demerits in the 8 week period,
12. No in or out of school suspensions.

**These are the PRACTICAL TESTS required for advancement through the ranks.**

### **Cadet Private First Class (E-2) - Basic Drill**

1. Attention, parade rest, at ease, rest
2. Cover/Uncover
3. Hand salute
4. Left face, right face, about face
5. Normal/Close intervals
6. Dress right, dress left, dress right or left, open ranks, close ranks
7. Forward march, column left/right, to the rear march, halt.

### **Cadet Lance Corporal (E-3) - Advanced Drill**

1. Eyes right, eyes left, ready front
2. Mark time
3. Half step
4. Side step to the right/left
5. Back step
6. Right/left flank
7. Change step
8. Right/left oblique.
9. Column left/right

### **Cadet Corporal (E-4) - Drill with Arms**

1. Order arms
2. Parade rest
3. At ease and rest
4. Port arms
5. Right/left shoulder arms
6. Inspection arms
7. Rifle salutes from order and right/left shoulder arms
8. Present arms.

### **Cadet Sergeant (E-5) - Drill with Guidon**

1. Order guidon



2. Carry guidon
3. Present guidon
4. Guidon salute
5. Parade rest
6. At ease
7. Rest

### **Cadet Staff Sergeant (E-6) - Basic Color Guard Drill**

1. Close interval, dress-center dress
2. Carry colors
3. Right/left turn
4. Right/left wheel
5. Counter march
6. Eyes right/left
7. Present colors
8. Order colors
9. Dismissed

### **Cadet Gunnery Sergeant (E-7) - Sword Manual of Arms**

1. Draw sword
2. Carry sword
3. Present sword
4. Order sword
5. Parade rest
6. At ease/rest



**These Cadet Standard Operating Procedures are in effect until the Academy Superintendent deems that changes are necessary.**

**All graduation and promotion requirements will not be changed once a cadet enters the Marine Military Academy.**

**New or updated requirements will affect only the new incoming classes.**