

# ***Cadet Standard Operating Procedures Manual***

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

*ACAD 2.07*

***SCHOOL YEAR 2025-2026***

*Effective Aug 26, 2024*

***Hyman G. Rickover Naval Academy  
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August, 2025

To the Class of 2029, WELCOME ABOARD FOR 2025-2026! Congratulations on making it through the selection process. I know you stand ready to meet the challenges we have planned for you. I am very proud to present the *Rickover Naval Academy Standard Operating Procedures Manual*.

The policies and procedures outlined in this handbook are effective August 2025. The Cadet Handbooks previously issued are no longer valid.

Sincerely,

M. Biela

Academy Superintendent

# **Hyman G. Rickover Naval Academy**

## **Philosophy**

**“Discens, Ductu, Servatu”**

**Learning to Lead in Order to Serve**

## **Mission**

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

## **Vision**

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

## **NJROTC Policy on Failure**

Passing NJROTC is required to remain enrolled at Rickover. A single semester F in NJROTC automatically puts a student on probation. Two semester F's will result in administrative transfer from a military academy and relocate that student back to their neighborhood school. All seniors must be passing NJROTC to walk the stage at the graduation and bell ceremony.

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

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

## **ATTENDANCE**

For promotion purposes, attendance is defined as follows:

3 or more unexcused full-day times absent from school during a promotion cycle will prevent promotion.

5 or more tardies during a promotion cycle will prevent promotion.

## **Digital Citizenship and AI Policy**

 Policy on Digital Citizenship and Accepta...

## **Dress Code & Uniform Regulations**

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

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

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

The Academy Superintendent or Commandant have the right to authorize the specific dates for the uniform schedule and to relax a uniform. Please look at the NJROTC Manual for further pictorial clarification.

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

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

## UNIFORM RULES

**Name tags must be on the Navy uniform at all times with Navy issued uniforms. On days when cadets wear PT gear or Khaki polo or a “jeans day”, cadets must wear their photo ID.**

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

- **WOMEN: Earrings, one per ear LOBE, brushed silver or gold ball, pearls and round diamonds only, no greater than 1/4 inch in diameter. NO NOSE RINGS EVER! NO LIP RINGS! Jewelry allowed - one earring per lobe, brushed silver or gold ball, pearls and round diamonds only, no greater than 1/4 inch in diameter. One non-distracting bracelet and watch (one on each arm). One ring on each hand. One necklace that does not show.**

- **MEN: NO NOSE RINGS EVER! NO LIP RINGS! Jewelry allowed - One non-distracting bracelet and watch (one on each arm). One ring on each hand. One necklace that does not show.**

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

Students may **NOT** mix sport clothing and Navy uniform items at any time. Outer clothing, if needed, can be any issued black Navy jacket or black Navy sweater.

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

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

**The Commandant or Academy Superintendent will announce when civilian heavy winter coats are authorized.**

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

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

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

Jackets and sweaters must be removed for formation.

Sweaters must be clean and not have holes or rips.

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

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

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

The standard polo uniform consists of the Rickover polo over a plain white tee shirt, khaki pants, a Navy belt, and black or white gym shoes. No Uggs, No Crocs, No boots. Black or white Gym shoes.

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

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

When wearing the Khaki-polo uniform outside any outer jackets can be worn. The Navy sweatshirt or RNA letterman sweater can be worn inside the school with this uniform, and must be worn over a suitable Rickover polo.

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

**Students may not wear nose rings/lip rings/face rings/ and other piercings under any circumstances on ANY DAY.**

Hair may be worn up or down, but must be kept within uniform regulation color.

## **HAIR**

**Men:** Keep hair neat, clean and well groomed. Hair above the ears and around the neck shall be tapered from the lower natural hairline upwards at least 3/4 inch and outward not greater than 3/4 inch to blend with hairstyle. Hair on the back of the neck must not touch the collar. Hair shall be no longer than four inches and may not touch the ears, collar, extend below eyebrows when headgear is removed, show under front edge of headgear, or interfere with properly wearing military headgear. The bulk of the hair shall not exceed approximately two inches. Bulk is defined as the distance that the mass of hair protrudes from the scalp. Hair coloring must look natural and complement the individual. Faddish styles and outrageous multicolored hair are not authorized. The unique quality and texture of curled, kinked, waved, and straight hair are recognized, and in some cases the 3/4 inch taper at the back of the neck may be difficult to attain. In those cases hair must present a graduated appearance and may combine the taper with a line at the back of the neck. One (cut, clipped or shaved) natural, narrow, fore and aft part is authorized. Varying hairstyles, including afro, are permitted if these styles meet the criteria of maximum length and bulk, tapered neck and sides, and do not interfere with properly wearing military headgear. 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. Cadets must be able to put a uniform cover on their head.

**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. Pigtailed 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. Beads shall be black or white only if braided into the hair.

Short hair may be braided in symmetrical fore and aft rows (corn rowing) which minimize scalp exposure. 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 or in a pony tail. 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.

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

The face shall be clean shaven unless a shaving waiver is authorized by the Commandant. Mustaches are authorized but shall be kept neatly and closely trimmed. No portion of the mustache shall extend below the lip line of the upper lip. It shall not go beyond a horizontal line extending across the corners of the mouth and no more than 1/4 inch beyond a vertical line drawn from the corner of the mouth. The length of an individual mustache hair fully extended shall not exceed approximately 1/2 inch. Handlebar mustaches, goatees, beards or eccentricities are not permitted. If a shaving waiver is authorized, no facial/neck hair shall be shaved, manicured, styled or outlined nor exceed 1/4 inch in length.

### **DETAILS OF EACH UNIFORM**

#### **Navy Service Uniform**

- Awards: Ribbons, completion star(s)
- Belt: Black (brass tip)
- Buckle: Brass
- Cover: Black, Garrison, with Anchor device



- Shirt: Khaki shirt (short sleeve), open collar
- Shoes: Black oxford, issued
- Socks: Black, crew
- Pants: Black, issued
- Undershirt
- Boys: PLAIN white crew-neck t-shirt
- Girls: white or skin tone undergarment as well as a PLAIN white crew-neck t-shirt
- Miscellaneous: Student ID badge, name tag, rank insignia, NJROTC rocker.
- Outerwear: All-weather Coat issued; Quarter Length Jacket issued, and/or black sweater issued. These are the ONLY outerwear items.

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

### **Academy Uniform**

- Academy polo shirt issued, bottom two buttons buttoned, tucked in at the waist.
- Khaki colored pants, to be worn **at the waist with a belt.**
- When weather is above 70 deg, khaki shorts may be worn, but must reach at least mid thigh.
- Uniform shoes or Gym shoes, black or white color preferred.

### **MALE AND FEMALE Miscellaneous Uniform Items/Regulations**

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

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

## **ADMINISTRATIVE TRANSFER**

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

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

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

#### **One or More Reasons for Administrative Transfer :**

- Recorded refusal to adhere to Rickover Naval Academy's military uniform policy on and/or off campus.
- Failing 2 semesters of NJROTC.
- Demonstrated unsuitability based on accumulation of excessive demerits or consistent unacceptable behavior relating to the Military Standards as outlined in the Cadet SOPs Manual.
- Repeatedly engaged in acts of insubordination toward other cadet leaders.
- Non-participation in formation and / or class military protocols.
- Failing to meet the terms of any probation, or failure to correct the deficiency for which cadets were placed on probation.
- Parent request.

### **ATTENDANCE**

Attendance is very important to your advancement and your academic progress. With eighteen days of unexcused attendance you may fail all your classes. You are considered tardy to school if you are not in proper uniform by 0800. You are considered tardy to class if you arrive to class after the tardy bell. Absences can come in several forms:

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

### **ATHLETIC ELIGIBILITY: NO PASS-NO PLAY**

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

Attendance – A student with an absence from school on the date of a game may not participate in the game.

## **ATHLETIC/NJROTC AND NON-NJROTC ACTIVITIES/DANCE ELIGIBILITY**

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

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

1. This policy does not replace current CPS requirements for sports/activity participation.
2. To be involved in Rickover athletics/activities/dances students must attend school and remain drug and alcohol free.
  - a. If a student is caught *selling* drugs/alcohol on CPS property or at school or district sponsored functions then that student will lose all athletics/activity and dance privileges going forward.
  - b. If a student is caught *using* drugs/alcohol on CPS property or at school or district sponsored functions, that student will lose all athletic/activity and dance privileges for the rest of the semester.
3. When a student exceeds ten (10) days of absence, either excused or unexcused, the student will not be allowed to participate in sports, activities, and school dances. Absences accrue by missing a day of school, coming excessively late to school (1/2 day per occurrence), cutting classes and leaving early (1/2 day per occurrence) and early dismissals (1/2 day per occurrence). All days absent will be counted with the following exceptions:
  - a. Officially documented hospitalization (Doctor's note)
  - b. Officially documented home illness (Doctor's note)
  - c. Religious holiday (Parent's or Guardian's note)
  - d. Bereavement (Parent's or Guardian's note)
  - e. Officially documented appointment with a medical or dental specialist (Doctor's note or appointment card)
4. When a student exceeds twenty (20) days tardy to school, either excused or unexcused, the student will not be allowed to participate in sports, activities, and school dances.
5. When a student exceeds twenty (20) tardy to class sweeps per semester, the student will not be allowed to participate in sports, activities, and school dances.
6. At the beginning of SY 2021-2022, fall sports and activities for sophomores, juniors and seniors will be impacted by the previous year's attendance. Winter and spring activities will be determined by the current year's attendance.
7. Once the student meets the ten day threshold for attendance or the twenty day threshold for tardy to school, their participation in sports, activities, and dances will end.

## **ASSEMBLY CONDUCT**

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

- At the prescribed time proceed to the muster area in good order.
- Cadets will sit in assigned seats with their teacher.
- Show appreciation by clapping.
- No cell-phones or ear buds, etc.
- No shouting, whistling, or booing is allowed.
- Be courteous to all guests and performers. Do not have side conversations.
- Remain seated during the entire session.
- Cadets will be dismissed by the Academy Superintendent, or his representative.

## **BOOK BAGS**

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

## **CADET COURTESY**

### **Addressing Adults**

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

### **Reporting to an Adult**

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

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

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

## **CELL PHONES AND ELECTRONIC DEVICES**

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

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

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

### **Cell Phone and OTHER Technology Absolute**

Students who use cellphones, earbuds, headphones, or Smart Watches in class without permission are subject to the school cell phone/technology absolute policy. A summary of the policy is that students will be warned once to turn off their phone or put their phone away. If the phone is used a second time in a class, it will be confiscated and parents will be notified. If the student is using earbuds, it is because the phone is in use. They will be told to put away the earbuds and turn off the phone. If they refuse, the phone will be taken NOT the earbuds. Parents will need to come to school to pick up the phone. When they are notified, the times for phone pick-up will be relayed. For watches- we ask the students to turn off the alarms on the Smart Watches and not to use the internet on them during class.

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

### **CLASS MILITARY PROTOCOL**

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

Class Leaders will be chosen in every class.

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

The class leader acts as an extension of the teacher in aiding in classroom disciplinary measures, basic uniform inspection and in taking roll call at the start of the period and dismissing the class at the end of the period. A class leader is never allowed to take or submit attendance using the computer.

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

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

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

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

### **COMMUNITY SERVICE LEARNING HOURS**

Cadets will complete a service learning project attached to a class in their Freshman or Sophomore year and then complete a second project in their Senior year in their Civics class. These projects are graduation requirements.

Cadets are also expected to complete extra hours above the required projects on their own AND turn them into their counselors. These extra hours are made known in the end of year report to

the Navy and may be used for scholarship opportunities as well. A cadet may do this in a variety of endeavors that will be announced from time to time. Your counselor can assist you in selecting programs to fulfill your service interests. Activities that are NOT eligible for service hour credit are being a member of a sports team or club, being a team manager or club officer, being a member of the cast or crew of a play, or donating blood in a blood drive. Some activities that ARE eligible for service hours credit are working at an Open House, volunteer work in your park district or local church, or helping with a neighborhood clean up. To obtain credit for your extra service learning hours, you must obtain and turn in the proper paperwork from Ms. Narbert or Mr. Biela, or Cdr O'Carroll. Turn in your hours to Ms. Narbert or CDR O'Carroll or Mr. Biela. Only hours entered by the administration will be verified and counted.

## CORE VALUES

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

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

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

## DEMOTIONS

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

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

### **Demotion Criteria**

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

## **DISCIPLINE (classroom and hallways)**

If you are causing a disruption in the classroom that interferes with the education process the teacher will send you to the Dean/Disciplinarian office. They may:

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

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

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

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

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

## **DRUG AND ALCOHOL FREE WORKPLACE**

### **(Board Rule, Sec 4-50)**

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

## **EXTRACURRICULAR ELIGIBILITY**

For non-athletic programs and competitions, the Athletic Eligibility - IHSA and Athletic/NJROTC non-NJROTC Activities/Dance Eligibility - Rickover criteria will apply. A weekly grade check is made to determine your current eligibility.

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

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

## **GENERAL EMERGENCY DRILL RULES**

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

## **FOOD**

Cadets are not allowed to eat or drink in the classroom unless it is an organized event. The exception is non-flavored water. Cadets are not allowed to order outside food to be delivered to the school. Food sent by delivery will be turned away and the cadet will lose any money they spent on the food. The school will not hold your order for you.

## **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**

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

- If you earn a failing grade on a report card, your parent must be notified. This may be done through a progress report in the mail, e-mail, or phone call.



- The nineteenth and thirty-eighth week (semester 1 and 2) grades count for cadet GPAs.
- There are two separate grades given in high school. A first semester grade given in the nineteenth and a second semester grade given in the thirty-eighth week. There is no yearly cumulative grade. The first semester grade is a cumulative grade from the first and second quarter. The second semester grade is a cumulative grade from the third and fourth quarter.
- A passing grade for a semester is worth 0.5 credit for that class.

## **HONORS PROMOTION OR DEMOTION POLICY**

Students who would be better served by moving more quickly and doing a deeper dive into the content, likely marked by a B or A, can be recommended for an Honors course for the following school year NOT MID YEAR. Placement in an Honors course is dependent on 1) discussion with teacher teammates to see if an Honors pairing would work for the kids (see below); 2) checking in with the programmer to see if there is space; 3) a discussion with parent, student, and teacher once teacher has completed steps 1 and 2; 4) Teacher makes second contact with the programmer stating they have parent and student buy-in by ***January 15***.

Students who find the Honors work and pace too challenging, likely marked by D or F, can be recommended for a Regular class for the following school year. Placement is dependent on 1) discussion with teacher teammates to see if a Regulars pairing would work for the kids (see below); 2) checking in with the programmer to see if there is space; 3) a discussion with parent, student, and teacher once teacher has completed steps 1 and 2; 4) Teacher makes second contact with the programmer stating they have parent and student buy-in by ***January 15***.

**IMPORTANT:** Teachers must speak to other teachers on the team because often when a student moves to Honors English, they have to move to Honors Social Studies or Honors Math moves with Honors Science to make the schedule work. There are multiple factors in the scheduling. Therefore, before speaking to the parent, speak to your colleagues about fit and the programmer to see if there is space. The programmer will then ask you for parent and student commitment to the change. The programmer will make no changes after January 15 except for students who pass DC exams.

## **GRADUATION**

- Graduation is held in military uniform. Only those cadets who have completed all graduation requirements and are not on special probation and are not suspended on the day of the graduation ceremony or day before if graduation is on a weekend may participate in the commencement exercises. Those who participate will be required to adhere to all rules and regulations concerning uniform and grooming standards.

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

- Have the necessary Chicago Board of Education requirements for graduation
- Complete Service Learning requirements
- Must be passing ALL classes including electives
- Attend graduation practices for the entire time
- Arrive at the ceremony in proper grooming standards
- Complete graduation checklist and turn-in to graduation coordinator by date on checklist

### **Latin Honors**

- Rickover uses the Latin Honors system of Summa Cum Laude, Magna Cum Laude and Cum Laude
- Summa Cum Laude is determined by **unweighted GPA** and is conferred on all students who have over a 4.0 GPA
- Magna Cum Laude is determined by **unweighted GPA** and is conferred on all students who have over a 3.8 GPA
- Cum Laude is determined by **unweighted GPA** and is conferred on all students who have over a 3.6 GPA
- All students who have earned these honors will be listed in the graduation program along with their unweighted and weighted GPAs.

### **Military Honors**

- Military Honors are awarded to those seniors graduating with sustained 4<sup>th</sup> year high marks in military aptitude, attendance and leadership.
  - 95% or better attendance by the last day of senior finals.
  - 3.5 or better grade average in NJROTC over 4 years
  - Earned rank of E-7 or above

### **Grooming Standards**

- All students will wear the Chief/Officer Service Dress Uniform Service Dress Blue uniform. Students may earn special ribbons or other accouterments determined by their rank and military achievement, which will be visible at graduation.
- A day after following graduation (will be announced on the graduation checklist), students must turn in the Chief/Officer Service Dress Blue uniform.

## **ILLNESS OF CADETS**

If you are not feeling well, get a pass from your teacher and go to the nurse. Your parents will be called and a decision will be made as to whether your parents will pick you up or if you will return to class.

## **NJROTC Grading Policy**

NJROTC class grades will be affected by military performance in non-military classes at Rickover. Appropriate respect, behavior and attendance is expected in every part of Rickover Naval Academy. Every 10 demerits in a grading quarter will result in a grade reduction of 1 percentage point. While class tardies will not directly affect NJROTC grades, they may result in being ineligible for military promotion.

## LATE WORK POLICY

Absent students who return to school and have had their absences designated as *excused* will be given time to complete all missed class-work and homework assignments after a conversation with the teacher. Absent students who return to school and have had their absences designated as *unexcused* may be allowed to complete all missed class-work and homework assignments at the discretion of the teacher.

## LOCKERS

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

## LOST AND FOUND

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

## LOST ITEMS (Books, Chromebooks, Uniforms, and more)

You will be issued items while at Rickover, and you are responsible for their care. These items are loaned to you by the Academy for the time you are enrolled in the class or activity. The items must be returned upon completing the class or activity. **You will be charged for the items if they are lost or severely damaged.**

## LUNCHROOM

- Hours: 7:15am – 7:55am for breakfast
- Good behavior and manners are expected from all cadets

## MERITS/DEMERITS

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

**Demerits** are given when unsatisfactory behavior warrants disciplinary action. As a result of negative behavior, and when on the spot action is not enough, demerits may be given by any staff, faculty member, or the Cadet Chain of Command. An EMI will be issued for multiples of 10 demerits. A Cadet Advisory Board Hearing will be issued for 15, 30, 45....demerits.

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

You will receive one demerit each time the unsatisfactory military behaviors below are exercised. The Disciplinarian can also assign you to appear before the Cadet Advisory Board to adjudicate the following negative behaviors:

- Use of profanity in the hallways or in conversation or during opening or closing protocol
- Disrespect/Insubordination to the Chain of Command while they are exercising their role
- Insubordination to adult staff
- Uniform and/or grooming violations
- Honor Code violations

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

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

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

## **PROBATION**

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

Cadets placed on probation will report to the commandant or the Dean of Uniforms every day by 0755.

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

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

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

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

- **Kissing and hugging:** One second rule applies. Appropriate kissing as a greeting is limited to cheek-to-cheek or lip-to-cheek only. Lip-to-lip contact is considered inappropriate in a high school setting.
- **Hallway play:** Bumping, slapping, grabbing, or other forms of physical contact in hallways or classrooms has caused injuries and has been misinterpreted as 'hostile,' occasionally leading to arguments or fights. With the school becoming more crowded, students will avoid physical play in the halls and classrooms at all times.
- **Bathrooms:** No more than one cadet in a stall at a time.

## **SALUTING CUSTOMS**

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

### **But NJROTC cadets never salute:**

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

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

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

## **SENIOR BEHAVIOR**

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

Graduation Ceremony Ticket Distribution:

Rickover Naval Academy is proud to have families and our community join us in celebrating our cadets' graduation from high school. Rickover Naval Academy graduation facilities can guarantee each family tickets for use depending on the venue and CDC guidelines.

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

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

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

**Special Senior Probation:**

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

- Seniors receive a student code of conduct violation level 4, 5 or 6
- {Tardies to school}

**While on Special Senior Probation:**

- Seniors on Special Senior Probation will not attend any special or senior events until they participate in an appeal hearing with the administration. The decision at the appeals hearing will determine which events, if any, the senior can attend. The decision will be final unless the senior continues conduct unbecoming a cadet. Any decisions made by the administration will be amended only by the administration if the student commits another or a repeated Level 4, 5, or 6 violation.

**To go off Special Probation:**

- Seniors must go to a member of the administration, set up an appeal hearing, and attend the hearing. At the hearing, the cadet will provide evidence related to changes made or learnings after the misconduct. While this may vary by student and/or infraction event, it is expected that cadets would demonstrate contrition, thoughts on what they would change about their original actions, and an understanding about how his/her conduct impacts themselves and their school community. The cadet will present proof of a pattern of behavior that is consistent with behavior expected of a cadet, the SCC and the Honor Code. The cadet will indicate learnings from the SCC Level 4, 5, or 6 violation misconduct. The administration who will act as hearing officers will determine whether or not the cadet has earned activities back based on evidence presented at the hearing.

**Note: Senior probation concerns events and activities exclusively to seniors. For sports, dances and other activities, Rickover eligibility rules apply.**

## **TARDINESS & TARDY PASSES**

We are following “*Operation START on Time!*”—the acronym stands for “Safe Transitions and Reduced Tardies.”

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

Each hallway will have designated staff members dealing with any students who are late (in the halls, restrooms or other common areas).

The tardy student will be escorted back to his or her classroom. Upon entry, students will scan a QR code and fill out a Google form indicating the reason for their tardy.

The attendance clerk will contact families through email that students are tardy.

For students who are late, these procedures ensure that the family is kept informed.

## **WEEKEND AND EVENING EVENTS**

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

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

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# **Rickover Naval Academy Guiding Ideals**

## **BEING AN NJROTC CADET**

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

1. Maintain a passing grade in Naval Science,
2. Maintain a proper uniform on a daily basis,
3. Be able to *recite* the RNA Guiding Principles, Core Values, and the Honor Code
4. Abide by the CPS Student Rights and Responsibilities
5. Act respectfully to yourself, your fellow students and the staff.

## **GUIDING PRINCIPLES & CORE VALUES**

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

### **Guiding Principles:**

*As a cadet I will endeavor to:*

*Uphold the standards of the Rickover Naval Academy.*

*Be a person of integrity.*

*Lead by example.*

*Strive for excellence without arrogance.*

*Do my best.*

*Treat everyone with dignity and respect.*

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

*Speak well of others.*

*Seek the truth.*

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

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

#### **Honor**

*I am accountable for my personal behavior.*

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

#### **Courage**

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

#### **Commitment**

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

## **NJROTC CADET CREED**

I am a Navy Junior ROTC Cadet. I strive to promote patriotism and become an informed and responsible citizen.

I respect those in positions of authority. I support those who have defended freedom and democracy around the world.

I proudly embrace the Navy's core values of honor, courage, and commitment.

I am committed to excellence and the fair treatment of all.



## The School Crest

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

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

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

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

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

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

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

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

## Our Honor Code

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

*Lying, cheating, stealing, and plagiarism are wrong as well as condoning or ignoring these acts when they are being done by other cadets. This honor code is meant to inspire all to act honorably at all times. Remember, your word is your bond.*

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

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

**Cheating** is providing or receiving unauthorized assistance on work that is represented as original; including tests, homework, and plagiarism.

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

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

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

# Promotion of NJROTC Rank

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

## COMMAND ADVANCEMENT PROGRAM

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

## DOUBLE PROMOTION

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

## POSITIONAL PROMOTION

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

## REQUIREMENTS FOR PROMOTION

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

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

1. Be a member of the Cadet Corps,
2. Less than 3 unexcused absences during a promotion cycle
3. Maintain a 2.0 quarter GPA with no grade of an "F,"
4. Maintain at least a grade of 70% in Naval Science,
5. Accumulate no more than 10 demerits in the promotion period,
6. Have no in or out of school suspensions,
7. Have zero Honor Code violations,
8. Have been written up for no more than 3 times for a Group 2 or higher offense in the CPS Student Code of Conduct.

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

1. Be a Cadet Seaman Apprentice for 8 weeks,
2. Less than 3 unexcused absences during a promotion cycle
3. Maintain a 2.0 quarter GPA with no grade of an "F,"
4. Maintain at least a grade of 70% in Naval Science,
5. Accumulate no more than 10 demerits in the promotion period,
6. Have no in or out of school suspensions,
7. Have zero Honor Code violations,
8. Have been written up for no more than 3 times for a Group 2 or higher offense in the CPS Student Code of Conduct.
9. Pass the advancement exam.

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

1. Be a Seaman for 8 weeks,
2. Less than 3 unexcused absences during a promotion cycle
3. Maintain a 2.0 quarter GPA with no grade of an "F,"
4. Maintain at least a grade of 70% in Naval Science,

5. Accumulate no more than 10 demerits in the promotion period,
6. Have no in or out of school suspensions,
7. Have zero Honor Code violations,
8. Have been written up for no more than 3 times for a Group 2 or higher offense in the CPS Student Code of Conduct.
9. Attend Petty Officer Indoctrination Class.
10. Pass the advancement exam.

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

1. Be a Cadet Petty Officer Third Class for 8 weeks,
2. Less than 3 unexcused absences during a promotion cycle
3. Maintain a 2.0 quarter GPA with no grade of an "F,"
4. Maintain at least a grade of 70% in Naval Science,
5. Accumulate no more than 10 demerits in the promotion period,
6. Have no in or out of school suspensions,
7. Have zero Honor Code violations,
8. Have been written up for no more than 3 times for a Group 2 or higher offense in the CPS Student Code of Conduct.
9. Have been written up for no more than 3 times for a Group 2 or higher offense in the CPS Student Code of Conduct.
10. Pass the advancement exam.

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

1. Be a Cadet Petty Officer Second Class for 8 weeks,
2. Less than 3 unexcused absences during a promotion cycle
3. Maintain a 2.0 quarter GPA with no grade of an "F,"

4. Maintain at least a grade of 70% in Naval Science,
5. Accumulate no more than 10 demerits in the promotion period,
6. Have no in or out of school suspensions,
7. Have zero Honor Code violations,
8. Have been written up for no more than 3 times for a Group 2 or higher offense in the CPS Student Code of Conduct.
9. Have been written up for no more than 3 times for a Group 2 or higher offense in the CPS Student Code of Conduct.
10. Pass the advancement exam.

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

1. Be a Cadet Petty Officer First Class for 8 weeks,
2. Less than 3 unexcused absences during a promotion cycle,
3. Maintain a 3.0 quarter GPA with no grade of an "F,"
4. Be enrolled in Naval Science II or above,
5. Hold a leadership or staff position in the Battalion,
6. Maintain at least a grade of 90% in Naval Science,
7. Be recommended by your Battalion Commander
8. Attend Basic Leadership Training Camp or equivalent (Commandant Can waive)
9. Be recommended by half plus one of your classroom teachers, all NSIs, and SNSI,
10. Be an active member of at least one Unit Activity and School Activity,
11. Accumulate no more than 5 demerits in the 8 week period,
12. No in or out of school suspensions,
13. Have zero Honor Code violations,
14. Have been written up for no more than 1 time for a Group 2 or higher offense in the CPS Student Code of Conduct,
15. Attend Chief Petty Officer Indoctrination Class
16. Pass the advancement exam.
17. Complete PQS

18. Pass oral promotion board.

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

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

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

1. Be a Cadet Senior Chief Petty Officer for 16 weeks,
2. Less than 3 unexcused absences during a promotion cycle,
3. Maintain a 3.00 quarter GPA with no grade of an "F" or "D,"
4. Be enrolled in Naval Science III or above,
5. Hold a leadership or staff position in the Battalion,
6. Maintain at least a grade of 90% in Naval Science,
7. Be recommended by half plus one of your classroom teachers, all NSIs, and SNSI,
8. Be an active member of at least one Unit Activity and School Activity,
9. Accumulate no more than 5 demerits in the 16 week period,
10. No in or out of school suspensions,

11. Have zero Honor Code violations,
12. Have not been written up for a Group 2 or higher offense in the CPS Student Code of Conduct,

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

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