

2012-2013

Cadet and Parent Handbook



## PERRIS UNION HIGH SCHOOL DISTRICT BOARD OF TRUSTEES

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### THE CALIFORNIA MILITARY INSTITUTE

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## WELCOME TO THE CALIFORNIA MILITARY INSTITUTE!

The staff at The California Military Institute (CMI) welcomes you to the 2012-2013 school year. We hope that each cadet will find this year to be rewarding, relevant, productive, and enjoyable as we build upon successes in cadet academic achievement. It is the vision of CMI to enable all cadets to acquire the knowledge, learn the skills, and develop the attitudes necessary for them to realize their full potential. We hold firmly to our *Corps Values* of **honor, courage and commitment** and expect that they will help guide all cadets to a highly successful year.

The staff is here to assist in academic pursuits and school activities. If you experience obstacles in your educational career feel free to ask questions or seek assistance from any staff member. We are all here to help.

All large organizations utilize certain procedures to ensure smooth and effective operations. We are not an exception. In order to familiarize you with CMI, enable you to assume all of your responsibilities, and take full advantage of those services CMI has to offer, we have created this handbook. Please read and discuss the handbook's contents immediately with your cadet, for they are responsible for compliance with the policies, procedures and regulations herein. If at any time you have questions related to the school's policies or procedures, please contact the school.

*Stay Alert! Stay Alive!* This is the motto of the California Military Institute. This motto calls us to action that is focused, energetic and productive. Our school mascot and logo, the Rough Rider, shows clearly that our interest is for the Rough Riders to be the ones "*Leading the Charge!*"  
Have a great year!

## **GENERAL POLICIES AND PROCEDURES**

### **MISSION STATEMENT**

The Mission of the California Military Institute is to educate, train and inspire the Corps of Cadets so that each cadet becomes a recognized leader of character dedicated to the values of honor, courage and commitment and is prepared for a career of professional excellence and service to the community and Country.

### **Vision**

The California Military Institute (CMI) is a unique educational experience for youth in grades 5 through 12 residing in Riverside, San Diego, Orange and Imperial counties. The combination of intensive high quality learning opportunities with the rigorous and demanding regimen of self-discipline demanded in a military environment insures that the uniqueness of our program will continue.

CMI operates on the values of honor, courage and commitment as detailed in the Statement of Corps Values. CMI further believes that every cadet and recruit has within themselves the potential for leadership and service that will benefit our society as a whole. Activities and training opportunities at CMI focus on developing our cadets as leaders who excel at all levels of responsibility. First and foremost among the skills of being a good leader is being a good follower and CMI recognizes the value of both follower and leader.

Community service is one of the hallmarks of CMI both as a means of creating a positive identity and recognition in the community, but also as a way of developing in our future leaders an understanding of the importance of service. Cadets and recruits serve their communities in a wide variety of ways including, but not limited to, participation in civic celebrations and events, assisting charitable organizations through fund-raising or direct service, and assisting surrounding schools or similar organizations with after school programs available to all.

## **STATEMENT OF CORPS VALUES**

*As Cadets in the Corps of Cadets, California Military Institute, we hold certain values to be vital in guiding behavior at home, at school and in my community. These values are:*

### **HONOR**

### **COURAGE**

### **COMMITMENT**

**HONOR** guides Cadets of the California Military Institute to exemplify the ultimate in ethical and moral behavior as detailed in the following list:

- Obey the law
- Lead by example
- Respect yourself and others
- Maintain a high standard of integrity
- Uphold special trust and confidence
- Place faith and honor above all else
- Honor fellow cadets, the Corps of Cadets, Country, and Family.

The qualities of maturity, dedication, trust and dependability commit Cadets of the California Military Institute to act responsibly; to be accountable for their actions; and to fulfill their obligations.

**COURAGE** is the mental, moral and physical strength ingrained in Cadets. Courage is the ability to do the right thing, in the right way, for the right reasons. It carries Cadets through the challenges of youth and aids them in overcoming fear. It is the inner strength that enables a Cadet to do what is right; to adhere to a higher standard of personal conduct; to lead by example; and to make tough decisions under stress and pressure.

**COMMITMENT** is the spirit of determination and dedication found in Cadets. It leads to the highest order of discipline for individuals and units within the Corps of Cadets. It inspires the unrelenting determination to achieve a standard of academic and personal excellence. Commitment includes a personal determination to:

- Perform all tasks at the highest level of personal ability
- Always be truthful and forthright
- Complete all assigned tasks with pride and dignity no matter how difficult or simple

**All that we do is guided by these Corps Values and they are incorporated in all the information that follows.**

## ACADEMICS

### **Academic Courses**

All CMI cadets will participate in coursework stressing fundamental core subjects. Cadets will attend courses in subject areas of language arts, mathematics, history, reading, science, foreign languages, military science and physical education.

Cadets should expect to take numerous tests and quizzes during their years at CMI. Comprehensive semester and final examinations are required in all courses not only for evaluation of the semester's work, but also to provide the cadet with the experience of taking major exams under strict time requirements. No cadet may take a delayed semester examination except for reasons of proven illness or family emergency. Minimum "competency" exams may be required for subjects at higher grade levels as a prerequisite to enrollment in the next course level. Proficiency exams may be used to determine appropriate placements.

### **Grades and Report Cards**

Grades represent an assessment of the cadet's work and potential for success. They are devices for measuring and reporting progress and achievement. They aid cadets in determining their individual strengths and weaknesses and they are incentives to greater academic growth.

Cadets or parents who have a question regarding a grade should first attempt to resolve the problem or question with the teacher concerned. The request for a grade review conference must be made within three weeks of the grade being issued. If there is a dispute that cannot be resolved in the initial meeting, the teacher and/or cadet or parent may appeal to the Commandant who will make the final decision.

### **Academic Progress Reporting**

Progress reports are issued every six weeks. Report cards are issued at the end of each of two 12-week semesters. Every cadet will be issued a progress report or report card and these reports must be reviewed by the parent/guardian. Please check the school calendar, the school web-site ([www.cmi.puhsd.org](http://www.cmi.puhsd.org)) or call the school office to verify the issuance dates of the progress reports and/or report card. If, by any chance, you do not receive either the progress report or the report card please contact the school counselor immediately.

### **Academic and Non-Academic Grades**

A cadet's transcript shows two different Grade Point Averages (GPA) – Academic GPA and Total GPA. The Total GPA includes courses such as military science and Physical Education course grades while the Academic GPA includes only core academic courses required for college admission. Successful completion of all courses is a prerequisite for graduation and advancement to the next grade level.

Parents/guardians should consult with the school counselor if there are any questions regarding which courses are academic or non-academic.

### **Description of Grades**

94-100	A	Indicates <b>superior</b> proficiency and achievement A College recommending grade	4 grade points
90-93	A-		
97-89	B+		
84-86	B	Indicates <b>above average</b> proficiency and achievement A College recommending grade	3 grade points
80-83	B-		
77-79	C+		
74-76	C	Indicates <b>fair</b> proficiency and achievement	2 grade points
70-73	C-	NOT a college recommending grade	
69 or			
Below	F	Unacceptable work. No credit given	NO grade points
	I	Incomplete. Must be cleared within 30 days or goes to F.	NO grade points

## **ACADEMIC EXPECTATIONS**

The California Military Institute has very high expectations for academic achievement. Entrance requirements include the requirement of a 2.0 grade point average (GPA) in the two semesters immediately preceding application for admission.

Cadets are expected to maintain at least a 2.0 GPA while a member of the Corps of Cadets. Grades will be reviewed with each progress report and report card. Cadets who fall below a 2.0 GPS will receive a letter placing them on academic probation. Cadets who fail to improve their GPA to a minimum of 2.0 after two grading periods will be considered for dismissal from the Corps of Cadets.

### **Academic Probation**

Full commitment to academics is mandatory. Cadets must try their best, pursue a standard of excellence and ask for help when needed. Any cadet whose GPA falls below a 2.000 (C average) or who receives an "F" at any grading period is placed on academic probation. When a cadet is placed on academic probation the cadet becomes ineligible to participate in extra-curricular activities. Extra-curricular activity is any activity that would remove the cadet from the classroom for any reason. Included in these activities are participation in sports teams, ASB, special activities during school hours or any other activity that will interfere with the cadets focus on improving his/her GPA. Cadets who are on academic probation are not eligible for promotion.

### **Homework**

Completion of homework is mandatory. Failure to complete assigned homework, projects or other assignments is unacceptable and may be grounds for dismissal. It is our philosophy that good study habits and consistent completion of homework are necessary for success in all academics. Absence from school does not excuse cadets from completing or turning in homework. The purpose of homework at CMI is to reinforce material covered in class, to accelerate learning outside of class and to prepare cadets for the next lesson. Homework is one of the many assessments that CMI teachers design and use to measure cadet learning. Cadets must complete homework assignments regularly and to the best of their ability. Homework effort and quality of homework are components of cadet grades in all academic courses.

Cadets should expect to spend about time each night completing homework in the 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> grades. More homework can be expected in higher grades. Advanced Placement (AP) and Honors courses will require even more homework than typical classes.

Being absent from school does not excuse cadets from completing homework or from meeting deadlines. If absent, the cadet is responsible for obtaining the homework assignments. Cadets are also encouraged to contact classmates for appropriate assignment information.

### **Attendance**

The administration and staff of the California Military Institute believe that if a cadet is absent from class, the educational experience lost during the absence is irretrievable. The interaction in the classroom setting can seldom be duplicated through make-up work.

The maximum number of the absences per semester shall be twelve (12) unexcused days. Cadet absent for more than the allowable number of absences in a semester will receive no grade and loss of credit for that class.

### **WAIVER OPTION**

A cadet who accumulates absences because of a legitimate medical reason, a special religious holy day or a personal family tragedy may be eligible for a waiver. Waivers must be submitted in writing to the Commandant and the applicant must have appropriate documentation in support of the waiver request. Waiver request will be reviewed by and approved by the administrator in charge of attendance. Waiver requests must be submitted within 20 days of absence. A medical doctor must verify legitimate medical reasons.

## **EXCEPTIONS**

- A. School-related activities, with prior approval from administration, will be excluded from the number of allowable absences.
- B. A cadet suffering serious illness or injury may be eligible for home/hospital teaching or an independent study contract if deemed appropriate by the administrator in charge of attendance.
- C. Cadets absent from class due to school-related business are considered in attendance.
- D. Cadets participating in religious instruction or exercises are excused if they attend minimum day not to exceed more than four days a year.

***A cadet who has twelve (12) days of unexcused absence in any class in a semester may receive no grade and lose credit for the class although they may remain in the class for enrichment purposes, may be dropped from the class and/or be referred by the school's Student Study Team for alternative placement. Parents will be notified of absences on a timely basis.***

**ATTENDANCE RESPONSIBILITIES — PARENTS ARE RESPONSIBLE FOR THE PUNCTUAL AND REGULAR ATTENDANCE OF THEIR CHILDREN.** Illness, death, or funerals in the immediate family, required attendance to a court or legal proceeding and medical/dental appointments are the only excusable reasons for absence. It is recommended that dental and medical appointments be made for non-school hours. Because of the need to interpret California School Attendance laws, the school determines whether the absence was excused or not. Excessive tardiness and/or unexcused absences may lead to loss of credits, removal from class, or referral to the Counselor for possible placement in an alternative education setting.

### **School Notification of Absences to Home**

When a cadet is absent for a day or a period, the school will attempt to notify the parents by calling home to report the absence to the parents. In addition to notifying parents of a potential truancy or unexcused absence, this phone call is a reminder to parents/guardians to contact the school to excuse the absence. Parents should make sure that the school has the correct and updated phone contact information on file.

**WHEN YOU ARE ABSENT** — Parents must call the school at (951) 443-2731 during normal business hours (7:30 a.m. – 4:00 p.m.) the first day the cadet is absent.

### **ATTENDANCE CODES —**

**Excused** — Absence for illness, funeral or death of any immediate family member, medical/dental appointments, and court. **Cadets are allowed to make up missed work.**

**Unexcused** — Absences that don't qualify according to State Education Code Section 48200. **Cadets may not make up missed schoolwork.**

**Truant** — Absences that are not cleared by parents. **Cadet may not make up schoolwork missed while truant.**

## **TRUANCY**

A “truant” is defined as a cadet who has been truant three or more times during the school year or has been tardy in excess of 20 minutes on three or more days. Parents are required by various laws to compel their children to attend school. Parents of habitual truants will be notified and asked to attend a meeting to determine the reasons for the truancies. Cadets who are habitually truant from the California Military Institute are subject to dismissal from the Corps of Cadets.

**TARDY POLICY**—Cadets habitually late to class should expect disciplinary action from their teachers and/or the school administration including, but not limited to, reduction of grade, loss of credit, suspension, removal from class, or referral to SART. A cadet tardy to 0 period will be assigned one lunch detention for each tardy up to three. After the third tardy in a month, the cadet will be assigned to after school detentions. A parent conference will be scheduled to determine reason(s) for the habitual tardiness.

**MAKE-UP POLICY** — Cadets are expected to complete all work assigned in each class. When a cadet has an excused absence, they will be given one day for each day of absence to make up class work. Homework may be requested for absences of three (3) or more days. Please contact the office to make arrangements. Allow at least 24 hours for make-up work to be collected and be ready for pick up. Some teachers may require make-up work upon a cadet’s return to school. Teachers are not required to provide homework or make-up activities to those cadets who have been suspended as the absences during a suspension are not excused absences.

**CLOSED CAMPUS** — The Board of Trustees has established a closed campus at the California Military Institute. Once a cadet arrives on school grounds, they must remain on school grounds until the end of the school day. Cadets may not leave the CMI campus for lunch or at any other time during the school day.

**CADETS LEAVING SCHOOL GROUNDS**—Whenever a cadet leaves school grounds during the day with or without permission, the parent or guardian of such pupil is hereby notified that neither the California Military Institute nor any officer or employee of the California Military Institute or the Perris Union High School District as the chartering agency shall be liable for the conduct or safety of any cadet during such time as the cadet has left the school grounds.

**CADET MEDICATIONS**- All cadets needing to take medications of any kind are required to bring their medications to the Health Technician or front office staff member before school each morning and return to the office at the prescribed time to receive their medications. Under no circumstances are cadets to be in possession of any medications outside of the office. Medications include prescription drugs as well as all non-prescription medications such as aspirin or Tylenol.

**ALTERNATIVE EDUCATION PROGRAMS** — Continuation School and Adult Education programs are not available through the California Military Institute, however, the Perris Union High School District offers a full range of alternative education programs including, but not limited to, home and hospital, independent study, credit recovery and Adult Education. Cadets seeking these services will be required to withdraw from CMI upon enrolling in the alternative program. An exception to this withdrawal requirement is a concurrent enrollment in Adult Education for the purposes of earning necessary credits for graduation from high school. CMI offers no guarantee that any of the alternative education or adult education programs will be offered or available.

**CALLING CADETS FROM CLASS** — Call slips or phone calls are used by staff when there is need to see cadets during class time. Cadets should report immediately to the person requesting to see them. Class disruptions will be kept to a minimum whenever possible. Parents needing to leave a message with cadets may leave the message office personnel and every effort will be made to make sure that the cadet receives the message. Classes will not be disturbed to deliver messages of a non-emergency nature.

**FINES AND CHARGES** — Fines and charges that have accumulated can be costly. Fines and charges must be paid prior to your graduation or when requesting a transfer from CMI.



**FIRE AND DISASTER DRILLS** — Cadets are responsible to their teacher in case of an emergency. Cadets should listen carefully to all directions from teachers and administrators in the event of a fire or earthquake.

**Fire** — Repeated, short bursts from the bell system and a flashing strobe light indicates a fire drill.

**Earthquakes** — Cadets are to “duck and cover” immediately and will only leave the classroom when directed.

**Lock Downs**—When a lock down is declared cadets and staff are to remain in the classroom. Teachers are to lock the classroom door. Cadets and teachers are to remain low either sitting or prone on the floor away from windows. Cadets who are not in a classroom when a lock down is declared are to report immediately to the nearest classroom or office. Only the administrator in charge may cancel the lock down.

**INDEPENDENT STUDY (Short Term)** — Cadets who know that they will be away from campus for five (5) or more days (religious reasons, conventions, long trips, etc.), should apply for a short term Independent Study contract. See the office for details.

**REPORTING ACCIDENTS** — Anytime a cadet is injured on campus, they should report the injury to their teacher, the office staff, Counselor or the Executive Officer immediately. An accident report form must be filled out.

**REPORT CARDS** — Report cards will be distributed to cadets to take home to their parents/guardians on regular six-week intervals. Parents will be asked to sign a slip indicating that they have received the report card. Parents are encouraged to request teacher conferences if needed. The final report card of the year will be mailed home the month of June. Please mark your calendars and discuss your child’s academic performance regularly.

**TEXTBOOK CARE AND PROCEDURE** — Cadets are responsible for maintaining their textbooks in good condition. Lost or damaged textbooks must be replaced by the cadet prior to another textbook being issued. Cadets and parents are financially responsible for the cost of replacing any item of school property that is issued to the cadet by CMI. Examples of school property issued includes, but is not limited to, textbooks, “clickers” (Personal Radio Responders), padlocks for PE locker, and military gear.

**TECHNOLOGICAL RESOURCES**—Recent purchases of computers and peripherals have enabled cadets to benefit from a wide array of equipment, which is readily available and accessible to them. Cadets will be allowed access to the computers provided that the Perris Union High School District Network Resources Acceptable Use Policy form has been completed, signed by both cadet and parent and is turned in annually. Violations of the PUHSD Use Policy will result in disciplinary action and revocation of computer/technology privileges.

**TRANSFER OUT OF SCHOOL** — Parents must accompany any cadet withdrawing from CMI and provide the name of the cadet’s next school to the Counseling Office. All fines and charges must be cleared before permanent records will be forwarded to another school.

**VISITORS** — To comply with insurance stipulations and Closed Campus regulations under Education Code Section 44808.5, visitors are not permitted on campus without authorization from school officials and a pass. Parents and officials must check into the Administration Office and sign in at the receptionist’s desk prior to entering the campus to receive their pass. Visitors will be required to provide satisfactory identification prior to being given a pass to enter the campus. Any visitor on campus without a pass issued by the office will be asked to leave the campus. Trespassing and loitering constitutes a violation of Penal Code Sections 602, 627 and Section 653, in part.

**WORK PERMITS** —Education Code section 12259 states that a permit to work is necessary for all minors 14 through 17 years of age. Applications for work permits are issued through the office and must be completed by the cadet’s prospective employer prior to issuance of a work permit.

**PASSES** — It is the cadet’s responsibility to obtain a valid pass when out of class for any reason. This includes all cadets, regardless of status or schedule. Unscheduled visits to classes will not be tolerated. Any cadet out of class without a legitimate pass from the responsible teacher will be brought directly to the Commandant.

**OFF CAMPUS PASSES** — Cadets who must leave campus prior to the end of the school day must bring a note from parents that contain a method for phone contact or have their parents call the Commandant for verification. Cadets leaving campus before the end of their regular school day must be signed out, in person, in the CMI Office by their **parent, guardian or another person indicated on their emergency card, ONLY**. Cadets leaving campus without permission will be considered truant.

**EARLY RELEASE** — Cadets who qualify must carry an Early Release Pass. This pass must be carried by the cadet daily and presented to school personnel upon request. Cadets with short schedules or Work Experience must leave the campus at the designated time. Cadets are not to loiter on campus.

**UNIFORM REQUIREMENT -- Every recognized military organization has a uniform that clearly distinguishes it.** The proper wearing of a uniform develops mental discipline and displays pride in the organization to which the wearer belongs.

Enrollment in the California Military Institute acknowledges that cadets are required to wear a prescribed uniform in the prescribed manner every day. Enrollment also signifies that the cadet's parent/guardians understand the uniform requirement and will support the fulfillment of that requirement. The California Cadet Corps establishes the required uniform for cadets in grades 8 through 12. Because of the difficulty in procuring proper uniforms in the smaller sizes required in grades 5-7, the Commandant may establish exceptions to the California Cadet Corps uniform standards. Uniform specifications and standards will be published under a separate directive and that directive is incorporated by reference into this handbook. The Uniform Regulation for the California Cadet Corps is available at their web site: [www.cadet.org](http://www.cadet.org). The uniform of the California Military Institute identifies the wearer as being affiliated with CMI and the California Cadet Corps. Therefore, any time the uniform is worn it must be worn according to existing standards and specifications. **Modifications to the uniform of any kind are not allowed at any time.**

Cadets who fail to wear the prescribed uniform in the prescribed manner are subject to disciplinary action which may include exclusion from classroom attendance until the uniform is brought into compliance with the standards. During the time that a cadet is excluded from the classroom as the result of a uniform deficiency, the cadet will be involved in alternative activities intended to develop an appreciation for adherence to military uniform standards and specifications in keeping with the spirit and traditions of CMI. Parents will be notified of the uniform discrepancy and will be provided with the options of correcting the uniform problem, taking the cadet home or having the cadet serve in our Campus Clean Up (CCU) unit for the day or until the discrepancy is corrected.

Continued violations of the uniform regulations will result in disciplinary action including, but not limited to, suspension and dismissal from the Corps of Cadets.

**Parents and Cadets who do not wish to voluntarily comply with the uniform requirements are strongly urged to consider their reasons for enrolling at CMI.**

**CADET LEADERSHIP** -- The Corps of Cadets utilizes the rank structure of the United States Army. All new cadets enter CMI with the rank of Recruit. Promotion is awarded on the basis of merit, competence, ability, and military bearing. Cadets may receive promotions based on "time in grade" through the rank of Private First Class (E-3). All Non-Commissioned Officers and Commissioned Officers are promoted through a process involving demonstration of ability, knowledge of military subjects, military bearing, command presence and enthusiasm. Promotions may be made by the Commandant based on exceptional and meritorious actions of a cadet. Promotions will be reviewed and granted at each grading period. NCOs are expected to maintain a GPA of 2.5 or better and Officers are expected to maintain GPAs at a minimum of 3.0 for O-1 (2<sup>nd</sup> Lt.) through O-2 (1<sup>st</sup> Lt. ). Officers O-3 (Captain) and above must maintain a GPA of 3.5 or better. NCOs and officers failing to maintain the required GPA may be relieved of their duties until such time as they meet the minimum GPA standards for their rank. Promotion requirements, policies and procedures are detailed in CMI operational manuals. Copies of these manuals are available on the CMI web site.

### **CLASSROOM ENTRY PROTOCOLS**

The purpose of classroom entry protocols is to teach habits of behavior that promote academic achievement. These are foundational behaviors of academic achievement that are repeated in all middle school classrooms. As a cadet matures and moves into high school classes, these habits of behavior should have become second nature. The middle school classroom protocols guide cadets from the moment they approach a classroom, through the daily learning activities, and as the cadets leave the classroom.

**Entrance:**

Each cadet will form up, in a platoon formation, outside their classroom at parade rest. At the direction of the teacher, the class leader will give the commands to enter the classroom quietly, store personal property, and stand by the left side of the cadet's assigned desk. Talking inside the classroom at this time is not allowed. The class cadet leader will call the class to attention immediately after the tardy bell has rung. Upon direction, the class will respond to the teacher's greeting with either the school motto (Stay Alert! Stay Alive!) or another teacher-directed response and take seats. The class cadet leader will report the absent cadets to the teacher so that the teacher may verify and take roll. Once the report has been given to the teacher, the class cadet leader will instruct the class to "prepare to learn".

**Prepare to Learn:**

Each cadet will take seats and immediately prepare their materials for class. Cadets are required to have the appropriate textbook, "clicker", paper, pen or pencil, homework assignments and notebooks. There is no talking during this time. The teacher may have a "warm up" exercise assigned that the cadets are to be working on at this time. Cadets with questions may raise their hands and ask the cadet leader for assistance. When the cadet leader is satisfied that the class is ready to learn, the cadet leader will report to the teacher, "'Sir (Ma'am) , the class is prepared to learn."

**Goals for the Day:**

The teacher will address the class first by outlining the day's learning goals and then explaining the day's learning activities. There is no cadet talking at this point. Cadets should write the learning goals for the day in the appropriate place in a cadet planner or notebook.

**Learning Activity Behaviors:**

Although each teacher may employ a wide variety of learning activities to assist the cadets in attaining the daily learning goals, middle school cadets use four primary ways of responding, doing and behaving in class. The teacher instructs the cadets as to which one of these four classroom learning activity behaviors is to be used during the day's learning activities.

- Quiet Work: This classroom behavior includes listening to a teacher's instructional lesson, taking notes in either the planner or notebook, writing an essay, taking a test or listening to a cadet presentation. No talking is allowed.
- Stand and Deliver: When called upon, a cadet responds by standing next to the left side of the desk and, in a clear and strong voice, answers the question, contributes to the discussion, or asks a question.
- Teamwork: Cadets work together in small teams to accomplish a particular goal. The teacher may have assigned specific tasks to each team member or organized the team in various ways. Cadets must cooperate with each other, perform the assigned task, listen to each team member's ideas or contributions or questions, respect the ideas of other teammates and be a helpful contributor to the overall success of the team.
- Open Discussion: Cadets are free to contribute their ideas to a class discussion by listening to each other's comments thoughtfully, waiting for the appropriate time to contribute their ideas and practicing polite discussion interaction.

**Preparation for the End of Class:**

The cadet class leader will announce to the teacher that "class is concluding" when three minutes remain in a class period. The teacher will make any final comments or give any final assignments. The cadet class leader will check each cadet's planner or notebook and note for the teacher which cadets have not completed their planning tasks (writing down of learning goals, homework, etc). There is no talking during this period. One minute before the bell is to ring, the cadet class leader will command "Secure your gear". When the dismissal bell rings, the cadet class leader will call the class to attention. The teacher, when ready for the cadets to be dismissed, will direct the cadet class leader to "Dismiss the Class." The cadet class leader will then have the cadets exit the classroom in a quiet orderly fashion, row by row.

## High School Graduation Requirements

Students shall receive diplomas of graduation from high school only after completing the prescribed course of study and meeting the standards of proficiency established by the district and the state.

All students in grades 9 through 12 shall complete the following course of study and shall have 225 credits and have passed the High School Exit Exam\* in order to receive a diploma of graduation.

a. Four years of courses in English	40
b. Three years math including an Algebra course Beginning with the class of 2004, one math course or a combination of two math courses (Algebra IA and Algebra IB must meet or exceed the state content standards for Algebra I, as adopted by the State Board of Education.	30
c. Three and one half years of courses in History/Social Studies One semester of World Geography One year of World History One year of United States History One semester of American Government and Civics; One semester of Economics.	35
d. Three years of courses in Science One year physical science One year biological science. One year physical/biological science	30
e. Two years of courses in PE (JROTC and Marching Band programs may be used for PE credit)	20
f. One year of courses in either Visual or Performing Arts or Foreign Language	10
g. One semester of Health	5
h. Electives	55
a. Linguistics Course required for 9, 10, 11th, and 12th grade students scoring at or below the 33rd percentile in State Standardized Assessment.	
b. Math Support Course required for 7, 8, 9, 10, and 11th grade students scoring "Far Below Basic" on Math Standards Test (elective credits only).	
c. Limitations:	
Office/student aide - 10 credits maximum	
Work experience - 40 credits maximum	
Community service - 20 credits maximum	
ROP classes - 40 credits maximum	
 TOTAL CREDITS	 225

## COLLEGE ENTRANCE REQUIREMENTS

### CALIFORNIA STATE UNIVERSITY

Course Entrance Requirements (a – g): All “a - g” courses must be passed with a “C” or better.

- a. 2 years – History/Social Science  
(Including World History, U.S. History and Government)
- b. 4 years – English
- c. 3 years – Math  
(Including Algebra I, Geometry, Algebra II); 4 years highly recommended)
- d.
- e. 2 years – Lab Science  
(Including Biology, Chemistry or Physics); 3 years recommended
- f. 2 years – Foreign Language  
(From same language); 3 years recommended
- g. 1 year – Visual/Performing Arts  
(Art, Dance, Drama, Music or Visual Arts)
- h. 1 year – Academic Electives

Test Requirements: SAT or ACT

### UNIVERSITY OF CALIFORNIA

Course Entrance Requirements (a – g): All “a - g” courses must be passed with a “C” or better.

- a. 2 years – History/Social Science  
(Two years of History/Social Science, including one year of U.S. History or one-half year of U.S. History and one-half year of Civics or American Government and one year of World History, Culture and Geography.)
- b. 4 years – English  
(Four years of college preparatory English Composition and Literature required.)
- c. 3 years - Math  
(Three years of college preparatory Mathematics including the topics in elementary and advanced Algebra and two and three-dimensional Geometry required. Four years recommended.)
- d. 2 years – Laboratory Science  
(Two years of Laboratory Science providing basic knowledge in at least two of the fundamental disciplines of Biology, Chemistry, and Physics required. Three years recommended.)
- e. 2 years – Languages other than English  
(Two years of the same language other than English required. Three or four years recommended)
- f. 1 year – Visual/Performing Arts  
(Art, Drama, Music or Visual Arts)
- g. 1 year – College Preparatory Elective Courses  
(One year – in addition to those required.)

Test Requirements: SAT or ACT

The course of study at the California Military Institute will meet or exceed the requirements for entry to the University of California and/or California State University systems.

## **SCHOOL SERVICES**

**TRANSPORTATION** — There is limited bus service available through Perris Union High School District. The bus service consists of two buses that currently serve the Moreno Valley area. This bus service is provided at no cost to the cadets or cadet families. Misbehavior on the bus may result in the removal of bus riding privileges for any term up to, and including, a full calendar year as set by the Commandant or Commandant's designee. The RTA offers routes and schedules that may be of some assistance to cadets and families with discounted student monthly passes.

**COMMUNITY SERVICE** — Cadets are required to participate in community service as part of their educational program. Community Service hours are reflected in the Military Science (JROTC) grade and represents 30% of that grade. Cadets are encouraged to volunteer for community service opportunities. Cadets are required to accumulate 60 hours of community service each year. Community service must be provided with and to civic, governmental or non-profit agencies.

**CLUBS/ORGANIZATIONS** — CMI will offer a wide variety of co-curricular opportunities for all cadets. Cadet clubs and organizations will be established in conjunction with cadets' requests and availability of qualified sponsors and advisors.

**DAILY BULLETINS** — Each day the bulletin will be read to the entire cadet body. Announcements of important school events and deadlines are read. Cadets should pay close attention to these announcements for information of interest and importance to them. Daily bulletins are distributed electronically to parents/guardians with email addresses on file with the school.

**HEALTH SERVICES**— CMI does not offer direct health services for cadets. A school nurse is available for consultation through the Perris Union High School District. Minor first aid (bandages, etc) may be available in the office. Parents will be notified and will be solely responsible for making health care decisions for their cadets. In the case of potentially life-threatening medical situations, CMI staff will use existing emergency medical system resources such as the Fire Department paramedics to assist.

**INSURANCE** — Cadet Accident Insurance forms are available from the receptionist. This insurance is optional but highly suggested.

**LOST/FOUND** — Cadets who lose any items while at school should report the loss immediately to the office. Found items are kept in the office until the last day of school. After that, the items are given to a charitable organization. To see if any lost item has been turned in, cadets are to contact the office and/or the Campus Supervisor.

**TELEPHONES** —In an EMERGENCY, cadets may utilize the telephone located in the Attendance Office.

**CELL PHONES**—While we recognize that there are many legitimate reasons for cadets to have cell phones, we also know that cell phones are capable of being disruptive to the educational process. It is the policy of CMI that cadets who bring cell phones to school must have them turned off and stored by the cadet during school hours. **No cell phone usage is allowed during school hours (8:00 AM to 4:00 PM) and they must be turned off.** CMI is not responsible for any electronic devices, including cell phones, which are brought to the campus. See "TELEPHONES" above for emergency information. Failure to adhere to this policy on cell phones will result in disciplinary action including, but not limited to, confiscation of the cell phone and revocation of the privilege of possessing a cell phone on school property.

**STUDENT ASSISTANCE PROGRAM (SAP)** — CMI is aware of the academic, social, and behavioral problems that adversely impact our cadets. A variety of Cadet Assistance Programs are available to cadets, including the following : Counselor visits, Cadet Review Team and Cadet Recognition and Awards. Cadets may obtain these services through non-punitive self-referral or through referral from a staff member.

**ELECTRONIC SURVEILLANCE**—It may be necessary, to insure campus safety and security, to install electronic surveillance devices in and around the campus of the California Military Institute. These devices may electronically record the activities of individuals in public areas of our campus. Electronic surveillance recordings are not available to the public and will be maintained by the Commandant.

## **DISCIPLINE GUIDE (Expectations of Cadets)**

The following General Orders for Discipline apply to all CMI Cadets at all times and will not change. They constitute the bedrock of discipline and conduct upon which CMI Cadets base their academic and social successes. Cadets are expected to memorize these General Orders. There is a sound logic for the strict requirement that the General Orders be memorized. The General Orders for Discipline represent CMI's expectations and will guide Cadet behavior throughout attendance at CMI.

The General Orders for Discipline are as follows:

1. To comply with any instructions or directions given to me by any adult staff member of the California Military Institute. I may disagree with the instructions, but I will always comply with them. If I disagree with any instructions or directions I am given, I have the right to prepare a written request for the reason(s) of the instructions.
2. To treat all members of the Corps of Cadets, staff, visitors and parents with absolute courtesy and respect. I am not obliged to socialize with any member of the Corps of Cadets, but I am required to be courteous and respectful at all times.
3. To neither commit nor condone any acts of violence or threats of violence against any member of the Corps of Cadets, faculty or staff for any reason. It is my duty to assist others in resolving conflicts without violence or to seek assistance before any violence is committed.
4. To respect the property of others and of the California Military Institute. I will take care of all property entrusted to me and will return all such property in a timely manner and in the same condition as when I received it.
5. To never leave the campus of the California Military Institute without permission from staff members.
6. To conduct myself at all times in such a manner as to reflect honor on myself, the Corps of Cadets and the California Military Institute.

Additionally, Cadets are expected to adhere to the Cadet Code of Conduct which states:

**A cadet will not lie, cheat or steal, nor tolerate those who do.**

In addition to the General Orders for Discipline and the Cadet Code of Conduct, Cadets and parents are expected to comply with the laws governing the conduct and education of their children. Parents are also expected to cooperate with school authorities regarding the behavior of their children. Parents/guardians are liable for defacement, injury, or loss of any property belonging to the District. Penalties shall be those specified by the law.

All cadets are expected to conduct themselves in such a manner as to contribute to a productive learning environment. Each individual's conduct on the campus and going to and from school shall be orderly and in keeping with the rules and regulations of the school, the school district, and the laws of the state. An educationally sound environment does not allow anyone to interfere with the teacher's right to teach and/or the cadet's right to learn.  
**CADETS WILL BE HELD ACCOUNTABLE FOR ALL ASPECTS OF THE DISCIPLINE GUIDE.**

Cadets should have the freedom and be encouraged to express their individuality in any way as long as their conduct does not infringe upon the freedom of other cadets or interfere with the instructional program. Cadets who violate the General Orders for Discipline may be subject to suspension, exclusion, dismissal from the Corps of Cadets, or expulsion.

### **Cadets Having Impressive Performance (C.H.I.P.)**

Cadets who are "caught" exhibiting impressive performance in or out of the classroom may be awarded a CMI Chip.

The chip may be retained by the cadet or exchanged for a variety of privileges and/or merchandise. Teachers and staff members will award the chips, solely at their discretion, based on their individual standards of “impressive performance”. Examples of privileges and merchandise are as follows (this is not an all-inclusivelist):

- Line cut in lunch line
- Credit towards purchase of dance ticket
- Credit towards purchase of merchandise from Cadet Exchange

## **JURISDICTION**

It should be noted that a cadet may be disciplined, suspended or recommended for expulsion for acts which are enumerated in The General Orders for Discipline, Cadet Code of Conduct and the California Education Code Section and related to school activity or attendance which occur at any time including, but not limited to, the following circumstances:

1. While on school grounds or school transportation
2. While going to or coming from school.
3. During the lunch period whether on or off campus
4. During or while going to or coming from a school sponsored activity.

**Note:** Campus jurisdiction also extends 1,000 feet from campus boundaries at all times.

## **CLASSROOM DISCIPLINE**

The classroom teacher under state law is given the authority to act in the place of the parent/guardian during the time the cadet is under the teacher’s direction. To insure suitable control, teachers will utilize a variety of methods of controlling cadets’ behavior. Strategies teachers may use include, but are not limited to, the following:

1. Confer with cadet and explain the District’s school behavior policy.
2. Take away privileges enjoyed by other cadets.
3. Lower a cadet’s citizenship rating.
4. Assign special tasks, which must be completed within a specified time.
5. Contact the parents/guardians so that concerted action can be taken to mutually correct the inappropriate behavior patterns of the cadet.
6. Give cadet detention. Cadets assigned to after school detention will be given 24 hour notice.
7. Class suspension of cadet for up to two days per infraction. Class suspension requires a formal parent conference.
8. Refer cadet to school administration for correction and control.

Cadets may be required by their teachers to restore cleanliness to a classroom after involvement in any activity that created physical disorder in the classroom.

## **Corporal Punishment**

**CMI is not a military boot camp and does not engage in any unlawful corporal punishment of Cadets. During the teaching of certain military subjects, however, it may be necessary for instructors to touch and physically or verbally direct the movements of cadets. By the very nature of the military environment that we are creating at CMI, there may be times when actions of instructors may seem to be overtly demanding and inflexible. These actions are educational in nature and are not punitive. Application for admission to the California Military Institute signifies an understanding and acceptance of the nature and military climate of the institution.**



## PROCEDURES FOR ADDRESSING CONFLICT

Cadets have the right to feel safe and to be free from intimidation, threats, or any form of harassment at CMI.

The way in which cadets react to conflict will determine in large part whether or not we maintain a safe and orderly environment at CMI. Here are the possibilities and consequences to consider:

- **Ignore the problem and hope that it goes away:** This usually does not work, unless the conflict is truly trivial.
- **Ask Counselor/Administrator/Staff Member to help resolve the conflict:** This technique is almost always successful. This also puts the school on notice that the cadet has attempted a mature means of resolving a conflict, which would work in the cadet's favor, should an altercation erupt nonetheless.
- **Try to "Talk it Out":** When done privately with an adult mediator, peaceful solution is likely. When done in front of a crowd with no adult to mediate, usually a fight occurs.
- **Fight:** Possible injury, definite suspension, possible dismissal, possible expulsion.

The CMI staff is committed to providing a safe campus for you. We highly recommend that you do not ignore intimidation, as it usually tends to get worse when ignored. In order for us to provide safety for you, you must tell us of any intimidation, threats, etc., and allow us to resolve the problem. Please bring these types of concerns to your teacher, the Commandant, or any other staff member on campus.

Two final tips:

1. Talking about people behind their back (a.k.a. GOSSIP) is the primary cause of the vast majority of conflicts which arise. JUST SAY NO TO GOSSIP! If we all refuse to listen to it and participate in it, IT WILL STOP!
2. Avoid gathering at a conflict situation. Being a part of a crowd inciting an argument or fight only adds tension to an already tense situation. You can protect yourself and others by avoiding being an onlooker of the situation.

## WRITING AND PLAGIARISM

Plagiarism is a direct violation of intellectual and academic honesty and the Cadet Code of Conduct. Plagiarism refers to representing someone else's words or ideas as one's own. The most extreme forms of plagiarism are the use of a paper written by another person or obtained from a commercial source. The use of a paper made up of passages copied word for word without acknowledgment may be plagiarism. In none of its forms can plagiarism be tolerated in an academic community. Plagiarism constitutes grounds for disciplinary action including, but not limited to, a failing grade or withdrawal from the class with no credit.

One distinctive mark of an educated person is the ability to use language correctly and effectively to express ideas. Teachers assign written work for the purpose of helping cadets achieve that mark. Each teacher will outline specific ideas wanted but all expect cadets to present work that represents the cadet's understanding of the subject in the cadet's own words. It is seldom expected that cadet papers will be based entirely or even primarily on original ideas or original research. Therefore, to incorporate the concepts of others may be appropriate with proper acknowledgment of sources, and to quote others directly by means of quotation marks and acknowledgments is proper. However, if a paper consists entirely of quotations and citations, the paper should be rewritten to show the cadet's own understanding and expressive ability. The purpose of the written assignment (i.e., development of communication and analytic skills) should be kept in mind as each paper is prepared. Research and understanding should not be evaded through plagiarism.

## **CHEATING**

Teachers have the responsibility of planning and supervising all academic work in order to encourage honest individual effort and of taking appropriate action if instances of academic dishonesty are discovered. However, honesty is primarily the responsibility of each cadet. CMI considers cheating to be a voluntary act for which there is no acceptable excuse. The term “cheating” includes, but is not limited to:

1. Plagiarism
2. Receiving or knowingly supplying unauthorized information during an examination
3. Using unauthorized material or sources during an examination
4. Changing an answer after work has been graded and presenting it as graded
5. Forging or altering roll sheet information

The cadet who is caught cheating may be subject to a punitive grade for the assignment. Furthermore, the cadet may be withdrawn from the class without credit. Theft of any examination will result in disciplinary action determined by the school administration to be appropriate.

## **DRESS AND GROOMING**

Attendance at the California Military Institute requires the daily wearing of the approved uniform. Cadets who report for school without the entire approved uniform of the day will be required to make arrangements to have the uniform brought to them before they are allowed to return to class. Cadets who cannot make arrangements to have a complete uniform to wear will be assigned to police call activities including, but not limited to, light cleaning, raking, sweeping, and campus beautification projects.

The Commandant may, at his discretion, designate “free” dress days. The following guidelines shall be enforced and shall apply to all extra curricular activities where the uniform is not required or to authorized “free dress” days:

1. Clothing, hats, and jewelry shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, sexually suggestive, or which advocate violence, racial slurs, sexism, religious prejudice, or the use of drugs or alcohol. Board Policy 5136 requires that anything worn, carried, or gestures that indicate gang involvement will be referred to the Assistant Principal (Executive Officer) or the Principal (Commandant) for disciplinary action. When a new fashion trend becomes a symbol that may be dangerous, anti-social, or the arrangement of specific clothing items denote gang affiliation, the CMI Administration reserves the right to prohibit such items and arrangements. Parents of offending cadets will be notified. It is important for staff, cadets and parents to recognize and prohibit the trend. It is important not to ignore the warning signs.
2. Clothing shall be modest in nature not revealing any undergarment. Females shall not wear tube tops, off-the-shoulder tops, or tops that do not extend to the waist with arms at the position of attention. Males shall not wear any sleeveless or tank-tops and trousers or shorts shall be secured at the waist and not sagged. Trousers shall be hemmed so that there is no cuff dragging on the ground at a normal pace. All clothing is to be neat, clean and in good repair.
3. Caps may be required as part of the designated uniform. During “free dress” days, caps may be worn for the purpose of protection from the elements. Caps, when worn, are to be worn in the manner in which they were designed to be worn. Bills are to be worn squarely to the front so as to provide optimum protection from the sun. Caps are never to be worn inside a building or classroom. This includes the hood of hooded sweatshirts. The hood is to be removed from covering the head while inside or in protected areas.
4. Clothing shall be appropriate for an academic setting. At CMI the authorized CMI uniform of the day is approved and required.
5. CMI will annually review the uniform regulations and make changes as necessary. Uniform changes will be announced in sufficient time to allow for all cadets to purchase and receive the required uniforms.

6. Uniform specifications and standards are to be followed and will be enforced rigorously. The Uniform Regulations for the California Military Institute are available on-line at [www.cmi.puhsd.org](http://www.cmi.puhsd.org) . **Cadets not willing to voluntarily comply with the uniform requirements are encouraged to examine their reasons for attending CMI.**
7. Determinations of dress code or uniform violations are made solely by the administration of CMI.

## **DISCIPLINE RULES AND BOUNDARIES**

**DRUGS, ALCOHOL, AND TOBACCO**—The use of any non-prescribed drugs, alcohol, or tobacco or possession of a lighter or matches and papers on school grounds, at school-related functions, or prior to attending school-related functions, is strictly prohibited. A cadet who abuses this policy is subject to suspension, dismissal and/or expulsion.

CMI is a Tobacco-Free Campus. Use of tobacco in any form is prohibited on the school grounds. Campus jurisdiction extends 1000 feet from campus grounds.

**WEAPONS**—Items that could be classified in the weapons category, including knives, firearms, fireworks, or other dangerous objects, are not permitted on school grounds unless at the request and under the supervision of a school official or faculty member. Any violation of this rule will be considered a major disciplinary violation.

**LASER POINTERS**—A laser pointer is a dangerous object and any use of a laser pointer on the school campus or at any school activity without staff permission and supervision is prohibited.

**APPROPRIATE PUBLIC BEHAVIOR**—No public displays of affection (including, but not limited to, hugging, kissing or hand holding) on campus or at any school sponsored activity are allowed.

**HORSEPLAY**—“Horseplay” is dangerous activity that has the potential for serious injury. Pushing or shoving others, jumping on others, tripping or making intentional contact of any kind, or the throwing of any object at or in the general direction of another—even if “just playing” is the excuse—is not permitted. Too many injuries and items of damaged property result from horseplay. Cadets are required to keep their hands and feet to themselves and are not to engage in horseplay. **Cadets and their parents are liable for all damages and injury to others or others’ property arising out of engaging in horseplay.**

**BULLYING/HAZING**—Any attempt to harass or intimidate another through physical or verbal actions is considered bullying and will subject the offending cadet to disciplinary action. Hazing is causing or requiring another to act in manner that is degrading or humiliating. Hazing, in any form, is illegal and offending cadets will be subject to serious disciplinary action.

## **DISCIPLINE INTERVENTIONS AND CONSEQUENCES**

Cadets are expected to follow the rules listed in the Cadet Handbook and to exercise good judgment regarding their behavior at all times. If a cadet chooses to break the rules or interferes with the learning of others, then they are expected to accept the consequences for their actions. The Administrator or designee may utilize one or more of the following interventions depending on the frequency, degree, and individual circumstances of the misbehavior.

- Teacher Interventions—phone call to home or parent’s work
- Conference with parent and cadet
- On-Campus Detention—period by period suspension from class
- Honor Review Board
- On-Campus Suspension—all day suspension from classes
- Suspension Off Campus
- Saturday School— (written).
- Refer to Counselor
- School Community Service
- Mandated Student Assistance Program (SAP) Participation
- Site initiated Behavioral or Attendance Contract

- Student Attendance Review Board (SARB) Referral
- Dismissal from the Corps of Cadets
- Pending Further Disciplinary Action (PFDA) Hearing
- Referral to Alternative Education Committee
- Notification to Local Police Agency
- Student Attendance Review Team (SART) Referral
- Youth Accountability Team (YAT)
- Multi Agency Youth Community – Intervention Team (MAYC-IT)

## **HONOR REVIEW BOARD**

Cadets may, at the discretion of their teachers or school administrators, be referred to the Honor Review Board process. Referrals to the Honor Review Board shall be made for any violation of the Cadet Code of Conduct. The Honor Review Board is comprised of senior Cadet Officers and enlisted cadets along with a faculty member. The Honor Review Board will conduct a panel investigation of the alleged infraction and then render a decision. If the decision is a “true” finding, the HRB will then make a recommendation for consequences commensurate with the violation. The HRB’s recommendation will be forwarded to the Executive Officer who will impose the recommended discipline, impose a different consequence or decline to proceed. The decision of the Executive Officer in this matter is final. If the HRB finds that an allegation is “not true”, then all further proceedings in that matter at hand cease.

## **GOVERNANCE**

The California Military Institute operates under a charter granted by the Perris Union High School District. The charter is renewable every five years. A copy of the operating charter is available for inspection in the office of CMI.

The Principal/Commandant of the California Military Institute is the chief administrative officer of the school. An Advisory Board serves to advise and direct the Principal/Commandant on CMI programs, policies and procedures. The Advisory Board is comprised of two parents, the Lead Teacher, two community members, a representative of the Corps of Cadets and a designee of the Superintendent of the Perris Union High School District. The Advisory Board meets on a monthly basis and those meetings are open to the public.

The Governing Board of the California Military Institute is comprised of the elected members of the Perris Union High School District. The CMI Governing Board meets on a monthly basis and the schedules and agendas for those meetings are published on the Perris Union High School web site. The Governing Board meetings are open to the public.