

## NONDISCRIMINATION DISCLAIMER

Western New York Maritime Charter School does not discriminate on the basis of race, color, national origin, sex, age, disability, religion, sexual orientation, physical handicap, matriculation, or political affiliation in its programs and activities. Discrimination will not be tolerated and persons engaging in such will be subject to disciplinary action. Inquiries concerning this policy of Non-Discrimination should be directed to:

Commandant  
WNY Maritime Charter School  
266 Genesee St.  
Buffalo, NY 14204-1453

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To: All Cadets  
All Staff Members

From: Senior Naval Science Instructor

Subj: WESTERN NEW YORK MARITIME CHARTER SCHOOL (WNYMCS) CADET HANDBOOK

1. Purpose. To issue the WNYMCS Cadet Handbook to:

- a. Provide NJROTC Cadets with detailed information and regulations for their guidance and compliance while they are attending WNY Maritime Charter School.
- b. Establish a comprehensive and clearly defined organizational structure for the Battalion of WNY Maritime Charter School.
- c. Provide staff members with guidance for their dealing with WNY Maritime Cadets.

2. CANCELLATION. All previous editions.

3. AUTHORITY.

- a. These regulations define the discipline and command structure within the WNYMCS Battalion. The functional guides included herein constitute the formal delegation of responsibility and authority to the WNYMCS Officers and Petty Officers.
- b. Since this handbook is primarily limited to and intended for matters of internal organization, it shall in no way be construed as contravening, altering or amending the provisions of the WNY Maritime Charter School directives of higher authority. In cases of conflict this handbook shall take precedence.

4. ACTION:

- a. All NJROTC Cadets and staff members are responsible for a thorough knowledge of this directive.
- b. All NJROTC Cadets shall comply with the regulations and standards set forth therein.

A.C. Deaville  
CDR, USN/Ret

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Dear Cadet:

On behalf of the staff and myself, I would like to welcome you to the WNY Maritime Charter School. During your enrollment, you will be required to engage in learning experiences and activities that will enable you to become a productive citizen and leader in a vastly changing technological society. To ensure your success, you will be required to conform to the Academy's Honor Code and standards of behavior set forth herein, that will enable you to achieve academic excellence and assume leadership roles in this school, your community and throughout your career.

Welcome Aboard!

Lawrence W. Astyk  
LtCol, USMC /Ret  
Commandant

**PREFACE**

WNY Maritime Charter School is governed by the New York State Board of Regents approved School Charter, New York State Education Department and the United States Navy relating to the NJROTC program.

These regulations, as they affect students at WNY Charter School, are stated in the Cadet Handbook, Chief of Naval Education and Training (CNET) INSTRUCTION 1533.9 and the NJROTC curriculum. Additional regulations and instructions will be covered in the Naval Science classes. Although not subject to U.S. Navy Regulations or the Uniform Code of Military Justice, cadets will adhere to the principles and spirit contained therein.

This Handbook does not alter either the letter or spirit of the above documents, but is intended to acquaint cadets with the goals, organization, operations and expectations of the NJROTC Academy.

Each cadet is expected to observe the rules and regulations as stated in this manual, seeking worthwhile goals of citizenship, excellence and service to the school, community, state and nation.

All cadets enrolled in the WNY Maritime Charter School have been enrolled at their request. It is therefore assumed that both the cadet and his/her parent(s) desired enrollment with expectations that the WNY Maritime Charter School will uphold high standards of academic achievement and personal conduct.

This cadet Handbook has been prepared to acquaint cadets and their parents with the expectations and requirements of the WNY Maritime Charter School. If, at any time, a cadet feels that he/she is unwilling to abide by the rules and procedures set forth in this handbook, that cadet's parents or guardians should request a transfer to the general high school in his/her district.

Senior Naval Science Instructor .....Anthony C. Deaville, CDR, USN (Ret.)  
Commandant of Cadets .....Lawrence W. Astyk, LtCol, USMC (Ret.)



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## WNY MARITIME CHARTER SCHOOL MISSION STATEMENT

The mission of Western New York Maritime Charter School is to develop all cadets in mind, body and character, to prepare them for further education, and to prepare them to be effective leaders and responsible citizens. Inherent in this mission are **four cornerstones**:

**Academic Excellence:** To provide cadets with educational challenges and experiences that prepare them to be successful in the information age, and in further study at the college level.

**Character Development:** To instill in cadets the highest sense of morality and ethics, with emphasis on intellectual honesty, integrity, discipline, honor, service to others and to the community.

**Physical Development:** To enhance cadets' health, self-confidence, and physical abilities, and to instill a lifelong appreciation for wellness and a healthy lifestyle.

**Leadership Development:** To provide cadets a distinct military structure in the best maritime tradition to enhance their sense of personal responsibility, self-discipline and citizenship.

## VISION AND PHILOSOPHY

Western New York Maritime Charter School incorporates the rich history of the City of Buffalo as a major Great Lakes port, and the proud military and maritime tradition of the US Navy, Coast Guard and Merchant Marine, with an outstanding college preparatory academic program stressing intellectual excellence, personal responsibility, leadership development and good citizenship. Our school is led by a highly qualified faculty and staff, dedicated to creating the community leadership of tomorrow. WNYMCS will seek out and develop the best and the brightest students, whose goals and interests match the vision articulated in the Mission Statement. WNYMCS is a high school program, designed for adolescents becoming young adults. The tasks of adolescence include developing one's own identity and independence. The tasks of the faculty and staff include teaching, coaching, role modeling and mentoring, so that the students who choose to become cadets have the best possible examples to follow. WNYMCS utilizes the hands-on, performance-oriented, small group study method proven to be so effective in the US Armed Forces. The model stresses the use of **Peer Trainers**; students who have demonstrated mastery of the topic at hand. WNYMCS celebrates the American concept of freedom, and the right of the individual to choose his or her own path. It holds that with freedom comes responsibility. As the cadets in WNYMCS learn their way along those paths, the example of the faculty and staff, holding themselves accountable in their daily living to the beliefs they hold sacred, will instill moral and spiritual values the cadets will use as their guides.

WNYMCS stresses character and leadership development. It will seek not only students who are already leaders, but also students whose full potential may not have been identified. Sometimes bright, highly motivated students find themselves isolated within a school culture that seems contrary to their values. Students who have the interest and desire for learning positive leadership skills in a military environment sometimes perceive themselves as outsiders in a society that seems to stress the rights and entitlements of the individual, over the good of the community and society.

A positive military environment stresses teamwork and camaraderie, based on mutual respect within the entire Chain of Command. This environment rewards talent, skill, good effort and initiative, exercised within clearly defined standards of behavior. It produces young leaders willing and able to accept the roles and responsibilities required of them. Faculty and staff, including every adult in the school, will model the best in military courtesy, discipline, appearance and behavior. Leading by example, drawing from their own military and/or maritime background, they will instill in cadets the desire for excellence, for achievement, for pride in accomplishment, and for the honor that comes from a life honorably lived. The military ideal of selfless service to community and country has no room for individual arrogance, or for a desire for power or dominance. WNYMCS will demonstrate that leadership begins with mastery of one's self, and the desire to become all that one is capable of becoming. Faculty and staff will model self-discipline, physical fitness and moral integrity as much as they will demonstrate intellectual strength and academic achievement.

WNYMCS offers the Western New York community the opportunity of a school open to all students, without regard to race, creed, color, religion or national origin, a school free of violence and of alcohol and drug abuse. In full compliance with Federal, State and local laws, it does not discriminate according to gender or sexual orientation. The philosophy of the school calls for open, honest and frank discussion, within the bounds of military courtesy, of any issues current in society at large. Faculty and staff must be willing and able to facilitate these discussions in a manner that respects the dignity of all concerned, and ensures that all individuals feel safe in expressing their thoughts, opinions and feelings. Existing State law proscribes sexual behavior by minors, who by law cannot give consent for such activity, so although it may be redundant to observe that any sexual activity among students is inconsistent

with good order and discipline, WNYMCS clearly so states. State and local law recognizes that minors are prohibited from use of alcohol and tobacco products, and by their very nature illegal drugs are prohibited.

The emphasis on physical *fitness*, and the nature of some of the physical activities may impact on the ability of students with some physically handicapping conditions to participate fully in the school program. However, recognizing the talents of these individuals and the contributions they are capable of making to society, every effort will be made to accommodate any student whose life interests and goals attract him or her to WNYMCS. Many of these individuals already possess exactly the kind of spirit and courage WNYMCS seeks to instill in its cadets.

WNYMCS will provide cadets with the New York State standard college preparatory high school curriculum, enhanced by a program of naval and maritime subjects conducted in both classroom and field environments. Faculty will include active and retired military personnel, familiar with military and maritime tradition, and experienced in teaching, training and working with adolescents and young adults. Junior Naval Reserve Officer Training Corps (JROTC) instructors will augment the school faculty and staff.

### **THE CODE OF CONDUCT**

To ensure that an environment is created where teaching and learning can flourish, WNYMCS has developed a philosophy, the Code of Conduct; a set of rules that address proper student behavior, maintenance of order within the school and while people are engaged in student activities; and a statement of student rights and responsibilities. The faculty and staff will ensure that parents and students are well informed of these policies both before enrollment and at the time students actually enroll in WNYMCS. As such, students will not be surprised about what type of behavior is expected of them, and parents will be reassured about the type of classroom environment that will be maintained in WNYMCS. We expect that the Code of Conduct will be one of the major reasons why parents and students will choose to attend this unique school environment.

The Mission Statement of WNYMCS calls leadership and character development inherent cornerstones of the school. Faculty and staff lead by example in all facets of campus life, following the time honored traditions of military and maritime courtesy and the use of the Chain of Command. The Chain of Command, modeled on that in the military, consists of an unbroken leadership chain of individuals from the student's teacher through the Commandant. Extending through all levels of leadership, the Chain of Command is a two-way communications channel, conveying information, support and assistance. Policy is set and instructions are given, and outcomes, results and information are shared, and leadership is taught and reinforced, all through the Chain of Command. These individuals model appropriate behavior in appearance, actions and attitudes. They demonstrate honor, integrity, and respect for the dignity of all members of the school community. They practice self-discipline, self-control and self-restraint. Faculty and staff exercise command and control in the school, and students learn from their example. Students are expected to follow this example, rejecting any behavior by themselves or their fellow students that does not rise to the standards of the school community. Faculty, staff and students have certain rights and responsibilities, summarized in the Code of Conduct. Students who choose to become part of this school community choose to abide by the Code of Conduct.

Faculty, staff and students have a right to expect a safe school environment, and a climate conducive to learning and personal growth. They have a responsibility to comply at all times with the laws, rules and regulations of the United States, the State of New York, the City of Buffalo, and Western New York Maritime Charter School. Violence or the threat of violence, or intimidation in any form will not be tolerated. No weapons of any kind will be tolerated on school property, or at any school sponsored function. Possession or use of any illegal drugs or alcohol will not be tolerated.

Faculty, staff and students have a right to expect courtesy, fairness and respect from all members of the community. Faculty and staff have the responsibility to teach and model traditional military courtesy, respecting the individual dignity of every student. Students have the responsibility to respect the rights and authority of the faculty and staff, and to practice traditional military courtesy.

Faculty, staff and students have a right to expect the highest degree of personal honor and integrity from all members of the school community. They have a responsibility to practice intellectual and academic honesty. Cheating, forgery or plagiarism will not be tolerated.

Faculty, staff and students have a right to expect loyalty from one another. They have a right to be taken at their word, knowing that no member of the community will lie, nor tolerate anyone who does. They will never do anything for pleasure, profit or personal gain that will bring dishonor to themselves or the school.

Faculty, staff and students have the right to freely exchange ideas and information, publicly and privately, verbally and in writing, within the bounds of traditional military courtesy and respect for the Chain of Command. They have the responsibility to refrain from expressions of thought or opinion which interfere with the learning process, or with good order and discipline. They have a

responsibility to refrain from vulgar, obscene or profane language, slanderous or libelous statements, or disruptive tactics. Willful defiance of authority, rude, threatening, or abusive language or behavior will not be tolerated.

Faculty, staff and students have the right to respect for their personal property, and for the property of the school. They have the responsibility to be accountable for their own and the school's property and equipment, and to promptly report any loss, misuse or damage. Vandalism, willful or careless destruction or defacing of property or equipment will not be tolerated. Theft, taking or trying to take property of another by force, fear or other means is contrary to the concepts of honor and respect, and will not be tolerated.

All members of the school community, by virtue of their membership, voluntarily subscribe to the above Code of Conduct. Faculty, staff and students assume an obligation to abide by these concepts, and call to the attention of the appropriate authorities any violation. Faculty and staff have the responsibility to see that students are aware of the Code of Conduct, and its application to everyday situations occurring in school. Students have the responsibility to learn and follow the Code of Conduct, and to apply it to their daily activities. Any member of the school community may make an on the spot correction of a safety issue, making the school Chain of Command aware of the details as soon as safety allows. An incident that appears to arise out of lack of awareness or misunderstanding of a rule, or an apparent mistake, can be addressed with the individual concerned, with no further follow up necessary, if appropriate for the situation.

## **GOALS AND OBJECTIVES OF WNY MARITIME CHARTER SCHOOL**

### **GOALS**

The purpose of WNY Maritime Charter School is to provide a comprehensive education in a military environment that will prepare graduates to continue their education at a vocational school, college or university, to seek a military career or to seek gainful employment.

### **OBJECTIVES**

1. To engage cadets in learning experiences/activities that will enable them to score at or above the national norms on standardized tests.
2. To engage cadets in learning experiences/activities that will enable them to show an improvement in academic performance.
3. To expose cadets to additional meaningful educational experiences through field trips and maximum utilization of available support services.
4. To ensure that cadets will display behavior that is favorable to learning.
5. To provide cadets with a program designed to develop leadership qualities.
6. To provide cadets with a full ranges of extracurricular opportunities.

## **ESSENTIALS FOR SUCCESS AT WNYMCS**

### **1. SELF-CONTROL**

The ability to control one's emotions and actions under adverse conditions. If you cannot control yourself, you cannot lead others.

### **2. SELF-DISCIPLINE**

The ability to continue to strive toward one's goal without dependency on outside control, punishment or reward. If you cannot motivate yourself, you cannot motivate others.

### **3. SELF-ESTEEM**

The internal feeling of pride and confidence in one's self that, regardless of the difficulty, one has self control, the discipline and the knowledge needed for leadership.

### **4. LEADERSHIP**

Leadership is not obtained by faulting others, but by the realization that ***I AM WHAT I MAKE MYSELF, AND ONLY WHEN I MAKE MYSELF SOMEONE WHOM OTHERS RESPECT, WILL I ACQUIRE LEADERSHIP.***

## **HONOR AND TRUST**

When a cadet enters WNYMCS, he/she shall be assumed to possess a high standard of personal honor and be worthy of our complete trust.

The cadet need not earn our trust. As long as a cadet conducts himself/herself with honor, that trust will be given and each cadet will be considered a lady or gentleman.

There are certain basic character traits that are a natural part of the makeup of a lady or gentleman. A lady or a gentleman would, at the very least, always be scrupulously honest, considering truth and honesty in dealing with others to be far more important than personal gain or potential loss. A lady or gentleman, furthermore, would never degrade his/her self esteem by unlawfully obtaining information to further his/her own goals what we commonly call cheating; and further he/she would never take something for his/her own which he/she did not rightfully earn what we refer to as stealing. The labels, "liars", "cheater" or "thief" are inconsistent with the labels "lady" or "gentleman" and are, therefore, likewise inconsistent with the title "Cadet".

The honor and trust inherent in the title "Cadet" or "Lady" or "Gentleman" is yours when you enter WNYMCS, you are the only one who can cause it to be lost. In keeping with the practice of trust and honor, the school "Honor Code" is included in the cadet handbook. All cadets are charged with the knowledge and compliance of the Honor Code.

## HONOR CODE

I am a Cadet in the WNY Maritime Charter School and as such will conduct myself in a manner which will bring credit to myself and the School.

I will show proper respect for school officials, fellow cadets and for the property of the school and others. I will treat all persons with respect and dignity, as I would like to be treated. I will learn proper military courtesies and use them. I will control my actions, adhere to established rules and regulations, and take responsibility for my conduct.

I will wear my uniform with pride and dignity adhering to standards of military grooming and smartness. I will work to become physically and mentally fit and to develop habits of good personal hygiene.

I will strive for academic excellence, preparing myself for assignments and exams. I will rely upon my abilities to succeed and will do my own work.

***I will attend school daily and if unable, will seek out each teacher to receive work I have missed.***

I will be punctual for classes, bring the proper books and materials to classes and show complete attention to the teachers during class.

I will strive to maintain a positive attitude, to be receptive to new ideas and learning and to better myself and the School in all things I do. I am a member of the team, working to excel in academics, athletics and leadership. I will encourage my fellow cadets to develop their skills and to excel. I will support my teammates and the School.

## DISCUSSION OF THE HONOR CODE

### INTRODUCTION

1. Personal honor and integrity are the traditional hallmarks of a Naval Officer. The confidence of seniors, the faith of contemporaries, and the respect of subordinates depend on the absolute trustworthiness of the individual. There is no room for compromise. While the responsibilities of a cadet are considerably less than those of a commissioned officer, the standards of honor and integrity must be identical.
2. One of the most valuable items accompanying the commission of an officer is this tradition of honor. You will be assumed to be honorable by everyone you meet, both in the Navy and in your civilian dealings. Your word will suffice if you say it is so, it must be so; if you say all personnel are present, it will not be questioned; your signature is a testimony of the truth.
3. Unfortunately, such habits as lying, cheating or stealing are much easier to develop, than opposite habits such as truthfulness, honesty and integrity. Living up to the honor code is difficult, at best. Youth, immaturity, inexperience and peer pressure are all factors which may influence a cadet to treat personal honor lightly.
4. Part of the development process at WNY Maritime Academy is to ensure that this tradition of honor is perpetuated and that all academy graduates have the integrity and personal honor necessary to carry out the duties of a naval officer, whether they actually pursue a naval career or not.

## DESCRIPTION

1. The WNY Maritime Charter School Honor Code is somewhat more lengthy than most. It is felt that in view of their youth and possible lack of knowledge and training in the essentials of the concept of honor a more definitive code is needed. The honor code could be summed up in a simple statement of the standards of integrity required. ***“A Cadet does not lie, cheat or steal, nor tolerate those who do.”***
2. This code is a practical guidepost for future conduct, both professional and personal. It establishes a principle of higher value than personal friendship and requires acceptance of an ideal that requires positive action in judging the conduct of another.
3. The underlying principles of the Honor Code are truth and honesty. Its objective is to inspire and encourage and to act honorably in all actions both within and outside the academy. Lying, cheating, stealing or tolerating any of these acts by another cadet are all violations of the honor code.

## DEFINITIONS

The following definitions are pertinent to the WNYMCS Honor Code

1. Lying: To state knowingly an oral or written untruth. A lie may be either a declarative statement or a false response to a question. It is also a lie to knowingly misrepresent the true situation, or to describe by withholding, omitting or subtly wording information in such a way as to leave an erroneous or false impression of the known true situation. The misrepresentation may be either word or deed.
2. Cheating: To use unauthorized assistance in submitted work designated to represent one’s own efforts or fail to indicate properly any authorized assistance received. A cadet’s work must represent his or her own efforts. The specific areas outlined below are not intended to discourage assistance rendered from one cadet to another while studying or doing homework to help in understanding difficult concepts or procedures.
  - a. Giving or receiving knowledge of specific test questions or any test particulars is cheating.
  - b. Plagiarism in which work is copied or paraphrased without giving credit by quotation marks and/or footnotes is cheating.
  - c. Utilizing any unauthorized assistance from others with or without their knowledge is cheating.
3. Stealing: to take, obtain, or withhold property or anything of value wrongfully from the possession of the true owner with the intention of permanently or temporarily depriving the owner of its use or possession.
4. Nontoleration: WNY Maritime Charter School cadets violate the honor codes by “tolerating” if upon learning of an honor Violation, they take no action. Upon learning of what is believed to be a violation of the Honor Code or any other law or rule, the following options are available.
  - a. Immediately report to a staff member or cadet officer.
  - b. Discuss the incident with the suspected offender, and report the offender if necessary.
  - c. Caution and counsel the offender.
  - d. Drop the matter if it appears certain that no violation has occurred.

The responsibility of the proper course of action rests with the individual learning of the possible violation. Failure to take any action may subject on the administrative action.

The non-toleration clause of the WNY Maritime Charter School Honor Code is a vital element. Military customs and tradition requires an expressed or implied responsibility for those in leadership positions to identify and deal with violations of good order and discipline.

Ignoring violations, or mere passive acceptance of the responsibilities of leadership cannot be tolerated in an environment where honor and integrity are vital concepts. Although the prohibition against lying and stealing is familiar to most cadets, the more demanding requirements of non-toleration necessitates careful thought and explanation.

It is sometimes said by persons not familiar with the honor code, that reporting a violation committed by a friend is an act of disloyalty more reprehensible than tolerating the offense itself. This attitude shows a lack of understanding of the true meaning of importance and sanctity of honor and responsibility along with a mistaken concept of the meaning of friendship.

A cadet who commits a violation and expects a friend who may learn of the violation to refrain from reporting it is not a true friend. Cadets who violate the code cannot help being aware of the difficult position in which they place their friends, since all know very well the ideals they are expected to abide by.

Under these circumstances, a cadet aware of a violation has no alternative but to adhere to the principles of the honor code. The offending cadet can have no basis for expecting the transgressions to be overlooked on the grounds of "friendship".

## **SALUTES**

The salute is a traditional sign of respect and greeting extended to all officers of the Armed Forces of the United States of America and high-ranking government dignitaries. Additionally at WNY Maritime Charter School all cadet officers and staff members merit salutes.

1. A salute is always initiated by the junior, therefore it is incumbent upon cadets to be alert to their surroundings and prompt to salute all senior cadet officers and staff members.
  - a. The salute should always be accompanied by the appropriate greeting. e.g., Good morning sir/ma'am
  - b. The salute shall be executed when six paces from the person or at the closest point of approach. Thirty paces is usually regarded as the maximum distance for saluting; good judgment should be exercised in using this criteria.

All salutes shall be acknowledged. If covered by returning salute; if uncovered by returning the greeting or telling the saluting cadet to "carry on!".

2. There are certain times when saluting is not appropriate. At the following times salutes are not required.
  - a. When uncovered
  - b. In the cafeteria during meals
  - c. In school passageway during breaks in between classes, prior to the 0815 bell, or after the 1530 bell until the building is cleared
  - d. During drills, e.g., a fire drill
  - e. When engaged in athletics or similar activity
  - f. When part of a detail at work
  - g. When in ranks (except on command)
3. Although a salute may not be required under certain circumstances, an officer or a staff member's presence must still be acknowledged and shown proper respect and courtesy. Again, good judgment should be exercised.
4. Cadets in charge of formation shall salute for the entire formation. If there is not a cadet in charge present, the cadet on the right end of the front rank will salute for the formation. An example of this would be several guard squad members standing in a line with the Officer of the Day or the Junior Officer of the Day not present.

## **UNIFORM CODE OF CONDUCT**

### **PURPOSE**

The Uniform Code of Student Conduct contains regulations governing the conduct of students. It has as its central purpose the prevention of action disruptive to the learning environment. Each staff member of WNYMCS is required to comply with this code. Effective implementation is dependent upon a clear understanding and uniform action.

In addition to this Code, WNY Maritime Charter School has adopted official Rules and Regulations, some of which relate to student activities, behavior and student discipline. These Rules and Regulations, some of which are more detailed than the code provisions, are legally binding. Students, parents and staff members are encouraged to fully acquaint themselves with these Rules and Regulations, which are available for inspection at each school.

### **STUDENTS' RIGHTS AND RESPONSIBILITIES RELATED TO CONDUCT**

Students have rights that must be observed, but they must also understand that individual rights involve associated responsibilities. Furthermore, the rights must be reviewed in relationship to the safety and welfare of the majority of students in the school and the need to have discipline which is adequate to enable a quality educational program to be conducted.

#### **STUDENTS' RIGHTS**

Since students are citizens, they enjoy rights guaranteed by the federal, state and local government. Here are some student rights:

1. **THE RIGHT TO AN EDUCATION** - Every citizen in the State of New York has a right to a free, public education, regardless of race, creed, color, sex or national origin.
2. **THE RIGHT TO DUE PROCESS OF LAW** - The student has the right to be informed fully about his/her alleged misbehavior and provided an opportunity to respond to such a charge. A student has the right to due process before the implementation of serious punishments that deny a student the right to an education such as long-term suspension or expulsion. Procedural due process in cases of long-term suspension or expulsion which includes a notice of charges, a right to face accusers, a hearing in which the student has a right to counsel and an opportunity to present evidence.
3. **THE RIGHT TO FREE SPEECH AND EXPRESSION** - All citizens are guaranteed self-expression by the First and Fourteenth Amendments of the United States Constitution.
4. **THE RIGHT TO PRIVATE PROPERTY** - Students shall have privacy of personal possessions unless appropriate school personnel have reasonable suspicion to believe a student possesses any object or material which is prohibited by law or school policy. Guarantees of freedom from unreasonable search and seizure of property are not unlimited but must also be balanced by the responsibility of the school to protect the safety and welfare of all students.

#### **STUDENT RESPONSIBILITIES**

Along with rights, students also have certain responsibilities, both as citizens and as members of the school community. These responsibilities are present whether the student is in the school building or traveling to or from school via transportation provided by the school system. In order to guarantee these rights, each person must assume responsibility for his or her own behavior, and refrain from infringing upon the rights of others. Cadets and parents may be required to sign a behavior contract if there is a history of misconduct. Among student responsibilities are:

1. **ACTIVE PARTICIPATION** - Students have the responsibility of actively engaging in the serious business of learning. For example, they must attend school regularly and be on time. They must remain in class until excused, pay attention to instruction, complete assignments to the best of their ability and make every effort to achieve mastery of the lessons.
2. **OBEDIENCE TO LAW AND RULES** - The laws of society and the rules of the school have been created to guarantee every person's rights. Students must assume personal responsibility for obedience to these laws and rules.
3. **RESPONSIBLE EXERCISE OF FREE SPEECH AND EXPRESSION** - Students must express opinions through speaking and writing in a manner which is not slanderous, libelous or obscene. The rights of others must be respected and there can be no interference with the orderly educational process.
4. **AVOIDANCE OF ILLEGAL OR DANGEROUS ITEMS** - Students must attend school and other school functions without bringing materials or objects prohibited by law or school policy or other items that detract from the educational process. Such items include, but are not limited to:

## DISCIPLINE PROCEDURES

This section sets forth the WNYMCS policy regarding how students are expected to behave while participating in school activities, on and off the school grounds, how the school will respond when students fail to behave in accordance with these rules. In all disciplinary matters, students will be given notice and will have the opportunity to present their version of the facts and circumstances leading to the imposition of disciplinary sanctions to the staff member imposing such sanctions.

The Western New York Charter School will consider a willful violation of the Code of Conduct a matter of serious concern, to be dealt with firmly and expeditiously, respecting due process but holding the individual responsible for his or her actions. Courses of action may include progressive discipline of corrective training specifically designed to remediate the offending behavior and reinforce the desired behavior, to and through short or long term suspension and expulsion. Where appropriate, school officials will also contact law enforcement agencies.

### A. DEFINITIONS

Student Discipline Review Board (DRB): a Discipline Review Board selected by the NJROTC Department and approved by the Commandant, will convene to determine the facts of a case, and recommend an appropriate course of action to the Commandant. In keeping with the concept of leadership development, students are expected to live by and reinforce in their daily living, the Code of Conduct. Therefore, the WNYMCS will empower students to the greatest extent possible to maintain good order and discipline in the school. The Student DRB will exercise that function.

- Corrective Training: a combination of teaching, role modeling and practical exercises directed at replacing undesirable behavior with behavior that reflects Code of Conduct of the WNYMCS. It reflects the philosophy that “discipline” and “disciple” share the same root word, and that the purpose of discipline is to teach, not to punish. Whenever possible and appropriate, corrective training imposed by the Student DRB is the preferred method of discipline.
- Short term suspension: the removal of a student from school for disciplinary reasons for a period of five or fewer days. This is imposed only by the Commandant, reserved for certain prohibited actions described below.
- Long Term Suspension: the removal of a student from school for disciplinary reasons for a period of more than five days. This is imposed only by the Commandant, reserved for certain more serious prohibited actions described below.
- Expulsion: the permanent removal of a student from school for disciplinary reasons. This is imposed only by the Commandant, reserved for the most serious prohibited actions described below.

The charter school shall maintain written records of all suspensions and expulsions including the name of the student, a description of the behavior engaged in, the disciplinary action taken.

The Commandant has ultimate responsibility for discipline and good order in the school. He may, however, delegate authority for handling minor disciplinary measures to the Student DRB. At all times, however, the Commandant retains final authority.

In most cases, a Student DRB will convene to determine the facts of a case, and recommend an appropriate course of action. Most minor infractions are not so time sensitive that an immediate consequence other than the referral to the DRB itself will be necessary. Because the DRB membership includes cadets in good standing, selected and trained by the NJROTC Department, they will have the credibility and competence to handle routine infractions in a timely fashion. If the Student DRB determines that the student in question has violated the Code of Conduct, but the offense does not rise to the level of a threat to the safety or good order of the school, it may recommend the consequence of corrective training. In all cases, this consequence will not merely be punitive in nature; it will provide a constructive opportunity to eliminate the offending behavior by replacing it with the appropriate response. It will not be demeaning, humiliating or otherwise disrespectful to the dignity of the student. It may, however, be sufficiently undesirable as to serve as an effective deterrent to further offensive behavior. Corrective training for use of inappropriate language, for example, could involve a written dictionary search for alternative appropriate words. For littering, it could consist of an hour block of training, with a fifteen minute lecture period on litter as disrespect of the environment, with a forty-five minute practical exercise policing the school grounds. A formal written record will be maintained in the school Disciplinary Actions File of all proceedings, but will not normally become a part of the student’s academic records.

If the behavior in question rises to the level of threat to the safety and/or good order of the school, the school Commandant and the school Chain of Command may immediately choose to supplant the Student DRB. In all cases the school Chain of Command retains the right and responsibility to determine what course of action to take.

Discipline will be administered per the WNYMCS Discipline Policy. A copy of the policy will be issued to cadets and their parents or guardians with this Handbook.

## B. SHORT TERM SUSPENSION

A student who is determined to have committed any of the infractions listed below may be subject minimally to a short term In-School (ISS) or Out of School Suspension (OSS), unless the school Commandant determines that an exception should be made based on individual circumstances of the incident and the student's disciplinary record. Such student also may be subject to certain additional disciplinary measures.

### Disciplinary Infractions:

- Attempt to assault any student member.
- Vandalize school property causing minor damage.
- Endanger the physical safety of another by use of force or threats of force which reasonably places the victim in fear of imminent bodily injury.
- Engage in conduct which disrupts school or classroom activity, or endanger or threaten to endanger the health, safety, welfare, or morals of others.
- Engage in insubordination.
- Fail to complete assignments, carry out directions, or comply with disciplinary sanctions.
- Cheat on exams or quizzes, or commit plagiarism.
- Use forged notes or excuses.
- Steal, attempt to steal, or possess property known by the student to be stolen.
- Commit extortion.
- Engage in gambling.
- Drive recklessly on school property.
- Trespass on school property.
- Abuse school property or equipment.
- Use obscene or abusive language or gestures.
- Engage in acts of sexual harassment, including but not limited to sexually related physical contact or offensive sexual comments.
- Make a false bomb threat or pull a false emergency alarm.
- Possess alcohol, tobacco and/or smoking materials.
- Possess personal audio devices, cameras, pagers, cell phones and **file-sharing devices** (USB) during school hours.
- Wear inappropriate, insufficient or disruptive clothing or attire, and/or violate the school uniform policy.
- Refuse to identify themselves to school personnel when asked.
- Repeatedly commit minor behavioral infractions which, in the aggregate, may be considered a pattern of misconduct, subject to formal disciplinary action.
- Commit any other act which the school Commandant reasonably concludes warrants a disciplinary response.

## C. LONG TERM SUSPENSION

A student who is determined to have committed any of the infractions listed below will be subject minimally to a long term suspension, unless the Commandant or the Board of Trustees determines that an exception should be made based on the circumstances of the incident and the student's disciplinary record. Such student may also be subject to certain additional disciplinary measures, to referral to law enforcement authorities, and/or expulsion.

### Disciplinary Infractions:

- Possess, use, attempt to use, or transfer any unauthorized firearm, knife, razor blade, explosive, mace, tear gas, or other dangerous object of no reasonable use to the student at school.
- Commit or attempt to commit arson on school property.
- Possess, sell, distribute or use any alcoholic beverage, controlled substance, imitation controlled substance, or marijuana on school property or at school sponsored events.
- Assault any student or staff member.

- Intentionally cause physical injury to another person, except when the student’s actions are reasonably necessary to protect themselves from injury.
- Vandalize school property.
- Commit any act which the school Commandant reasonably concludes warrants a long term suspension.

In addition, a student who commits any of the acts listed under “acts which would ordinarily result in a short term suspension” may, instead or in addition be subject to long term suspension at the Commandant’s discretion.

The Federal Gun-Free Schools Act of 1994, which applies to public schools and thus to the WNYMCS, states that a student who is determined to have brought a weapon to school must be suspended for at least one calendar year. This suspension requirement may be modified by school administrators, however, on a case-by-case basis. Weapon as used in this law means a “firearm,” as defined in 18 USC §§ 8921, and includes firearms and explosives. (New York Education Law §§ 3214(3)(d) effectuates this federal law.). The Commandant shall refer a student under the age of sixteen who has been determined to have brought a weapon or firearm to school to a presentment agency for a juvenile delinquency proceeding consistent with Article 3 of the Family Court Act except a student fourteen or fifteen years of age who qualifies for juvenile offender status under Criminal Procedure Law § 1.20(42). The head of school shall refer any pupil sixteen years of age or older or a student fourteen or fifteen years of age who qualifies for juvenile offender status under Criminal Procedure Law § 1.20(42), who has been determined to have brought a weapon or firearm to school to the appropriate law enforcement officials.

#### D. ADDITIONAL DISCIPLINARY MEASURES

The disciplinary measures listed below may be imposed in addition to corrective training, short or long term suspension, or if an exception has been made by the Commandant to the imposition of a minimum suspension, in place of such suspension. Behavior not specifically listed this handbook but determined by appropriate staff to warrant disciplinary action, including but not limited to missing classes without permission, or arriving late to class without a reasonable excuse, also may be subject to these additional disciplinary measures.

In-School suspensions and suspensions of transportation may be imposed only by the Commandant. All other disciplinary measures may be imposed by the Commandant or other members of the school Chain of Command, who must inform the Commandant of such action within a reasonable time.

#### EXTRA MILITARY INSTRUCTION (EMI)

Extra Military Instruction (EMI) is a form of detention which will be utilized according to prescribed disciplinary procedures found in this handbook. The minimum EMI which will be assigned is two hours. The EMI will be served Saturdays, from 0900 – 1100. Cadets serving EMI (or their parents) are responsible for providing transportation.

Should cadets fail to attend EMI without a valid excuse (required at home, needed on a team or had to work **are invalid excuses**), the Cadet will be assigned additional corrective discipline. If a cadet continues to miss scheduled EMI they will be suspended from school pending a conference with their parents.

NOTE: Being placed on In-School Suspension does NOT cancel the requirement to serve assigned EMI.

Cadets will be informed of their date for EMI and parents/guardian notified at least one day in advance. EMI will not be rescheduled except for bonafide medical reasons.

EMI will consist most often of marching in a prescribed manner (without stopping, talking, playing) and physical training. It might, however, consist of polishing, light work, cleaning a space or a trash walk-down. Cadets should bring athletic clothes and shoes for physical training. EMI will be conducted by the cadet Master-at-Arms or his assigned representative under the supervision of an Instructor. Cadets who cannot or will not properly perform EMI will be dismissed from EMI without credit for performing EMI. Additional EMI may also be assigned.

Cadets should be aware of their responsibility to call a “training timeout” when engaged in physical exercise and the cadet believes the continuation of exercise endangers their health. Cadets with medical excuses or physical problems precluding participation in EMI will be excused and rescheduled. Should such excuses continue, the cadet’s parents will be contacted to discuss the medical excuse/physical problem.

## **DISCIPLINE REVIEW BOARD (DRB)**

Discipline Review Board (DRB) will be convened as specified by the Commandant and will consist of:

- Naval Science Instructor
- Guidance Counselor
- One NJROTC Cadet Staff Member, usually the Chief Master-at-Arms
- Battalion Commander, Battalion XO or a Company Commander who will conduct the hearing
- The Company Commander, Executive Officer or Platoon Commander of the Cadet being referred
- The Recorder

The Parent or Guardian of the Cadet should accompany them to the Discipline Review Board. Cadets appearing before the DRB will present themselves in a military manner in the NJROTC Uniform. They will be informed by the Cadet Commander conducting the hearing of the purpose of the Board and will be allowed to make statements or call witnesses in their behalf. The DRB shall, after hearing all sides of the issue, come to a simple majority decision and make recommendations for disciplinary actions to the Commandant via Senior Naval Science Instructor for approval. Recommendations may include one or more of the following:

- Minimum of Probation in all cases
- Counseling
- Loss of rank
- Assignment to EMI
- Denial to participate in field trips and/or school activities
- Assignment to In-School Suspension
- Disenrollment from the academy

## **IN-SCHOOL SUSPENSION (ISS)**

In-School Suspension may be assigned as corrective discipline in accordance with the WNY Maritime Charter School Discipline Policy. ISS allows a cadet to keep up with academic assignments and instruction while serving discipline assigned as a result violation of school rules.

A disruptive cadet may be sent to the Brig by a teacher to allow a "cooling off" period and counseling as a means of restoring order in the classroom. Assignment to the Brig under these circumstances does not constitute a suspension for record purposes.

## **ALTERNATE INSTRUCTION**

Alternate Instruction is provided to cadets who have been assigned Out of School Suspension (OSS) or in transition to a new school after expulsion. Ordinarily, OSS is not characterized as an absence from school. Failure of a cadet to attend Alternate Instruction during assignment of OSS will result in those days characterized as an absence.

## **ACADEMIC REVIEW BOARD (ARB)**

An Academic Review Board (ARB) may be convened by the Commandant for receiving 3 or more F's during a semester. The ARB may also consider issues of attendance and discipline as appropriate. The ARB will consist of:

- Naval Science Instructor
- One additional faculty member
- One NJROTC Cadet Staff Member, usually the Chief Master-at-Arms
- Battalion Commander, Battalion XO or a Company Commander who will conduct the hearing
- The Company Commander, Executive Officer or Platoon Commander of the Cadet being referred
- The Recorder

The Parent or Guardian of the Cadet should accompany them to the Academic Review Board. Cadets appearing before the ARB will present themselves in a military manner in the NJROTC Uniform. They will be informed by the Cadet Commander conducting the hearing of the purpose of the Board and will be allowed to make statements or call witnesses in their behalf. The ARB shall, after hearing all sides of the issue, come to a simple majority decision and make recommendations for disciplinary actions to the Naval Science Instructor for approval. Recommendations may include one or more of the following:

Minimum of Probation in all cases  
Mandatory tutoring  
Counseling  
Loss of rank  
Assignment to EMI  
Denial to participate in field trips and/or school activities  
Assignment to In-School suspension  
Disenrollment from the academy

Recommendations of the ARB will be forwarded to the Senior Naval Science Instructor and the Commandant for review. The disciplinary actions will begin immediately upon approval of the Administration.

#### **PROBATION: ACADEMIC & DISCIPLINARY**

Cadets will be placed on Academic Probation at the end of any quarter or progress report period in which they fail three or more subjects.

Cadets will be placed on Disciplinary Probation as a result of a DRB or at such time that the Administration deems necessary.

Cadets will be placed on Disciplinary Probation as a result of excessive absences. School attendance will be managed in accordance with the WNY Maritime Charter School Attendance Policy.”

Failure to improve academic performance, behavior or attendance may be cause for disenrollment or denial of enrollment for subsequent school years. Cadets will not be subject to disenrollment or denial of enrollment for academic failure in any one subject.

## SPECIAL ASSEMBLY CONDUCT

The following are guidelines for Special Assembly conduct:

1. At the prescribed time cadets are to proceed to their muster area quickly and quietly.
2. As directed, cadets are to proceed to their assigned seating area and be seated by company.
3. DO NOT BLOCK THE AISLES.
4. A Special Assembly session is not a place to meet your friends or carry on a conversation.
5. Be courteous to persons/performers on stage.
6. Exhibit appreciation by applause – NO SHOUTS, WHISTLES, OR DISPARAGING REMARKS (BOOING).
7. Remain seated during the entire session.
8. Show your school spirit and pride by displaying proper conduct in the assembly.
9. Attending Special Assembly session is a privilege not a right and should be treated as such.
10. All cadets are expected to display good citizenship to, from and during all assembly sessions.
11. Cadets will normally be dismissed by the Regimental Commander's directions.

## PROHIBITED ITEMS

DO NOT BRING THE FOLLOWING ITEMS TO SCHOOL, **THEY WILL BE CONFISCATED AND NOT RETURNED.**

EXPLOSIVES (INCL FIREWORKS)	GUNS (REAL OR SIMULATED)	KNIVES
CARDS/DICE	TOBACCO PRODUCTS	PERMANENT MARKERS
BOX CUTTERS	BANDANNAS or "FLAGS"/"DOO-RAGS"	ITEMS W/OBSCENITIES*
ITEMS W/REFERENCES TO DRUGS*	FRATERNITY/SORORITY CLOTHING/PARAPHENALIA	SNACK FOODS
LASER POINTERS	MATCHES/LIGHTERS	ANY ITEMS NOT ESSENTIAL TO LEARNING

\* INCLUDES CLOTHING, BOOKS, PAPERS, NOTEBOOKS, ETC

LASER POINTERS ARE CONSIDERED A WEAPON; possession will be handled as a Type II offense.

THE FOLLOWING ITEMS WILL BE **CONFISCATED AND RETURNED TO PARENT ONLY** (items will be given to charity after 2 months, if not claimed)

PORTABLE AUDIO DEVICES, CELL PHONES, PAGERS, WALKIE TALKIES, GAME BOYS, VIDEO GAMES, USB DEVICES

## BEHAVIORAL CONTRACT

The school Chain of Command may design written agreements with students subject to discipline under this code to identify target behaviors, define expectations, and describe consequences, provided that the student and his or her parent or guardian are informed that the decision to enter into such a contract is voluntary.

## DETENTION

After notice to the student and parent or guardian (via phone or voice message), a student may be detained after school in detention.

## LOSS OF SCHOOL PRIVILEGES

After notice to the student and parent or guardian, a student will be suspended from participation in any or all extracurricular activities throughout the period of suspension from school or period of academic probation.

## MAINTENANCE OF PUBLIC ORDER ON SCHOOL PROPERTY

The following rules govern the conduct of students, faculty staff, licensees, invitees, and other persons, whether or not their presence is authorized, on all property or facilities operated under the auspices of the WNYMCS. These rules and penalties are not to be considered exclusive or to preclude in any way the prosecution and conviction of any person for the violation of any federal, state or local law, rule, regulation or ordinance, or the imposition of a fine or penalty provided for therein. Additionally, these rules and

regulations should not be construed to limit, but rather exist in conjunction with any other codes of conduct established for the school, such as a disciplinary code and/or a bill of student rights and responsibilities.

A. PROHIBITED CONDUCT No person, either singly or in concert, shall:

1. Willfully cause physical injury to any other person, or threaten to use force which would result in such injury.
2. Physically restrain or detain any other person, nor remove such person from any place where he or she is authorized to remain, except as necessary to maintain the established educational process.
3. Willfully damage or destroy school property, nor remove or use such property without authorization.
4. Without permission, express or implied, enter into any private office or classroom of an administrative officer, teacher, or staff member.
5. Enter or remain in any building or facility for any purpose other than its authorized use or in such a manner as to obstruct its authorized use by others.
6. Without authorization, remain in any building or facility after it is closed, nor without permission enter any building or facility prior to its normal opening.
7. Refuse to leave any building or facility after being required to do so by the Commandant, member of the school Chain of Command, or other authorized administrative officer or designee.
8. Willfully obstruct or interfere with the free movement of persons and vehicles.
9. Deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures, and meetings or deliberately interfere with the freedom of any person to express his or her views, unless such disruption is necessary to maintain order of the educational process.
10. Possess on school property any rifle, shotgun, pistol, revolver, knife, chain, club or other weapon.
11. Commit acts which threaten the safety and welfare of persons on school property.
12. Violate any federal or state statute or regulation, local ordinance or school policy.
13. Possess, use or distribute alcohol, drugs or drug paraphernalia.
14. Harass or coerce any person.
15. Refuse or fail to comply with a lawful order or direction of a school official in the performance of his or her duty.
16. Distribute or post on school property any written material, pamphlets or posters without the prior approval of the Commandant.
17. Have anyone other than an adult family member or legal guardian meet them at school. If the responsible parent or guardian would like another designated adult meet their cadet, phone notification of those arrangements must be made with the main office. Only family members or legal guardians are authorized to park or wait on Michigan Avenue, Spruce Street or Cherry Street adjacent to the school, or in the private parking area along the side of the school for the purpose of meeting a cadet.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

The philosophy of the Western New York Maritime Charter School and its Code of Conduct spell out the value system under which the school operates. This section reiterates and reinforces with more specific detail the rights and responsibilities of students at the WNYMCS

A. PARTICIPATION IN SCHOOL ACTIVITIES - All students have the following rights:

1. To have the opportunity to take part in all school activities on an equal basis regardless of race, sex, national origin, creed or disability.
2. To address the school on the same terms as any citizen. Similarly, all students are bound by the same rules for exclusion from school activities and public address.

B. RECORDS - The Family Education Rights and Privacy Act of 1974 (FERPA) requires a school to protect a student's privacy. The WNYMCS will not disclose any information from the student's permanent records except as authorized pursuant to FERPA, or in response to a subpoena, as required by law. The parent or guardian of a student under 18 years of age, or a student 18 years of age or older, is entitled to access to the student's school records by submitting a written request to the Commandant. Further information concerning the disclosure of student information and limitations on such disclosure may be found in FERPA.

## C. FREEDOM OF EXPRESSION

1. Students are entitled to express their personal opinions verbally, in writing, or by symbolic speech. The expression of such opinions, however, will not interfere with the freedom of others to express themselves, and written expression of opinion must be signed by the author. Any form of expression that involves libel, slander, use of obscenity, or personal attacks, or otherwise disrupts the educational process, is prohibited. All forms of expression must also be in compliance with the Code of Conduct and the WNYMCS uniform policy, violations of which are punished as stated in the Disciplinary Code.
2. Student participation in the publication of the WNYMCS sponsored student newsletters, literary magazines, yearbooks and similar publications is encouraged as a valuable educational and learning experience. These publications are supervised by qualified faculty advisors and strive to meet high standards of journalism. In order to maintain consistency with the basic educational mission of the WNYMCS, content of such publications is controlled by the school Chain of Command.
3. No person will distribute any printed or written materials on school property without the prior permission of the Commandant. The Commandant may regulate the content of materials to be distributed on school property to the extent necessary to avoid material and substantial interference with the requirements of appropriate discipline in the operation of the school. The Commandant may also regulate the time, place, manner and duration of such distribution.

## D. SEARCH AND SEIZURE

1. A student and/or the student's belongings may be searched by a school official if the official has a reasonable suspicion to believe that a search of that student will result in evidence that the student violated the law or a school rule. Items which are prohibited on school property, or which may be used to disrupt or interfere with the educational process, may be removed from the student by school authorities.
2. Student lockers and desks remain the property of the school, though the school is not responsible for books, clothing, or valuables left in lockers or desks. A student shall not place or keep in a locker or desk any article or material which is of a nonschool nature and may cause or tend to cause the disruption of the mission of the school. Only school-provided locks will be used. Electronic devices are not authorized for use in school, and many of these devices are high-cost items; Cadets who bring these items to school, do so at their own risk. **Maritime assumes no responsibility for loss or theft of these items.**
3. The following rules shall apply to the search of school property assigned to a specific student and the seizure of illegal items found therein:
  - a. School authorities will make an individual search of a student's locker or desk only when there is reasonable suspicion to believe that a student is in the possession of an item which is prohibited on the school property or which may be used to disrupt or interfere with the educational process.
  - b. Searches will be conducted under the authorization of the Commandant or his or her designee.
  - c. Items which are prohibited on the school property, or which may be used to disrupt or interfere with the educational process, may be removed from student lockers or desks by school authorities.

E. OFF-CAMPUS EVENTS - Students at school sponsored off-campus events are governed by all the guidelines of the school and are subject to the authority of the WNYMCS Chain of Command. Failure to abide by the lawful instructions of school officials will result in a loss of eligibility to attend school sponsored off-campus events and may result in additional disciplinary measures in accordance with the student disciplinary code.

## CONDUCT FOR ALL CLASSES

1. At the beginning of each class Cadets are expected to enter the classroom BEFORE the tardy bell sounds.
2. After the bell sounds to begin a class, cadets are considered late to class. Cadets without detain slips should be warned that being tardy is unacceptable and upon being tardy five times they will be referred to the Dean of Students for appropriate disciplinary action. Those cadets entering late or who come into any classroom after class has started must stop at the threshold of the classroom door; come to attention and, WHEN RECOGNIZED by the teacher, say in a firm voice "Request permission to enter, sir/ma'am". When permission is granted the Cadet may enter and go to his/her seat quietly or state his/her business with the teacher.
3. All classes at WNY Maritime Charter School will begin by the Platoon Commander or ranking cadet (class leader) calling the class to attention when the teacher enters the room or signals. At the end of class and upon signal from the teacher, the Platoon Commander or ranking cadet will call the class to attention for dismissal. Cadets WILL NOT LEAVE until dismissed.
4. Cadets will address all teachers appropriately (Mr., Miss. or Mrs. with the teacher's last name for example: Mr. Jones, Mrs. Smith, etc.). Naval Science teachers will be addressed by their grade and name for example: Senior Chief Fields, Master Sergeant Roe, etc. Teachers will address their cadets as either Mr. or Miss.

5. Responses such as: “yeah”, “huh”, “okay”, “uh huh” or other guttural replies will not be used by cadets in response to teacher inquiries. “Yes, sir/ma’am” or “No, sir/ma’am” or a direct informational response are the only replies that will be accepted. The only proper seamanlike response to an order is “Aye Aye sir/ma’am”.
6. When a Very Important Person (VIP) enters a classroom the class will be called to attention by the ranking cadet or the first person seeing the VIP enter. The class will remain at attention until commanded to “carry on”. Classes will be called to attention for school administrators, the Regimental/Battalion Commanders and/or other visitors. Note: The class will not be called to attention when a test is in progress.
7. Attention on deck will not be called for cadet officers (including the Regimental/Battalion Commanders) who are members of the class. When a cadet enters the room on official business “Attention on Deck” will be sounded.
8. When “Attention on Deck” is sounded all members of the class will come to attention regardless of their rank or position.
9. If a Cadet is not in class, for any reason, the teacher should mark him/her absent. If the absence is legitimate, it will not be counted against the cadet.

Cadets who are excessively late to class without a properly signed hall pass shall be assigned corrective Level I discipline. Cadets who are frequently tardy shall be managed in accordance with the school discipline policy.

### **GUIDANCE FOR CADETS WHEN TEACHER NOT PRESENT OR SUBSTITUTE PRESENT**

When a teacher is not present when class begins, the following procedures will be followed:

1. Classroom Open - If the classroom is open, cadets will enter and take their seats. The ranking cadet/class leader will take charge. Muster will be taken. After a reasonable time (5 minutes), and the teacher has not appeared, the ranking cadet/class leader shall send a messenger/message to the main office for instructions.
2. Classroom Not Open - If the classroom is not open cadets will fall in single file on the side of the passage way (both sides if the size of the class necessitates it). Cadets will be quiet and orderly. After a reasonable time (5 minutes) and, the teacher has not appeared, the ranking cadet/class leader shall send a messenger to the main office for instructions.

When a substitute teacher is present:

Occasionally a class may be under the instruction of a substitute teacher. The ranking cadet/class leader will identify him/herself to the substitute teacher and assist him/her in every way possible. Cadets in class will be orderly and cooperative.

### **CONDUCT BETWEEN CLASSES**

Upon dismissal, cadets shall proceed to their next class by the most direct route. They shall keep to the right side of the hallways and single stairways. There will be no loud, unseemly conduct or horseplay. Cadets will not go to the nurse, their lockers, main office or conduct any other business during class breaks. Cadets will not be kept past dismissal or into the next period without the consent of the teacher of the cadet’s next period.

### **CLASS LEADERS**

Naval Science classes are under the supervision of a Platoon Commander. In all classes the teacher shall appoint a class leader. This will normally be the highest ranking cadet in the class. If the highest ranking cadet declines, the position will pass to the second ranking cadet and so on. If a cadet declines the position of class leader, they must understand that while in the class they are subject to the authority of the appointed class leader.

### **HALL SWEEPS**

Periodic “hall sweeps” will be called. Cadets who are in the halls will be sent or escorted by a Master-at-Arms to the area designated. Hall passes will be checked by administrators, faculty or designated cadets; i.e., cadet officers or Master-at-Arms. Those cadets without valid hall passes will be assigned two hours EMI by the Dean of Students. Upon completion of processing paperwork, cadets will be escorted to class by Master-at-Arms. Hall sweeps will be terminated by a PA announcement.

## UNIFORM REGULATIONS AND GROOMING STANDARDS

The Navy uniforms issued to each cadet are to be worn only as prescribed by the Senior Naval Science Instructor. Wearing the Navy uniform is both a privilege and a benefit of attendance at the Academy. It is also a responsibility and a requirement. Cadets **MUST** be in the uniform prescribed each and every day of the school year. Civilian articles of clothing shall not be worn with the uniform and **CADETS WILL BE REFUSED ATTENDANCE IF NOT IN UNIFORM**. Cadets are also expected to be in a complete uniform while traveling to and from school. The wearing of civilian coats will not be tolerated. The school will not be responsible for confiscated items of civilian clothing including prohibited jewelry. To mix Navy uniform articles of clothing and civilian clothing is disrespectful to the uniform of the United States Navy and its traditions and will, therefore, not be done. **NO UNIFORM...NO SCHOOL...**i.e., cadets in civilian attire or improper/incomplete uniform will not be permitted attendance in regularly scheduled classes.

There are two basic uniforms worn at the Academy, summer blues and winter blues. When school opens in the fall, cadets are in their summer uniforms and in late October a change to winter uniforms is made. Cadets will be notified in ample time of these changes.

### MARITIME NON-NJROTC UNIFORM

There will be times when an enrolled cadet may not be able to wear the NJROTC issued uniform. These cases include preliminary enrollment and may also include cases where a cadet may not physically fit into the NJROTC Uniform. In these cases, a cadet must wear the following clothing items:

- White Dress Shirt
- Black Tie (females may wear neck tab)
- Black Trousers
- Black Socks
- Black Shoes (not athletic shoes)

Wearing of the Navy issued uniform is a requirement to get military credit for completion of each Naval Science class (1,2,3 & 4). If a cadet is unable to wear the NJROTC Uniform due to physical stature, the Non-NJROTC Uniform must be worn. In this case, only academic credit will be awarded for successful completion of each Naval Science course.

Due to Navy-provided NJROTC curriculum requirements, cadets who are unable to wear the NJROTC uniforms are not eligible for awarding of military rank or membership on school Drill and Color Guard Teams.

### NAVY JROTC UNIFORMS

All Navy JROTC uniform requirements are contained with the Cadet Field Manual, issued to all cadets upon enrollment. A white, crew neck, quarter sleeve, tee shirt is to be worn by all cadets with all uniforms. Cadets will not wear tee shirts with print or logos on them. The tee shirt must fit properly; **oversized tee shirts are not allowed**. Female cadets may wear flesh tone hosiery with the Service Dress Blue uniform.

### “DRESS DOWN UNIFORM”

Periodically, the Commandant will authorize a “Dress Down day” as a reward for overall good effort demonstrated by cadets, or as a means of fund-raising for school activities. While we recognize a cadet’s desire to dress comfortably, we know that the best learning is achieved when everyone is dressed in a neat, professional manner. Standards for “Dress Down day” are listed below. Participation in “Dress Down day” is a privilege, failure to maintain these standards **will** result in a loss of the privilege

### DRESS DOWN DAY CLOTHING

These regulations are for wear **during the school day**. Appropriate outer wear may be worn to and from school.

No caps or hats are to be worn in school (except on authorized “spirit days”).

No doo-rags or scarves.

No sunglasses **or novelty glasses** are to be worn in school.

No chains, no studded belts. Necklaces may be considered chains based on the size of the links. Characterization of whether a necklace is a chain will be made by Maritime Staff.

No clothing or jewelry connected to gangs.

No fraternity/sorority beads, jewelry or other associated paraphernalia.

No tee shirts for males or females; **all shirts must have collars**.

No hoodies, sweatshirts or jackets may be worn in school (except “Maritime Senior Class” hoodies).

No pajamas (except on authorized “spirit days”).

No shorts, no capris.

No clothing with references to illegal drugs or inappropriate messages which are contrary to our Honor Code (i.e. "No Snitching"). No clothing revealing breast cleavage or bare midriffs, men must wear trousers at natural waist, no butt cleavage or underwear exposure (**absolutely NO "sagging" will be tolerated**). Clothing must be appropriately sized; not excessively tight to reveal body parts, nor excessively loose, allowing clothing to fall off the body.

Skirts must reach the ends of the fingertips with arms extended at sides.

No sandals or shoes with excessive high heels (safety issue, must be able to walk normally).

**All clothing must be in good repair; there must not be any rips, tears, holes, frayed edges or otherwise rough-worn appearance.**

#### **PHYSICAL TRAINING UNIFORM**

Appropriate clothing must be worn during gym class and physical training in Navel Science Class (normally on Fridays).

Clothing should be in good repair and fit properly. The following clothing must be worn:

Plain Tee Shirt – No logos or writing, may not be worn under NJROTC Uniform after gym or PT due to hygiene concerns

Athletic Shorts – No logos or writing

White Socks

Athletic Shoes with white soles – Uniform or street shoes may not be worn

Maritime Athletic Gear consisting of a tee shirt and shorts may be purchased upon enrollment. A Maritime Polo Shirt may also be purchased as optional athletic gear to be worn with khaki trousers. Maritime Athletic Gear is considered the Maritime Physical Training (PT) Uniform and may be worn on scheduled Naval Science PT days instead of the NJROTC Uniform. **Only the Maritime PT Uniform may be worn instead of the Navy-issued NJROTC uniform on PT days.**

Whether or not your cadet chooses to wear the Maritime PT Uniform on scheduled PT days, NJROTC grooming standards must be complied with at all times.

#### **Other uniform items:**

1. Relaxed Fit Jacket - The Relaxed Fit Jacket may be worn for comfort with any uniform listed above except Service Dress Blue. The Jacket shall not be worn in the classroom, the halls, the cafeteria or during inspections.
2. All Weather Coat - May be worn with any uniform for comfort or during rainy weather. It shall not be worn in the classroom, the halls, the cafeteria or during inspections.
3. NJROTC Collar Device - Must be worn on left collar of all uniforms at all times or cadet is considered "out of uniform".
4. Rank/Rate Device Worn on right collar of all uniforms by those cadets with rank/rate.
5. Name Tag - Must be worn 1/4 inch above right breast pocket of all uniforms at all times or cadet is considered "out of uniform". Not wearing a name tag may be considered as "refusal to identify oneself".
6. Ribbons - Must be worn on dress uniforms Summer Blue, Winter Blue, Service Dress Blue by all cadets who have earned ribbons. To be worn 1/4 inch about left breast pocket.
7. Completion Stars - One star is worn for each year successfully completed in the NJROTC program. To be worn 1/4 inch above and center of the left breast pocket or ribbons. On all uniforms, two or three stars shall be worn 1/4 inch apart.
8. Scarves (Not issued by the Navy) - Scarves may be worn with the All Weather Coat. They must be black or white. They shall not be worn in classroom or during inspections.
9. Gloves (Not issued by the Navy) – Gloves may be worn for comfort with any uniform when All Weather Coat or Relaxed Fit Jacket is worn. **Gloves must be black.** They shall not be worn in the classroom or during inspections or at any other time when not exposed to the elements.
10. Overshoes/Boots (Not issued by the Navy) - Boots may be worn for comfort and to protect shoes during periods of snow. They must be black. They must be removed or changed immediately upon arrival at school (before inspection at the front door).
11. Caps/Earmuffs (Not issued by the Navy) - There are times, particularly in midwinter, when the Navy issued caps may not provide the desired low temperature protection. During such times a **black stocking** cap or earmuffs may be worn, or a rain cap may be worn when it is raining. These articles should be black. Sports logos are not permitted on black stocking caps.
12. School Jacket - The "official" School jacket may NOT be worn with any uniform and shall not be worn in the classroom. They are not to be worn while away from the academy in uniform. e.g. on field trips. Jackets with sports logos are considered athletic jackets and will not be worn with the uniform.
13. Medals - Medals must be authorized by the NSI for wear on the uniform. Medals will be worn on Service Dress Blue uniform only. A maximum of 9 medals may be worn on the Service Dress coat and no more than 2 medals may be worn around the neck when wearing the service dress uniform.
14. Aiguillettes - Organizational/Team aiguillettes (Color Guard, Honor Guard, Drill Teams, Band, 50 Flags, etc.) may be worn daily. Positional and personal aiguillettes (Regimental staff, MAA, Leadership Academy, Supply, etc.) may be worn daily.

## UNIFORM RESPONSIBILITY

All uniform items issued by the Navy remain the property of the Navy and are the responsibility of the cadet to whom issued. If an item is lost, stolen or damaged to the extent that it is not repairable for further wear due to the cadet's negligence or misconduct, it is the responsibility of the cadet (or parent) to reimburse the Navy for that item. If an article is outgrown or worn out through normal usage, it will be replaced by the Navy at no cost to the cadet. If an article requires minor repair for continued wear (such as replacing buttons, zippers, repairing minor tears or resoling shoes) this is also the responsibility of the cadet (or parent). Loss of an article or clothing must be reported immediately to the appropriate Naval Science Instructor and arrangement made for reimbursing the Navy. In most cases some extended payment plan may be made through the Naval Science Instructor. As soon as payment is made, or arrangements for payment have been made, a new article will be issued. Academic records CANNOT be transferred to another school and transcripts will not be issued if a cadet's uniform account is not clear. Cadets are advised to place their name or other identification on uniform items. A laundry marker or similar device may be used. Identification should not be visible when the uniform is worn. Relaxed Fit Jackets and All Weather Coats are further identified by issue numbers.

REPLACEMENT POLICY: Clothing items will be replaced at no cost if the article has been worn out through normal usage or outgrown. Lost, damaged or stolen items must be replaced at student's expense.

## GROOMING

The Navy uniform is more than shirt, slacks, shoes, headgear, ribbons and other associated devices. It is also GROOMING. The Uniform Regulations in effect are specific on how Navy people are expected to groom themselves. Hair may not be dyed, tinted, bleached or colored, with any organic product such as lemon juice or commercially available product. "Perms" which change the hair color may not be used. A student's hair must be its naturally occurring shade/color. Faddish or multicolor hair is not authorized for either men or women. Plaits, ponytails and pigtails are not authorized for Navy people in uniform or in a duty status. BIZARRE OR UNUSUAL HAIRSTYLES ARE NOT AUTHORIZED OR PERMITTED. While this may entail a judgment call, the rule of thumb is that if it stands out, or causes you to look twice, it distracts from your overall sharp military appearance and must be avoided. Illustrations of proper hair styles are available in the Cadet Field Manual. **Cadets may not write, draw or otherwise mark the exposed areas of their body, it renders an unprofessional appearance to someone who is otherwise wearing their uniform properly.**

For Male Cadets:

1. HAIR. 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 outwards 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 three 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 two inches. Bulk is defined as the distance that the mass of hair protrudes from the scalp. 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. "Bowl" haircuts or other hair cut styles that do not present a tapered appearance are not authorized. One (cut, clipped or shaved) natural narrow part is authorized. Varying hairstyles, including afro, are permitted if these styles meet the criteria of maximum length and bulk, tapered at neck and sides, and do not interfere with properly wearing military headgear. Plaited or braided hair (including cornrows) shall not be worn. No dyes, tints, bleach or hair colorings are permitted, hair must be a single color which looks natural. Faddish hairstyles are not authorized. Hair brushes will not be carried in uniform jacket or trouser pockets.
2. SIDEBURNS. Keep sideburns neatly trimmed and tailored in the same manner as the haircut. Sideburns shall not extend lower than the corner of the eye, shall be of even width (not flared) and shall end with a clean shaven horizontal line.
3. BEARDS AND MOUSTACHES. The face will be clean shaven except for moustaches. Moustaches must be maintained according to grooming standards in the Cadet Field Manual. Cadets who suffer from pseudofolliculitis barbae ("bumps"), with proper medical documentation from a physician, may refrain from shaving. Cadets must carry their proper medical documentation on their person at all times they are in uniform and present it for review upon request. Cadets must adhere to US Navy regulations regarding "no-shave" status. Beards may not be trimmed to highlight lines or margins. Cadets who cannot or will not adhere to these regulations will be disenrolled from the NJROTC unit.
4. FINGERNAILS. Fingernails will not extend past fingertips. They shall be kept clean.
5. JEWELRY. Jewelry is authorized for all male personnel and shall be in good taste while in uniform. Eccentricities or faddishness are not permitted. Jewelry shall be worn within the following guidelines:
  - a. RINGS. While in uniform, only one ring per hand is authorized, plus a wedding ring. Rings may not exceed the size of a Maritime graduation ring.

- b. EARRINGS. **Not authorized.** Additionally, ***no article or ornament shall be attached to or through the ear, nose, face or any other visible body-piercing. Tongue jewelry is not authorized.***
  - c. NECKLACES/CHOKERS. While in uniform, necklaces and chokers are not permitted to be worn.
  - d. WRISTWATCH/BRACELETS. While in uniform, one wristwatch may be worn. The wristwatch and band must be gold, silver or black in color. Brightly colored, “designer” wristwatches are not authorized to be worn with the Navy uniform. Bracelets and ankle bracelets are not authorized while in uniform.
  - e. EYEBROWS. Shaved or trimmed lines in eyebrows are not permitted.
  - f. CONTACT LENSES. If tinted contact lenses are worn, they must be of a “naturally” occurring eye color such as blue, green or brown.
6. BACKPACKS. Backpacks may not be carried in school between classes; they must be left in the cadet’s locker upon arrival.

For Female Cadets:

1. HAIR. Keep hair clean, neatly shaped, and arranged in an attractive feminine and professional style. Hairstyles with a maximum of two braids may be worn. Faddish and exaggerated styles are prohibited. Ponytails and pigtails are not permitted. When in uniform, hair on back of the head may touch but not fall below the lower edge of the collar. Long hair, including braids, must be neatly and inconspicuously fastened, pinned or secured to the head presenting an attractive hairstyle and may not dangle free at any point. Hair must not show under the front of the brim of the combination hat or garrison cap. The bulk of the hair shall not exceed two inches; bulk is defined as the distance that the mass of hair protrudes from the scalp. ***Hair extensions are prohibited.*** Buns must be fastened below the bottom edge of where the cover is worn, and may touch, but not fall below the bottom edge of the back of the collar. Hair shall be groomed so that it does not fall below the front of the uniform cover. ***Hair must be one, naturally-occurring color*** (no “maroon” colored hair). No bleached parts, peroxide, tint or dyes are permitted, whether organic, such as lemon juice or commercially produced hair care products. ***Hairstyles may never impede the ability of the cadet to wear their combination cover or garrison cap*** in accordance with uniform requirements, as contained in the Cadet Field Manual.
2. HAIR ORNAMENTS. Conspicuous rubber bands, ribbons, combs and pins are not authorized. When worn, hair ornaments shall be black in color and shall not present a safety hazard. A maximum of two barrettes, black in color, may be used to pin up hair. Ribbons will be black or the same color as hair. Headbands are not authorized.
3. COSMETICS. Cosmetics shall be applied in good taste so that colors blend with natural skin tone and enhance natural features. Exaggerated or faddish cosmetic styles are inappropriate with the uniform and shall not be worn. Care should be taken to avoid an artificial appearance. Lipstick colors shall be conservative and compliment the individual. Black “lip liner” is not authorized. Long false eyelashes shall not be worn when in uniform.
4. FINGERNAILS. Fingernails shall not exceed 1/4 inch measured from the fingertip. Choice of nail polish colors are limited to a conservative shade of red or clear only. Multicolor/multi tone fingernails or fingernail designs are not authorized. If nail polish is used, it will be of a single color.
5. JEWELRY. Jewelry is authorized for all female personnel and shall be in good taste while in uniform. Eccentricities or faddishness are not permitted. Jewelry shall be worn within the following guidelines:
  - a. RINGS. While in uniform, only one ring per hand is authorized. Rings may not exceed the size of a Maritime graduation ring.
  - b. EARRINGS. ***One earring per ear*** (centered on earlobe) may be worn with any uniform. Earrings shall be 6mm ball (approximately 1/4 inch), plain with brushed matte finish, screw on or with posts. ***No article or ornament shall be attached to or through the ear, nose, face, or any other visible body-piercing. Tongue jewelry is not authorized.***
  - c. NECKLACES/CHOKERS. While in uniform necklaces and chokers are not permitted.
  - d. WRISTWATCH/BRACELETS. While in uniform, one wristwatch may be worn. The wristwatch and band must be gold, silver or black in color. Brightly colored, “designer” wristwatches are not authorized to be worn with the Navy uniform. Bracelets and ankle bracelets are not authorized while in uniform.
  - e. CONTACT LENSES. If tinted contact lenses are worn, they must be of a “naturally” occurring eye color such as blue, green or brown.
6. HANDBAG/PURSE/BACKPACK. Handbags, purses and/or backpacks may not be carried in school between classes; they must be left in the cadet’s locker upon arrival. Personal hygiene items may be retrieved from cadet’s lockers on their way to the head.

## TATTOOS

Students will not be accepted with visible tattoos that are obscene, sexually explicit, gang-related or that advocate discrimination. Cadets who get such tattoos are subject to dismissal from school. Tattoos may not be applied to the head, face, neck or scalp; tattoos on the lower arm may not be larger than the wearers hand with fingers closed.

## CLOSED CAMPUS

It is emphasized that the school day begins upon arrival on school grounds. Upon arrival by bus, car, taxi, etc., a student may not leave the grounds to socialize or for the purpose of frequenting local business establishments.

## NJROTC TEAMS

These include Color Guard and Drill teams, Rifle Team, Orienteering Team, Physical Training Team and Academic Team. It should be noted when functioning as a member of a group, whether practicing or performing, cadets are subordinate to the appointed group leader and chain of command regardless of position they may hold outside the group. Appointments of the group leadership positions will be made by the NSI coach with the approval of the SNSI. It must be clearly understood, advancements or promotions made by virtue of filling a position within NJROTC Teams are temporary in nature, and valid only as long as the cadet is filling the position. Upon being relieved, replaced, etc., the cadet will revert back to his/her permanent rank or rate.

## COLOR GUARD

The Color Guard shall normally consist of four members:

National Color Bearer (Commander)

U.S. Navy Flag Bearer

Two Color Escorts (Rifle Bearers)

For special occasions, other flags may be added to the Color Guard. WNY Maritime Charter normally supports two Color Guards, the Senior Color Guard and Junior Color Guard.

## DRILL TEAMS

WNY Maritime Charter School supports an Armed and Unarmed Drill Team. A drill team ideally consists of 18 members, 16 drillers, a guidon and the commander; it is not always possible to place that many members on the floor, often modifications must be made. Drill teams must develop, practice and perfect a suitable routine. Regular attendance at scheduled practice is an absolute prerequisite to successful performance. Failure to attend practices as scheduled will result in dismissal from the team. Drill team leadership positions will be filled in accordance with the Cadet Field Manual.

## RIFLE TEAM

The WNY Maritime Charter School makes use of air powered target rifles. Competitions and matches are held in accordance with National Rifle Association and Civilian Marksmanship Program rules. Rifle Team members are selected from only the most qualified cadets; any recent history of insubordinate behavior is absolutely disqualifying. Leadership positions are in accordance with the Cadet Field Manual.

## ORIENTEERING TEAM

The WNY Maritime Charter School will field an Orienteering Team which involves land navigation using a map and compass over a timed course. Leadership positions will be assigned in accordance with the Cadet Field Manual.

## LOCKERS

Permanent lockers will be assigned to each cadet; ***Cadets shall not use unassigned lockers. SHARING LOCKERS IS PROHIBITED.*** All unassigned lockers which are locked will be opened by administration and the contents removed. Each cadet must use the lock issued on the locker assigned. Lost locks must be replaced by purchase of a new lock from the school. Cadets must insure that locks and lockers are secured at all times. Unlocked lockers will have the contents removed and the owners subject to disciplinary action. Cadet lockers will be subject to inspection by direction of the Commandant on an unannounced basis. ***Cadets who have been assigned lockers, will be responsible for the contents in the locker assigned; they will be held accountable for any prohibited items found. Maritime is not responsible for lost or stolen items which are not normally authorized for use in school, this includes all electronic devices.***

## EXTRA CURRICULAR ACTIVITIES

Participation by cadets in all extra curricular activities, including the "NJROTC" teams, requires a cadet remain in good academic and behavioral standing.

## NAVAL SCIENCE COURSE REQUIREMENTS

All WNYMCS NJROTC cadets will be enrolled in a Naval Science course. Entering cadets, regardless of classification (freshman, sophomore, etc.), will take Naval Science courses in sequence, i.e., Naval Science 1,2,3, 4. In order to receive Naval Science credit, all cadets must satisfactorily complete the course.

### HOMEWORK POLICY

Homework will be required in accordance with WNYMCS policy.

### CLASS TESTS

To prepare for a test given in classes, cadets are advised to fully review (study) the material to be covered on the test at least on the night preceding the test.

### PHYSICAL EDUCATION CLOTHING AND LOCKERS

Cadets will wear appropriate athletic gear as defined under the section "Physical Training Uniform." Girls will wear a bra, boys will wear an athletic supporter or appropriate underwear under their athletic gear. Physical Education will consist of a considerable amount of running. A pair of running shoes and a pair of gym shoes is advised. Cadets will not be allowed to participate in Physical Education without proper athletic shoes. Failure to come to class prepared will result in the assignment of "unprepared" for the day. No part of the NJROTC uniform is to be worn during physical education. Cadets will be expected to shower after physical education classes and a towel will be needed. Additionally, cadets must provide and use an adequate lock for the assigned physical education locker to ensure safeguarding of their belongings.

### NAME TAGS

The name tag is part of the Navy uniform. It is also the school identification badge. Consequently, **WEARING OF THE NAME TAG IS REQUIRED AT ALL TIMES**. It is worn above the right breast pocket. The first name tag will be issued to the cadet free of charge. Replacement name tags will be purchased at the expense of cadets.

### SCHOOL NURSE

WNYMCS does not have a School Nurse assigned. Individuals trained in First Aid are available to provide emergency care. Cadets who become ill or are injured during the school day should report to the Main Office. School personnel are prohibited by state law to dispense any medication without written authorization on file from a physician, including aspirin or over-the-counter medications. Cadets who are not feeling well enough to continue with classes will be sent home with a parent, guardian or emergency contact. 911 will be called for emergency situations, with a follow up call to parents and/or guardians.

### EARLY DISMISSAL

Cadets should seldom request an early dismissal (E.D.). In case of illness the front office will arrange for an early dismissal. For other situations, a student should bring a **WRITTEN request** for an early dismissal from his/her parent or guardian on the day early dismissal is required.

The request should be left with the Main Office as the student enters the building. If the student is tardy, the request should be delivered to the Main Office immediately upon arrival at school.

The Early Dismissal request can be processed ONLY IF the note from the parent includes ALL the following information:

1. Student's name (so it can be read)
2. Name of his/her period 1 teacher
3. Date and time the E.D. is requested
4. Reason E.D. is needed (should be an urgent/emergency reason)
5. Telephone number(s) where the parent/guardian can be reached by phone between 8:00 a.m. – 10:00 a.m.
6. Parent's signature

**IF THE WRITTEN REQUEST IS NOT CONFIRMED BY TELEPHONE, THE STUDENT WILL NOT RECEIVE AN EARLY DISMISSAL.**

Parents or guardians must sign out cadets under the age of 17 for early dismissal. A photo ID may be requested of parents or guardians signing out cadets. Excessive early dismissals will require a parent conference to explore alternatives. Any student falsifying an early dismissal request will face disciplinary action. We are very reluctant to disrupt regular classes for calls to send students down for pick-up; ***STUDENTS WILL ONLY BE DISMISSED DURING THE NORMAL PASSING BELL FOR THE PERIOD, PLEASE MAKE ARRANGEMENTS TO PICK UP YOUR CADET ACCORDINGLY.***

#### **NOTES FOR ABSENCES**

A student who has been absent from school should return to school with an "Absence Note" from their parent or guardian. The "Absence Note" should give the student's name, the date(s) absent, the reason for absence, and BE SIGNED BY THE PARENT. In circumstances where a student has several absences for a chronic illness, parents should provide a note on a Health Care Provider's letterhead indicating what the illness or condition is and what future impact it may have on their attendance. The note should include the Health Care Provider's phone number in case the school needs to follow up with questions. Failure to provide a note for absence will result in characterization of the absence as "unexcused". A cadet may be referred for truancy.

#### **TARDY TO SCHOOL**

PROCEDURE FOR TARDINESS TO SCHOOL:

1. Students must enter school via the main entrance (Genesee Street) door and receives a tardy slip.
2. The student uses the tardy slip to gain access to their assigned class in progress.
3. The student must attend after school detention that day for an unexcused tardy.
4. The tardy arrival is entered in the student's record by the receptionist or Admin Assistant.

***EXCESSIVE TARDIES WILL RESULT IN DISCIPLINARY ACTION***

#### **DENIAL OF CLASS CREDIT DUE TO ABSENCE**

The Maritime Honor Code includes the requirement for each cadet to strive for academic excellence. A cadet may not attain the grades they would otherwise be capable of without adequate time in class. When a cadet accrues seven absences in a quarter, regardless of whether they are excused or unexcused, a conference with cadets and their parents or guardians will be scheduled by the Dean of Students and Vice Commandant for Academics. A cadet may be assigned "No Credit" for classes when they exceed 12 absences in a semester course, or 24 days for the school year, regardless of characterization of the absences (excused or unexcused). Details regarding attendance of class are included in the WNY Maritime Charter School Attendance Policy.

#### **ELECTRONIC DEVICES & CAMERAS**

The possession of any type of any electronic device or camera during regular school hours is against school regulations, including audio devices (I-Pods), pagers, cell phones, walkie-talkies, USB devices, etc... In accordance with this policy, these devices will be confiscated. The student who had possession of the device will be disciplined in accordance with the WNYMCS discipline policy.

#### **REPORT CARDS**

Quarterly Report Cards are mailed at the close of the tenth and thirtieth weeks. Semester Report Cards are issued at the close of the twentieth and fortieth weeks,

#### **SALES/FUNDRAISING**

Soliciting and/or sales of any kind on school property are subject to the approval of the Commandant.

#### **CADET RANK**

To gain rank is an honor to retain that rank requires constant attention to duty all assigned tasks must be carried out thoroughly. Example: The Battalion Commander should be the most flawless cadet in the regiment. His/her grade point average must be among the highest; his/her bearing and carriage must be above reproach; he/ she must be an obvious leader; he/she should be that cadet most likely to go on to a military academy or ROTC scholarship or other equally demanding pursuit. The most important single factor in advancement or promotion is personal example.

All rank presupposes a certain level of maturity and capability and bears a commensurate responsibility. Any cadet who, through action or omission, shows that he/she lacks the maturity and responsibility which is expected of his/her rank will lose that rank regardless of how it was obtained. Loss of rank will usually take place one rank at a times but it is possible under certain circumstances for a cadet to lose all rank. This would normally be the result of action taken by the Officer Review Board or Senior Naval Science Instructor.

There are two kinds of rank at WNYMCS, permanent and temporary; PERMANENT RANK is usually conferred by action of the Senior Naval Science Instructor or the Naval Science Instructor Staff with the approval of the Senior Naval Science Instructor when a cadet meets and completes prerequisites.

APPOINTED OR TEMPORARY RANK is a function of selection by the Military Staff (SNSI/NSI's). Officers will be selected from those cadets with the highest overall grade point average and leadership abilities. Appointed officer ranks/rates are temporary and when an appointee is removed from the position he/she was appointed to, for whatever reason he/she will revert to his/her permanent (earned) rank/rate.\* First year cadets CANNOT achieve officer rank. Second year cadets may achieve officer ranks only in very special circumstances.

Requirements for permanent advancement in rank will be published annually by the Battalion Commander. Normally, a cadet will be required to serve as a permanent Cadet CPO for 20 weeks (one semester) before they are eligible for promotion to officer.

### RANK STRUCTURE

The following is a list of cadet ranks from highest to lowest. All cadets enter the Academy as C/SR.

C/CDR.....	Cadet Commander
C/LCDR.....	Cadet Lieutenant Commander
C/LT.....	Cadet Lieutenant
C/LTJG.....	Cadet Lieutenant Junior Grade
C/ENS.....	Cadet Ensign
C/MCPO.....	Cadet Master Chief Petty Officer
C/SCPO.....	Cadet Senior Chief Petty Officer
C/CPO.....	Cadet Chief Petty Officer
C/PO1.....	Cadet Petty Officer First Class
C/PO2.....	Cadet Petty Officer Second Class
C/PO3.....	Cadet Petty Officer Third Class
C/SN.....	Cadet Seaman
C/SA.....	Cadet Seaman Apprentice
C/SR.....	Cadet Seaman Recruit

Cadet Officers will take precedence by rank and within a grade, by order of class (seniors over juniors, etc.). The Battalion Commander has precedence over all other cadets. The Battalion XO when acting as the Battalion Commander will have precedence over all cadets.

### CADET ORGANIZATION

The Cadets at WNY Maritime Charter School are organized as a battalion. There are two companies in the battalion. The number of platoons in each company varies depending on enrollment, but generally there will be at least three platoons. There are generally four squads in each platoon, however as platoons may vary greatly in size it may be advisable to reduce the number of squads. The number of squads will be determined by the number of cadets actually in ranks, not including the Platoon Commander, Guidon or Mustering Chief Petty Officer. The number of squads should not ordinarily exceed the number of cadets in a squad. The following scale may be used:

- 1 squad up to 5 cadets
- 2 squads up to 9 cadets
- 3 squads up to 18 cadets

**ORGANIZATION CHART**

**BATTALION COMMANDER**

COMPANY COMMANDER  
ALPHA COMPANY

COMPANY COMMANDER  
BRAVO COMPANY

PLATOON COMMANDERS  
MUSTERING CPOs

PLATOON COMMANDERS  
MUSTERING CPOs

**CADET LEADERSHIP POSITIONS**

Position

Rank

**Battalion Staff**

Battalion Commander.....	C/CDR
Battalion Executive Officer.....	C/LCDR
Battalion Operations Officer.....	C/LT
Battalion Master at Arms.....	C/LT
Battalion Admin Officer.....	C/LT
Battalion Supply Officer.....	C/LT
Battalion Community Action Officer.....	C/LTJG
Battalion Public Affairs Officer.....	C/LTJG
Assistant Battalion Operations Officer.....	C/LTJG
Assistant Battalion Admin Officer.....	C/LTJG
Assistant Battalion Supply Officer.....	C/LTJG

**Company Positions**

Company Commander.....	C/LCDR
Platoon Commander.....	C/ENS
Mustering Chief Petty Officer.....	C/CPO
Admin Petty Officer.....	C/PO1
Supply Petty Officer.....	C/PO1
Guidon.....	C/PO1
Squad Leader.....	C/PO2
Asst. Squad Leader.....	C/PO3

**DUTIES AND RESPONSIBILITIES OF CADET OFFICERS**

It is the duty and responsibility of every cadet officer to abide by and enforce the rules and regulations of WNY Maritime Charter School. Cadet officers must provide the proper example for the cadet Battalion in matters of military appearance, bearing, conduct and academic performance.

Cadet officers will report all offenses of the discipline code to the administration and will carry out duties as assigned by the Battalion Commander.

Cadet Officers are required to maintain an 80% grade point average.

**ORDER OF PRECEDENCE AND SUCCESSION TO COMMAND**

- Battalion Commander
- Battalion XO
- Alpha Company Commander
- Bravo Company Commander
- Operations Officer

Master at Arms  
Administration Officer  
Supply Officer  
Community Affairs Officer  
Public Affairs Officer

Due to the nature of training at WNYMCS, it is sometimes necessary for cadets in position of authority to be absent. It is imperative the established chain of command remain intact at all times. Cadets assuming the duties of a senior for an extensive period shall institute no new policy or change the established policy, but shall be responsible for carrying out the normal duties and functions of their assumed positions. Members of the Battalion Staff are expected to maintain a 85% grade point average. Failure to maintain a 85% G.P.A or failure of any subject for a quarter is grounds for removal. The SNSI will make removal decisions after careful review of any such situations.

### **NATIONAL HONOR SOCIETY (NHS)**

Membership in the National Honor Society is one of the highest honors that can be awarded to a high school student. The NHS has worked hard to bring the accomplishments of outstanding students to the attention of parents, teachers, peers, and community. Chapters in more than 20,000 high schools across the nation strive to give practical meaning to the society's goals of scholarship, leadership, service and character. Cadets are eligible for consideration into the National Honor Society as juniors with a 92.5% cumulative grade point average and as seniors with a 92.5% cumulative grade point average. Cadets should follow a college bound curriculum; cadets that do not take courses of this caliber are not eligible for selection or reselection into the NHS. Community service is a mandatory component of eligibility for the NHS.

### **MIDYEAR GRADUATES**

Cadets that graduate at midyear are not part of the student body/corps of cadets during the second semester. The only events that they may participate in during second semester are: Senior Luncheon, Military Ball and Graduation. Any exception must be approved by the Senior Naval Science Instructor and Commandant.

### **GRADUATION CEREMONY PARTICIPATION**

The WNY Maritime Charter School Graduation Ceremony is a solemn ceremony befitting of four years of hard work. The uniform and grooming standards that apply throughout the cadet's enrollment at Maritime apply to the graduation ceremony. Any cadet who fails to meet those standards on graduation night **WILL NOT BE ALLOWED TO PARTICIPATE** in the ceremony. Any cadet who arrives after the ceremony begins **WILL NOT BE ALLOWED TO PARTICIPATE**. BE PUNCTUAL! **ANY CADET WHO FAILS NAVAL SCIENCE CLASS IN THEIR SENIOR/GRADUATING YEAR WILL NOT BE ALLOWED TO PARTICIPATE IN THE GRADUATION CEREMONY**. Any cadet who does not measure up to the seriousness of the occasion and "clowns" on stage, WILL NOT BE GIVEN A DIPLOMA ON STAGE BY THE COMMANDANT AND A GRADUATION PICTURE WILL NOT BE TAKEN. Additionally, that cadet will be removed from the stage and ceremony.

### **LOST AND FOUND**

Cadets misplacing books, clothing and/or other belongings on occasion may be able to retrieve the item (s) from the "Lost and Found Department" located in the office during lunch periods.

### **BOOK INSPECTION**

Book inspections will be conducted concurrently with the Interim Progress Reports. Grades will be withheld if the cadet does not possess the book issued to him/her. Replacement of lost or damaged books will be at the expense of the cadet according to the following schedule:

New Book – 100% of purchase price  
One year old – 75% of purchase price  
Two years old – 50% of purchase price  
Three or more years old – 25% of purchase price