

CLEVELAND JUNIOR NAVAL ACADEMY



CADET HANDBOOK



CLEVELAND JUNIOR NAVAL ACADEMY

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Letter of Promulgation: CJNAINST 5450.1B

To: All Cadets
All Parents
All Staff Members

From: Senior Naval Science Instructor

Date: 23 SEP 2018

References:
(a) NAVEDTRA 37116-H, Series
(b) Public Schools Student Code of Conduct Series
(c) NSTC M-5761 Series

Subject: Cleveland Junior Naval Academy Cadet Handbook

Purpose. To promulgate rules and regulations for the conduct of the Navy Junior Reserve Officer Training Corps (NJROTC) program at Cleveland Naval Junior Academy and St. Louis Public Schools Student Policies. This handbook supplements the guidelines set forth in the references and provides Cadets/parents/staff with guidance and detailed information regarding compliance with rules and regulations for attendance at Cleveland Junior Naval Academy.

Background. These regulations provide direction and guidance for cadets enrolled in the NJROTC program at Cleveland Naval Junior Academy. They supplement, clarify, and in some cases modify for local use, guidance given by the Navy for the administration of NJROTC Units. All waivers/changes to these policies must be expressly approved by the Senior Naval Science Instructor.

ACTION.

- a. All NJROTC Cadets, their parents 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 herein.

CANCELLATION. CJNAINST 5450.1A 16 AUG 2017

Naval Science Department

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CLEVELAND JUNIOR NAVAL ACADEMY

GUIDING PRINCIPLES:

As a cadet I will endeavor to:

- *Uphold the standards of the Cleveland Junior Naval Academy.*
- *Be a person of integrity.*
- *Lead by example.*
- *Strive for excellence without arrogance.*
- *Do my best.*
- *Treat everyone with dignity and respect.*
- *Tolerate honest mistakes from people who are doing their best.*
- *Speak well of others.*
- *Seek the truth.*
- *Keep a sense of humor and be able to laugh at myself.*

NAVY JUNIOR RESERVE OFFICER TRAINING CORPS CORE VALUES:

Honor

- *I am accountable for my personal behavior.*
- *I will be mindful of the privilege I have to serve my fellow cadets.*

Courage

- *I will display the moral and mental strength to do what is right, with confidence and resolution, even in the face of personal adversity.*

Commitment

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

CLEVELAND JUNIOR NAVAL ACADEMY HONOR CODE:

“A Cleveland Cadet does not lie, cheat, or steal, *nor tolerate those who do.*”

Personal honor and integrity are the traditional hallmarks of a Naval Officer. The confidence and respect that an individual receives from the cadets in the battalion and from the faculty depend on their personal application of the academy’s Guiding Principles. Whether you are an academy recruit, a sophomore cadet, or the Battalion Commanding Officer, you have the obligation to be trustworthy and to uphold the highest code of personal honor and integrity.

One of the most important items accompanying military rank is a tradition of honor. The assumption at Cleveland is that your word is your bond. If you say it is so, your word will not be questioned. Living up to our **Guiding Principles** and our **Honor Code** is difficult at best. Remember all cadets and faculty need to *tolerate honest mistakes*, but an honorable individual always stands up and takes responsibility for their actions whether they are right or wrong.

This underlying code is one of truth and honesty and it establishes the principle that the honor code is of *higher* value than personal friendship. *Lying, cheating, stealing, and plagiarism are wrong as well as condoning or ignoring these acts when they are being done by other cadets.* This honor code is meant to inspire all to act honorably at all times. Remember, your word is your bond.

DEFINITIONS OF TERMS (to be memorized by freshmen cadets):

- **LYING** - *To state knowingly an oral or written untruth; omitting information to leave a false impression.*
- **CHEATING** - *Unauthorized assistance on work that is represented as your own including tests, homework, and plagiarism.*
- **STEALING** - *To permanently or temporarily wrongfully take or obtain anything of value from its true owner.*
- **PLAGIARISM** - *The passing off of original ideas and words of someone else as your own.*
- **NON-TOLERATION VIOLATION** - *When a cadet learns of an Honor Code violation by other cadets and takes no action.*

A friend who commits a violation and then expects a cadet to forget about the violation is not a true friend. Cadets who violate the code cannot help being aware of the bad position in which they place their friends, since they know what the Honor Code means.

- **INSUBORDINATION** - *Talking back to a person in authority. Repeating an action that has been already corrected. Expressing a non-cooperative demeanor in any form.*

Insubordination can be based on behavior towards either an adult or a member of the Cadet Chain of Command.

ALL VIOLATIONS OF THE HONOR CODE MUST BE REPORTED TO THE DISCIPLINARIAN. OPTIONS FOR REPORTING INCLUDE:

- Discuss the incident with the suspected offender, encourage them to report it.
- Caution and counsel the offender and carry out a warranted response.
- Drop the matter if it appears certain that no violation has occurred.
- Report the offender if needed.

ESSENTIALS FOR CADET SUCCESS

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."

ACADEMICS

The Academy considers academics to be a cadet's top priority, taking precedence over all other activities. An academically successful cadet is one who arrives to class on time and prepared, seeks additional help from his teachers or peers should the need arise, and takes proactive steps to ensure that grades do not slip and that assignments be turned in on time. It is the responsibility of the cadet to inform their teacher of any absence, excused or unexcused, and to ensure that they have relevant notes and homework assignments.

ATTENDANCE

Attendance is a critical factor in the success of a Cleveland Cadet. Our standard for acceptable attendance is 95%. This equates to 4 absences per semester. A cadet's 5th absence in promotion potential being suspended for the remainder of the semester. Letters to parent's/guardians will be administered in accordance with the St. Louis Public Schools Code of Conduct Handbook.

ST. LOUIS PUBLIC SCHOOL CODE OF CONDUCT HANDBOOK

The St. Louis Public School District's Student Code of Conduct Handbook (SCCH) contains regulations governing the conduct of students. It has as a central purpose, the prevention of action interfering with the school program. Each staff member of the St. Louis Public Schools is required to function in accordance with this code. The individual schools may develop additional provisions about student discipline.

However, any additional regulations created for a specific school cannot substitute for or modify the provisions of this code. Effective implementation is dependent upon a clear understanding and uniform action.

In addition to this Code, the Special Administrative Board of Education 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.

DISCIPLINE PROCEDURES

PUSH-UPS

The most basic form of discipline after counseling will be push-ups. This is not to be used indiscriminately, but as a method of focusing attention and correcting minor infractions or lapses in concentration. ONLY FACULTY CAN AUTHORIZE PUSH-UPS. Senior cadets who wish to impose push-ups must: (1) ensure that a Faculty is present to award punishment and (2) perform the push-ups with cadets they wish to discipline. In the event a cadet is unable to properly perform push-ups, an alternative such as leg-lifts is authorized.

BEHAVIOR REFERRALS

Any cadet committing a Type I or Type 2 Offense will be referred IMMEDIATELY to the administration. Type 3 Offense Faculty will follow procedures outlined in the Faculty Handbook. Faculty will follow a four step intervention process. The first intervention will be verbal warning. The second intervention will be official one on one counselling. The third intervention will be a phone call to Parent/Guardian. And the fourth intervention will be referred to the school administration via the Student Information System as a Student referral. All interventions will be documented on the student infraction tracking sheet. Any Cadet receiving five infractions in a week will be disqualified from participation from any and all Extra Curricular Activities.

CLASS CONDUCT FOR ALL CLASSES

1. At the beginning of each class - Cadets are considered tardy unless they have entered the classroom **BEFORE** the tardy bell sounds.
2. Cadets entering late or who come into any classroom after class has started must stop at the classroom door threshold; come to attention; knock three times and wait to be recognized. **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 their seat quietly or state their business with the teacher.
3. All classes at Cleveland Junior Naval Academy will begin with the Platoon Commander or ranking cadet (class leader) calling the class to attention when the teacher enters the room.
4. 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.
5. Cadets will address teachers by title and last name such as: Dr., Mrs., Mr., or Military Rank.
6. Responses such as: "yeah", "huh", "okay", "un huh" or other guttural replies will not be used by cadets in response to teacher inquires. "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 seaman-like response to an order is "Aye Aye sir/ma'am".
7. 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 Senior Naval Science Instructor the Battalion Commander and/or visitors. Note: The class will not be called to attention when a test is in progress.
8. Attention on deck will not be called for cadet officers who are members of the class.
9. When "Attention on Deck" is sounded all members of the class will come to attention regardless of their rank or position.

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

- a. If the classroom is open, cadets will enter and take their seats.
- b. The ranking cadet/class leader will take charge. Muster will be taken. After a reasonable time (ten minutes), and the teacher has not appeared, the ranking cadet/class leader shall send a messenger to the main office for instructions.

2. CLASSROOM NOT OPEN

- a. If the classroom is not open cadets will form a single file on the side of the passageway.
- b. Cadets will be quiet and orderly.
- c. After a reasonable time (5 minutes) 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:

- a. 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 hallway. There will be no loud and unseemly conduct. Cadets will not go to the nurse or the 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.

IF A CADET IS KEPT PAST THE DISMISSAL BELL WHERE HE/SHE MAY HAVE DIFFICULTY ARRIVING AT HIS/HER NEXT CLASS IN A TIMELY MANNER, HE/SHE MUST BE FURNISHED WITH A NOTE BY THE DELAYING TEACHER. THE DELAYING TEACHER SHOULD ALSO NOTIFY/CALL THE STUDENT'S NEXT PERIOD TEACHER.

NAVAL TRADITIONS

The Academy operates within a framework of naval traditions and naval procedures. In order for the Academy to function properly, a cadet must adhere to the rules and regulations set forth by both the Academy Administration and the Naval Science Department. Respect for and adherence to these traditions and procedures shall be considered by all cadets to be a standing order. Cadets shall become familiar with the customs and traditions of the naval service such as Watch Standing, the 24 hour clock and the use of common naval terms.

NAVAL TIME

The 24 hour clock system will habitually be used when speaking and writing the time of day. Specifically, the use of a.m. and p.m. will not be used. To convert local time to the 24 hour clock system, add 12 to all times after noon; times before noon remain the same, but are expressed with four digits.

Example: 1PM is 1300; 9AM is 0900.

When writing or recording dates on official correspondence, printed forms, reports, etc., dates shall be written as follows:

Date Month Year: 25 September 2012

SALUTING CUSTOMS

A salute is a traditional sign of respect. Cadet Officers that are senior to you and uniformed faculty/staff members merit a salute when appropriate. Saluting shall, in general, follow the customs of the U.S. Navy as outlined in U.S. Naval Regulations. In addition, cadets shall learn the essence of good manners and courtesy. For example, during the day, greetings such as “**Good morning, Sir/Ma’am**”, “**Good afternoon, Sir/Ma’am**”, are a proper and required salutation. The courtesy of rising and coming to attention shall be required when approached or spoken to by an Academy Administrator.

SALUTES ARE NOT APPROPRIATE:

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

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

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

SENIOR BEHAVIOR

Senior cadets in a military academy hold a unique position of mentor and role model to over 3 grade levels of junior cadets. Seniors set the example for all others, and they can have a powerful effect on the entire school body. A senior who chooses to ignore uniform rules, classroom protocol, chain of command respect and being on-time for class, can have a significant negative impact on the entire student body.

TO ENCOURAGE SENIORS TO CONTINUE BEING STRONG LEADERS AND ROLE MODELS, THE FOLLOWING MEASURES ARE PROVIDED AS INCENTIVES:

- 95% attendance and a “C” or better in Naval Science is required to participate in all senior events including graduation

NAVAL SCIENCE WATCH (QUARTERDECK WATCH/ROVER)

The Cadet Officer of the Deck (COD) Watch supervises the routine functions of Academy activities. The watch is composed of two cadets, the (COD) and the Messenger of the Watch (MOOW). The COD will brief the watch on events of the day, inspect their uniforms, and answer any questions they may have. Members of the watch will wear a clean and proper uniform a watch belt and garrison cover. Watch members are often the first impression visitors have of Cleveland Junior Naval Academy. As such, watch members have an important duty to do their best and represent themselves and the Academy in the finest light. The public address system is for official business only. The watch should not use it during classes or tutorials except for emergencies. Telephone and public address system procedures are explained in a separate directive found at the watch station. If an emergency arises, watch members should seek the help of the closest available faculty or staff member. If an official visitor of another school or agency arrives on campus, they should be directed to the office. A Log Book is maintained by the COD as an official record of significant events. Instructions for the Log Book are listed at the watch station. The COD will review and initial the Log Book daily and the Naval Science Department will check the book weekly. The following are some of the responsibilities of the watch:

- Periodic checks of the areas surrounding the watch station for cleanliness
- Controlling the entrance of visitors.
- Raising the flag at 0800 and lowering it 1345.
- Ensuring windows and doors are closed during storms
- Maintaining orderliness and keeping the quarterdeck quiet and free of distractions

No food or drinks shall be brought into the Quarterdeck area. No magazines, books, radios, or any electronic equipment should be used at the watch station. Books may be read only if they are required for class work. At no time will their use interfere with the duties of the watch.

WEEKEND AND EVENING EVENTS

Cadet school attendance on the most recently preceding school day to an evening, Saturday or Sunday event is mandatory for a Cadet to attend such events. School attendance must be for the full school day to meet this requirement. If the student comes late, leaves early or cuts a class, they will not have met the requirement and may not attend the function. For example, if the last day of school of the week is Friday and the Navy Ball is scheduled for Saturday, Friday attendance is mandatory for participation in the weekend event. If a student fails to attend school (or is suspended for disciplinary reasons) they are prohibited from attending the event. This applies equally to a Thursday evening banquet. The cadet must attend school on that Thursday to attend.

CLASS LEADERS

Naval Science classes are under the supervision of a Platoon Commander. In all other classes the teacher may appoint a class leader. This will normally be the highest ranking cadet in class. If the highest ranking cadet declines the position of class leader he/she must understand that while in the class he/she is subject to the authority of the appointed class leader.

UNIFORM REGULATIONS

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 MAY BE ASSIGNED ISS IF NOT IN UNIFORM UNTIL SITUATION IS RECTIFIED OR A PLAN TO FIX**. Cadets are also expected to be in a complete uniform while traveling to and from school. The wearing of civilian coats with the uniform is not authorized. **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 not be done. There are four uniforms worn at the Academy.

NAVY SERVICE UNIFORM

-Worn daily unless otherwise prescribed-

Blue Garrison Cap

Khaki Shirt

Blue Trousers

Blue Belt

Black Socks

Black Shoes

SERVICE KHAKE UNIFORM

- Authorized by Area 9 Manager and may be worn when allowed by the Senior Naval Science Instructor

Khaki Garrison Cap

Khaki Shirt

Khaki Trousers

Khaki Belt

Black Socks

Black Shoes

SERVICE DRESS BLUE UNIFORM

-Authorized for Chief Petty Officer and Officers only-

-Worn when directed by the Senior Naval Science Instructor-

Combination Hat with white cover

(Black Garrison Cap – optional)

White Shirt

Black Tie

Black Trousers

Black Belt

Black Dress Coat

Black Shoes

Black Socks

PHYSICAL TRAINING UNIFORM

-Worn when engaged in physical training events-

Gold Athletic T-Shirt

Blue Athletic Shorts

OTHER UNIFORM ITEMS:

T-SHIRT A white, crew neck, quarter sleeve, T-shirt shall be worn by all male cadets with the Navy Service uniform or the Service Dress Blue uniform. The T-shirt is optional for female cadets. Cadets will not wear white T-shirts with print or logos on them. The T-shirt must fit properly. Oversized T-shirts are not allowed. Female cadets may wear flesh tone hosiery with all uniforms.

1. *RELAXED FIT JACKET*

The Relaxed Fit Jacket may be worn for comfort with the Navy Service Uniform. **It shall not be worn in the classroom, halls, and cafeteria or during inspections. Unless prescribed by the Senior Naval Science Instructor**

2. *ALL WEATHER COAT*

May be worn with any uniform for comfort or during rainy weather. **It shall not be worn in classroom, halls or cafeteria.**

3. *NJROTC DEVICE*

The "J-bar" is 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*

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***

Worn 1/4 inch above left breast pocket on Service Dress Blue and Navy Service Uniform at all times.

7. ***NJROTC PATCH***

Worn one inch below shoulder seam on left sleeve of Khaki shirt, Service Dress Blue coat and Relaxed Fit Jacket.

8. ***CLASS STARS***

One star is worn for each year successfully completed in the NJROTC program. Worn centered and 1/4 inch above the left breast pocket or ribbons. When more than one star is authorized they shall be separated by 1/4 inch.

9. ***SCARVES***

A solid black scarf may be worn with the Relaxed Fit Jacket and the All Weather Coat. They shall not be worn without the jacket or coat. White scarves are optional for cadet officers.

10. ***GLOVES***

Worn for comfort with any uniform when All Weather Coat or Relaxed Fit Jacket is worn. Must be black. Shall not be worn in classroom or during inspections or at any other time when not exposed to the elements.

11. ***OVERSHOES/BOOTS***

May be worn for comfort and to protect shoes during rain or snow. **Must be black. Must be removed or changed immediately upon arrival at school (before inspection at the front door).**

12. ***CAPS/EARMUFFS***

There are times, particularly in mid-winter, when the Garrison Cover may not provide the desired low temperature protection. During such times a plain Black Watch Cap or Black Earmuffs are authorized.

13. ***SWEATERS***

Only sweaters issued at school (pull-over black) may be worn by cadets as an optional uniform item. Cadets will wear a name tag on the sweater. **No other devices may be worn on the sweater.** It must not be worn over the shoulder or

wrapped around the waist. Sleeves must be down fully when worn. Females must tuck in shirt so that Khaki shirt does not show below sweater.

14. **MEDALS**

Medals must be authorized by the NSI for wear with the uniform. A maximum of 9 medals may be worn on the uniform and no more than 3 medals may be worn around the neck when in uniform.

15. **AIGUILLETES**

Organizational/Team aiguilletes (Color Guard, Honor Guard, Drill Teams, etc.) may be worn on inspection days or for performances only. Positional and personal aiguilletes (Staff, Leadership Academy, Supply, Academic Officer, PT Coordinator, etc.) may be worn daily.

16. **SOCKS**

Regulation socks shall be plain black and of proper length to cover the calf when seated. "Shorty" athletic socks are not permitted with uniforms.

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 there is funding, we will provide hemming and sewing of patches for the first set of two NSU trousers and shirts. Cadets and their parents or guardians are responsible for hemming and sewing of patches for any replacement uniform items. They are also responsible for sewing the patch on the Navy relaxed fit jacket and dress blue jacket if 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 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 rips or half-soleing shoes) this is also the responsibility of the cadet. Loss of an article or clothing must be reported immediately to the Assistant Principal and 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 if a cadet's uniform account is not clear. CADETS ARE ADVISED TO MARK FOR IDENTIFICATION ALL THEIR UNIFORM ITEMS. THE MARK SHALL BE THEIR INITIALS AND LAST 4 DIGITS OF THEIR STUDENT ID NUMBER.** Identification

should not be visible when the uniform is worn. Relaxed Fit Jackets and All-Weather Coats are also 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 out grown. Lost, damaged or stolen items **must be replaced at cadet's/parents or legal guardian expense.**

GROOMING

SMARTNESS

1. **IMAGE.** Cleveland cadet must set and maintain the high standards of smartness in uniform appearance. The military image reflected by attention to detail, while wearing your uniforms, is a key element in the public image of Cleveland Naval Junior Academy.
2. **CLEANLINESS.** Uniforms shall be kept scrupulously clean, with lace, devices and insignia bright and free from tarnish and corrosion.
3. **ELECTRONIC DEVICES THE** use of an earpiece, blue tooth technology, headsets or hands-free device while in uniform indoors or outdoors is prohibited unless specifically authorized for the execution of official duties. The use of blue tooth technology, headsets and other hands-free devices are only allowed in uniform in a vehicle when authorized by local, state and federal law.
4. **CIVILIAN CLOTHES** All Cleveland cadets are required to be in proper uniform from when they arrive inside the building until when they exit the building at the end of the day. The only exception is they are authorized to wear civilian clothes when participating in an after-school activity, in that case they may exit the building in civilian clothes.

The sounding of the 2:07 bell does not mean that cadets are allowed to relax uniform standards. If cadets choose to wear the uniform during after school activities the same standards apply.

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 $\frac{3}{4}$ inch and outwards not greater than $\frac{3}{4}$ inch to blend with hairstyle. Hair on the back of the neck must not touch the collar. **Hair shall be no longer than two 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 $\frac{3}{4}$ inch taper at the back of the neck may be difficult to attain. In those cases the 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 neck and sides, and do not interfere with properly wearing military headgear. Plaited or braided hair shall not be worn while in uniform or in a duty status. No dyes, tints, bleach or hair colorings are permitted. Faddish hair styles 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 middle of the ear, shall be of even width (not flared) and shall end with a clean shaven horizontal line.
3. **BEARDS AND MUSTACHES**. The face will be clean shaven. Mustaches and beards are not permitted. Going to the barber every two weeks in most cases will not allow the cadet to maintain proper standards. **Cadet with proper medical documentation may temporarily refrain from shaving.** Additionally, during this "temporary" period the cadet must carry their proper medical documentation on their person at all times they are in uniform and present it for perusal upon request. For "special" events (Pass-In-Review, annual inspection, graduation, etc.), public activities such as parades where cadets in uniform are representing the school, or any other time directed by the SNSI, cadets must be clean shaven or not participate in those school activities.
4. **FINGERNAILS**. Fingernails will not extend past fingertips. They shall be kept clean. No polish is permitted.

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.
 - b. **EARRINGS.** Not authorized. Additionally, no piercings of any kind shall be visible.
 - c. **NECKLACES/CHOKERS.** While in uniform, necklaces and chokers are authorized but must not be visible.
 - 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. One plain black bracelet is authorized. 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.
 - g. **DENTAL GRILLS.** Decorative “Grills” may not be worn over the teeth.

FOR FEMALE CADETS:

1. **HAIR.** Acceptable Hairstyle Criteria. Hairstyles and haircuts shall present a professional and balanced appearance. **Appropriateness of a hairstyle shall be evaluated by its appearance when headgear is worn. All headgear shall fit snugly and comfortably around the largest part of the head without distortion or excessive gaps.** When headgear is worn, hair shall not show from under the front of the headgear. All buns shall be positioned on the back of the head to ensure the proper wearing of all headgear.

Lopsided and extremely asymmetrical hairstyles are not authorized. Angled hairstyles will have no more than a 1-1/2 inch difference between the front and the back length of hair. Layered hairstyles are authorized provided layers present a smooth and graduated appearance.

Hair length, when in uniform, may touch, but not fall below a the lower edge of the back of the collar. Long hair, including braids, shall be neatly fastened, pinned, or secured to the head. When bangs are worn, they shall not extend below the eyebrows. Hair length shall be sufficient to prevent the scalp from being readily visible (with the exception of documented medical conditions).

Hair bulk (minus the bun) as measured from the scalp will not exceed 2 inches. The diameter of the bun will not exceed or extend beyond the width of the back of the head. Loose ends must be tucked in and secured.

Hair, wigs, or hair extensions/pieces must be of a natural hair color (i.e. blonde, brunette, brown, red, gray, or black). Hair extensions/pieces must match the current color of hair. Wigs, hairpieces and extensions shall be of such quality and fit so as to present a natural appearance and conform to the grooming guidelines listed herein. No tints or highlights are authorized.

2. **Hairstyles.** Hairstyles shall not detract from a professional appearance in uniform. **Styles with shaved portions of the scalp (other than the neckline), those with designs cut, braided, or parted into the hair, as well as dyed using unnatural colors are not authorized.** The unique quality and texture of curled, waved and straight hair are recognized. All hairstyles must minimize scalp exposure. While this list shall not be considered all inclusive, the following hairstyles are authorized.

- a. Three strand braids and two strand braids (also referred to as twists) are authorized. Braided hairstyles shall be conservative and conform to the guidelines listed herein.

- b. Multiple braids. Multiple braids consist of more than 2 braids and encompass the whole head. When a hairstyle of multiple braids is worn, each braid shall be of uniform dimension, small in diameter, and tightly interwoven to present a neat, professional, well groomed appearance. Foreign material (e.g., beads, decorative items) shall not be braided into the hair. Multiple braids may be worn loose (**the length shall not extend past the lower edge of the collar**), or may be pulled straight back into a bun, within the guidelines herein.

- c. Two individual braids. One braid worn on each side of the head, uniform in dimension. Each braid extends from the front to back of the head near the lower portion of the hair line (i.e., braids are closer to the top of the ear than the top of the head to prevent interference with wearing of headgear). A single French braid may be worn starting near the top of the head and be

braided to the end of the hair. The end of the braid must be secured to the head and braid placement shall be down the middle of the back of the head.

d. Corn rows. Must be in symmetrical fore and aft rows, and must be close to the head, leaving no hair unbraided. They must be no larger than 1/4 inch in diameter and show no more than approximately 1/8 inch of scalp between rows. Corn row ends shall not protrude from the head. Rows must end at the nape of the neck and shall be secured with rubber bands that match the color of the hair. Corn rows may end in a bun conforming to the guidelines listed herein, if hair length permits.

e. Rolls. Two individual rolls, one on each side of the head, must be near the lower portion of the hair line (i.e., rolls are closer to the top of the ear than the top of the head and will not interfere with wearing of headgear) Rolls must be of uniform dimension.

f. Locks. The Lock hairstyle (Locks) for the purpose of Navy Uniform Regulations grooming standards consists of one section of hair that twists from or near the root to the end of the hair and creates a uniform ringlet or cord-like appearance. Locks may be worn in short, medium, and long hair lengths **however in any case will not extend more than 3 inches below the collar.**

(1) Locks must continue from the root to the end of the hair in one direction (no zig-zagging, curving, or ending before the end of the lock to dangle as a wisp or loose hair) and should encompass the whole head. Locks partings must be square or rectangle in shape in order to maintain a neat and professional appearance.

(2) Locks can be loose (free-hanging where no hair is added to the lock once it is started other than hair extensions that are attached at the end of the natural hair). When worn loose, locks will be spaced no more than three-eighths of an inch apart, diameter/width will not exceed three-eighths of an inch, and locks will be tightly interlaced to present a neat and professional military appearance. Locks may also be worn in a bun provided all hair grooming requirements are met. Locks may not be worn in combination with other hair styles (e.g. twists, braids).

(3) New growth (defined as hair that naturally grows from the scalp and has not yet been locked) will not exceed one-half inch at any time.

(4) Locks that do not meet the above standards and do not present a neat and professional military appearance will not be worn in uniform. The Senior Naval Science Instructor have the ultimate responsibility for determining when hairstyles are eccentric, faddish, or out of standards.

g. Ponytails. The wear of a single braid, French braid, or a single ponytail in Service, Working, and PT uniforms is authorized. The initial accessory for the ponytail will not be visible when facing forward. Authorized accessory devices must be consistent with the color of the hair. The end of the braid or ponytail may extend up to three inches below the lower edge of the collar of the shirt, jacket or coat. In spaces or environments where there are operational hazards such as rotating gear, etc., the hair may not be worn below the bottom of the collar.

h. Ethnic Hairstyles. Ethnic hairstyles are permitted provided they are groomed to fit within the guidelines stated above.

i. Examples of acceptable female standards can be viewed on the Cleveland website under NJROTC uniform information.

3. **Unauthorized Hairstyles.** While this list shall not be considered all inclusive, the following hairstyles are not authorized: Pigtails; braids that are widely spaced and/or protrude from the head.

4. **GROOMING STANDARDS EXCEPTION.** Female Cadets are authorized to wear their hair below the lower edge of the collar of the blouse, jacket, or coat of the Dinner Dress Uniform being worn. All other Navy grooming requirements will remain in effect per the guidance promulgated by this instruction.

5. **HAIR ORNAMENTS.** Conspicuous or faddish hair ornaments are not authorized. When worn, hair ornaments shall be black in color and shall not present a safety hazard. Hair nets, headbands, scrunchies, combs, claws and butterfly clips, are examples of accessories that are not authorized; this list is not to be considered all inclusive

6. **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 complement the individual. Black "lip liner" is not authorized. Long false eyelashes shall not be worn when in uniform.

7. **FINGERNAILS.** Fingernails shall not exceed ¼ inch measured from the fingertip. Choice of nail polish colors are limited to a conservative shade of red or clear only. Multi-color/multi-tone fingernails or fingernail designs are not authorized. If nail polish is used, it will be of a single color.

8. **JEWELRY.** Jewelry is authorized for all female personnel and shall be in good taste while in uniform. Eccentricities and 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 an engagement ring (or wedding ring set).
- b. **EARRINGS.** One earring per ear (centered on the earlobe) may be worn with any uniform. Nose rings are not authorized. Earrings shall be gold or silver 6mm ball (approximately ¼ inch), plain with brushed matte finish, screw-on or with posts. Nose rings, lip rings, tongue rings, eyebrow rings or any other type of ring or ornament is not permitted.
- c. **NECKLACES/CHOKERS.** While in uniform necklaces and chokers are authorized however they must not be visible.
- d. **WRISTWATCHES/BRACELETS.** While in uniform, one wristwatch may be worn. The wristwatch and band must be gold, silver or black in color. Multi-colored, brightly colored or designer watches are not authorized to be worn with the Navy uniforms. One black Bracelet is authorized. 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 and must medically needed.
- f. **DENTAL GRILLS.** Decorative “Grills” may not be worn over the teeth.

PERSONAL CLEANLINESS AND HYGIENE REQUIRE THAT ALL CADETS BATHE DAILY. OUR RIGOROUS PHYSICAL TRAINING ALSO NECESSITATES THE USE OF ANTIPERSPIRANT / DEODORANT.

THOSE CADETS WHO DO NOT ADHERE TO THE PROPER WEARING OF THE UNIFORM OR TO GROOMING STANDARDS WILL BE REFERRED TO SNSI AND ASSISTANT PRINCIPAL BY A DISCIPLINE REFERRAL FORM. CADETS WILL HAVE CONSEQUENCES ACCORDING TO THE SCCH.

ASSEMBLY CONDUCT

THE FOLLOWING ARE GUIDELINES FOR ASSEMBLY CONDUCT:

1. At the prescribed time cadets are to be escorted by their teachers to assigned seats quickly and quietly.
2. As directed, cadets are to proceed directly to their assigned seating area.
3. **DO NOT BLOCK THE AISLES.**
4. An 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 auditorium session.
8. Show your school spirit and pride by displaying proper conduct in the auditorium.
9. Attending an 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 Battalion Commander's directions.

PUBLIC DISPLAY OF AFFECTION AND PHYSICAL CONTACT

The following rules are in effect for Cleveland Junior Naval Academy concerning personal display of affection. Violations will, at a minimum, be treated as a type 3 "unacceptable minor physical contact" in the Student Code of Conduct. Higher level violations can be given with more serious or repeated violations. Any physical contact between two individuals must be welcomed, expected and agreed to by both persons.

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

- ***KISSING AND HUGGING***: One second rule applies. Appropriate kissing as a greeting is limited to cheek-to-cheek or lip-to-cheek only. Lip-to-lip contact is considered inappropriate in a high school setting.
- ***CASUAL CONTACT***: Hand holding, arms or legs draped around someone else's shoulder, waist, or other body part, as well as sitting on floors in hallways with various body parts around each other is considered inappropriate. **Cadets are allowed to escort each other by the arm.**
- ***HALLWAY PLAY***: Bumping, slapping, grabbing, or other forms of physical contact in hallways or classrooms has caused injuries and has been misinterpreted as 'hostile', occasionally leading to arguments or fights. With the school becoming more crowded, students will avoid physical play in the halls and classrooms at all times.

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. Consequences are outlined in SCCH.

SPECIAL GROUPS

Certain groups are required by Naval regulations as regards to the NJROTC program. These are the Color Guard and Drill teams. Other groups, like the Honor Guard, are optional but encouraged. 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 the position they may hold outside the group. Appointments of group leadership positions will be made by the NSI sponsor with the approval of the SNSI. It must be clearly understood, advancements or promotions made by virtue of filling a position within special groups 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. Cadets must be physically fit and conditioned to participate in these special groups.

LOCKERS

Permanent lockers will be assigned to each cadet by his/her Naval Science Instructor.
SHARING LOCKERS ARE PROHIBITED.

Each cadet must use the locker assigned by his/her NSI. 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 Naval Science Instructors on an unannounced basis and maybe part of the weekly personal inspection. Locker Inspection is for health and comfort reasons and not used to search for contraband.

Cadets may access their lockers during passing periods. **UNDER NO CIRCUMSTANCES IS LOCKER USE AN EXCUSE FOR BEING LATE/TARDY TO CLASS.**

BOOK BAGS/GYM BAGS

A book bag and gym bag may be used by the cadet to carry books, gym clothing, school supplies, etc. It must be clean and in good repair.

EXTRA CURRICULAR ACTIVITIES

The Cleveland Junior Naval Academy is a St. Louis Public High School and as such can participate in all activities that are offered by the St. Louis Public Schools. Cleveland follows all rules and eligibility requirements set my MSHSAA. (Missouri State High School Activities Association)

A yearly physical is required along with release forms signed by parents and cadets.

EXTRA MILITARY ACTIVITIES

In order for Cadet's to be assigned Positions of authority/reasonability, Cadets must meet the advancement requirements.

PHYSICAL EDUCATION CLOTHING AND LOCKERS

Cadets will be required to wear the physical education clothing provided by the Navy. **AN ADDITIONAL SET OF PT (PHYSICAL TRAINING) CLOTHES IS RECOMMENDED TO BE PURCHASED** by the student (or parent). Girls are required to wear a sports bra. Cadets are required to provide their own athletic shoes.

Physical Education will consist of considerable running. Cadets will not run/jog in their issued leather Navy shoes. A physical fitness test is required by all grade levels.

NAME TAGS

The name tag is a part of the Navy uniform. It is also the school identification badge. Consequently, **WEARING OF THE NAME TAG IS REQUIRED AT ALL TIMES (NAMETAG MUST BE THE CADET'S THAT IS WEARING IT. THOSE WEARING SOMEONE ELSE'S NAMETAG WILL HAVE CONSEQUENCES OUTLINED IN THE SCCH – REFUSING TO IDENTIFY ONESELF.)**. It is worn above the right breast pocket. The first name tag will be issued to the cadet free of charge. Replacement name tags, available in supply, will cost \$1.25. These are considered temporary.

Cadets who have been issued the name tag with NJROTC Device (sophomores and above) must replace those in kind at a cost of \$5.00 each. A temporary name tag must be obtained and worn in the interim period.

CADET OFFICERS

Cadets are appointed to officer positions based on merits of performance. The rank assigned is commensurate with the leadership position being filled. To advance in rank is an honor – to retain that advancement requires constant attention to duty.

All rank pre-supposes 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 and be reverted to their permanent enlisted rank. This would normally be the result of action taken by the Senior Naval Science Instructor.

CADET ENLISTED RANK

Although commensurate with position of lesser authority and responsibility, enlisted rank is of considerable importance to the individual cadet and the unit. Progress through the enlisted Ranks is a necessary prerequisite to officer appointment.

REQUIREMENTS FOR ADVANCEMENTS

- GPA of 2.5 or better
- No Fs
- No Referrals
- "B" or better in Naval Science
- 95% or better in Attendance

For promotion above PO2 a cadet normally is required 20 weeks (One semester) time in grade before he/she is eligible for further promotion.

Cadets assigned to positions of authority and responsibility who fail to meet the above criteria for any quarter will be placed on a probationary status until the progress report for the next quarter comes out. If the situation is not rectified, they will be reverted to their permanent enlisted rank in accordance with the ribbon/ rank verification sheet.

Cadets participating in drill team or color guard must maintain the same standard with the following exception. They must maintain a "C" or better in Naval Science.

RANK/RATE STRUCTURE/PRECEDENCE

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/CPO.....	Cadet Chief Petty Officer
C/P01.....	Cadet Petty Officer First Class
C/P02.....	Cadet Petty Officer Second Class
C/P03.....	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 (senior over juniors, etc.). The Battalion Commander has precedence over all other Cadets. The Battalion Executive Officer when acting as the Battalion Commander will have precedence over all cadets.

ORDER OF PRECEDENCE

Battalion Commander

Battalion Executive Officer

A Company Commander

B Company Commander

C Company Commander

D Company Commander

E Company Commander

Operations Officer

Administration Officer

Weapons Officer

Communications Officer

Supply Officer

A Company Executive Officer

B Company Executive Officer

C Company Executive Officer

D Company Executive Officer

E Company Executive Officer

Due to the nature of training at Cleveland Junior Naval Academy 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.

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 3.5 cumulative grade point average and as seniors with a 3.5 cumulative grade point average. Students should follow a college bound curriculum; cadets that take courses not of this caliber will not be eligible for selection into the NHS. It is imperative that students establish a pattern of volunteering for community service.

MUSTER

Muster is considered as part of school. It is held at 0655 daily. Cadets are to be in ranks in their assigned muster area at the command "Fall In". Late arrivals will not interfere or disrupt muster in any way. Missing muster will be reflected on the violating cadet's military bearing grade.

DRILL DECK

The drill deck is a ceremonial area and shall only be crossed by cadets who have official business in the drill deck area. At all other times they shall walk around the drill deck area.

MID-YEAR GRADUATES

Cadets that graduate at mid-year 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
- Naval Ball
- Graduation

ANY EXCEPTION MUST BE APPROVED BY THE SENIOR NAVAL SCIENCE INSTRUCTOR AND PRINCIPAL.

GRADUATION CEREMONY PARTICIPATION

The Cleveland Junior Naval Academy Graduation Ceremony is a solemn military ceremony befitting of four years of hard work. The uniform and grooming standards that apply throughout the cadet's enrollment at Cleveland 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 does not measure up to the seriousness of the occasion and clowns on stage, WILL NOT BE GIVEN A DIPLOMA ON STAGE BY THE PRINCIPAL AND A GRADUATION PICTURE WILL NOT BE TAKEN. Additionally, that cadet will be removed from the stage and the 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 Assistant principal's office.