



2022-2023

# Universal Standard

Leadership Lives Here



**ST. JOHN'S  
NORTHWESTERN  
ACADEMIES**



# St. John's Northwestern Academies Universal Standard

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# St. John's Northwestern Academies Universal Standard

## Section I: An Introduction for Students and Families

### About this Handbook

St. John's Northwestern Academies Handbooks are made available to members of St. John's Northwestern Academies Community for informational purposes, and are intended as a reference and a guide to the subject matter contained therein. It is a summary, and not a comprehensive treatment, of the subjects discussed. This handbook is considered binding on all students, faculty and parents or legal guardians, but it is not intended to be a contract. The Community Life information contained herein is made available so that all students, parents or legal guardians, faculty, staff, and administration understand the School's expectations of student good citizenship within our community.

St. John's Northwestern Academies reserves all rights to:

- a) amend or revoke the policies or the information presented in, or stemming from, this handbook at any time and without notice;
- and
- b) exercise its sole and exclusive discretion in the administration of the policies contained herein.

For additional information to this effect, please refer to the Disclaimers section of the Appendix.

### From the President of the Academies, Mr. Robert Fine

To our St. John's Northwestern Academies Community,

Greetings and Welcome to St. John's Northwestern Academies, where we have been developing leaders since 1884. We provide this handbook to our community for informational and reference purposes. It is intended as an overview of expectations of all members of our community. Outlining these expectations allows us to teach, coach, supervise, work, and support the overarching mission of this proud institution.

It is our expectation that all members of our community familiarize themselves with this handbook and its contents, allowing us to have a harmonious and productive school year.

Once again, Welcome to St. John's Northwestern Academies. I look forward to working with you.

Go Lancers!

Respectfully,

A handwritten signature in black ink, appearing to read "R. Fine Jr.", is written over a faint, larger version of the same signature.

Robert J. Fine Jr.  
President  
St. John's Northwestern Academies



# St. John's Northwestern Academies Universal Standard

## History of St. John's Northwestern Academies

St. John's Northwestern Academies finds its roots in the founding of two academies, St. John's Military Academy in Delafield, Wisconsin, and Northwestern Military & Naval Academy formerly in Lake Geneva, Wisconsin. The two academies merged in 1995 to create what was known at the time as St. John's Northwestern Military Academy, and what we now know as St. John's Northwestern Academies.

St. John's was the brainchild of the Rev. Sidney T. Smythe, who was inspired by the work of his mentor Dr. James DeKoven, to start a college preparatory school near Nashotah House where he was ordained. Rev. Smythe did so in 1884 with the re-establishment of St. John's Hall, a one-room schoolhouse that had once been the pride of Dr. DeKoven prior to him leaving to lead the growth of Racine College in Racine, Wisconsin. The school under Dr. DeKoven, as well as later under Smythe, was initially associated as the parish school of the St. John's Chrysostom Church which is still located on the boundaries of the SJNA campus. When Rev. Smythe opened St. John's Hall, he was only 22 years old, and the school was co-educational, serving both boys and girls. Most of these students hailed from the local region, but the school began very early on with its boarding tradition as there was one boarding student who was enrolled at the opening of the school.

Rev. Smythe quickly established the four pillars of the Academy which are: Academics, Spiritual and Character Development, Athletics, and Military Traditions. These became the foundation upon which the St. John's was built and remain stalwart guides for our institution to this day. Two years after the opening of St. John's Hall in 1886, Smythe added military drill to the curriculum and function of the school and it thus became St. John's Military Academy. This was aided by General Charles King (at that time a Captain) joining the academy who, with Smythe, developed the military program that is still in existence on our campus to this day. General King was a cavalry officer and West Point graduate with a storied career, and was known as the "Soldier Novelist" for his many literary works. In the years that were to come, the academy grew and changed in many ways, but its founding principles remained constant. St. John's continued to be co-ed until 1889 when it became a college preparatory military academy for males only.

Northwestern Military & Naval Academy was the creative dream of Harlan Page Davidson, a man with roots in New England who made his way to the midwest with the intention of starting a military academy. His family had long standing ties with the Presbyterian church, and he had an introduction to education early on in his professional life. These things in combination with an

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## St. John's Northwestern Academies Universal Standard

appreciation for incorporating military discipline with education laid the groundwork for what would become Northwestern Military Academy, and later Northwestern Military & Naval Academy. The academy was opened in the northern Chicago suburb of Highland Park in 1888. The first home of Northwestern was found in a three story building in town that was located about a half a mile from the shores of Lake Michigan. Within a year of opening, a fire, which started in the building's roof, found the school completely destroyed. While this was certainly a setback for Davidson and his academy, Northwestern did not let this get in its way. Reconstruction was quickly begun, and growth while they were at it. The next two decades saw some great advances and developments for the academy, including its famed bicycle and armored car corps.

Due to the need for more space, and through the inspiration of having visited the region for various camps over the years past, the academy was moved to Lake Geneva, Wisconsin. Through the vision of both Harlan Page Davidson, and his son Royal Page Davidson, the Academy purchased land from Kayes Park, a well known holiday resort on the shores of Lake Geneva. This would become the permanent home of the academy, though it was to be without its founder Harlan Page Davidson who passed away during the purchasing of land and move of the academy. He passed on the running of the academy to Royal Page Davidson, who followed his father's lead taking the Academy to new heights. Under his guidance, Northwestern added the naval component to its military offerings and took on the new name of Northwestern Military & Naval Academy. The years that were to follow would see much growth and prosperity for the Academy.

Over the decades both academies continued to have a great impact on their students and communities. This did not allow either institution to escape a number of ebbs and flows in enrollment, and other challenges, throughout the years however. By the mid 1990's Northwestern Military & Naval Academy was in a significant lull in their enrollment. Coupled with several other institutional struggles, including the resignation of their president, Northwestern was looking at certain inevitable challenges to staying open. In the spring of 1994, the academy's board of directors suggested that St. John's Military Academy be approached to consider a merger. This was compared to selling land or complete liquidation, neither options that were likely to continue the legacy of their incredible institution. Under the leadership of St. John's President MajGen Ralph Spanjer, U.S. Marine Corps Ret., and Northwestern's President John Harrington, the two academies did merge in 1995 beginning the 1995/1996 school year as one entity, St. John's Northwestern Military Academy. This would begin a new chapter for both





## St. John's Northwestern Academies Universal Standard

academies as they joined their histories and legacies together, becoming one progressing into the future.

Moving into the 21st century, St. John's Northwestern continued to exemplify excellence as a military academy and collegiate preparatory school. St. John's Northwestern continued to provide its unique educational experience, coupling traditional education with leadership and personal development, to prepare students for the world outside of its walls. Many students graduated to attend excellent universities and military academies, and it continued to serve as the home of education and development for many future military, government, and corporate leaders as they had for more than 100 years. As St. John's Northwestern was moving beyond its 135th year, a decision was made to begin including female students in its student body, making the academy co-educational once again. Both St. John's and Northwestern had a history of being co-ed, though it was short lived for each. This move allowed for a greater ability to spread the value of an education at St. John's Northwestern.

Though the U.S. has a long and rich history with Military Schools, there have certainly been times of greater and lesser support and interest in these institutions. St. John's Northwestern, and its historical academies, weathered challenges with this reality over many years of operation. In a move to avoid this constant waxing and waning of interest in such schools, the Academy Board of Trustees, along with the leadership of President Tom Stocks and his administration, made the decision to create a second academy on the grounds of St. John's Northwestern. This second academy would not be military oriented, but would create a boarding school experience that would appeal to those interested in all of the other benefits and offerings of the education at St. John's Northwestern. This created another new chapter in the history of St. John's Northwestern, which became known officially as St. John's Northwestern Academies, home of the SJNA Military Academy and SJNA Leadership Academy. After its first year, the name of the Leadership Academy was changed to the SJNA Prefect Academy in the interest of honoring the rich tradition of the English preparatory schools, functioning on the prefect model, upon which this new academy was modeled.

With the Military Academy and the Prefect Academy combined, John's Northwestern Academies is poised to provide the excellent education that it has come to be known to provide for nearly a century and a half.

-- Ben Peterson, Academy Archivist, 2022



# St. John's Northwestern Academies Universal Standard

## SJNA Board of Trustees Officers

Chairman	Henn, Michael
Vice Chair	Leach, Fred
Secretary	Lauer, Randy
Treasurer	Leach, Fred

## Executive Committee

Board Chairman	Henn, Michael
Chair, Governance Committee	Lauer, Randy
Chair, Finance Committee	Leach, Fred
Chair, Facilities Committee	Giammanco, Joe
Chair, Student Life	Tan, Ricky
Chair, Advancement	Henn, Michael
Board Chairman Emeritus	Bliwas, Crain
President, SJNA	Fine, Robert



## St. John's Northwestern Academies Universal Standard

### Notable Alumni

<i><b>NOTABLE ALUMNI</b></i>		
<b>Charles Cord S1935</b> C.E.O., Cord Automobile Co.	<b>Howard Woodin S1918</b> Packers NFL Hall of Fame	<b>George E. Martin N1921</b> General, U.S. Army
<b>Tom Chamales S1942</b> World War II hero Novelist, Hollywood screenwriter	<b>George Kennan S1921</b> U.S. Ambassador to Russia and Yugoslavia	<b>George Wilson S1933</b> Professional football player NFL Coach NFL Hall of Fame
<b>Samuel Noble S1943</b> Philanthropist Oil and soil exploration expert	<b>Thomas D. White S1918</b> General, U.S. Air Force Chief of Staff, USAF	<b>Adam Rapp S1986</b> Playwright and author
<b>Edward Noble S1946</b> Entrepreneur, Developer, Manufacturer	<b>Spencer Tracy</b> Attended NMNA in 1919 Distinguished actor	<b>William J. Janklow N1954</b> Governor, South Dakota, 4 terms
<b>John Danforth S1942</b> 1st Native American SJ graduate, World War II hero	<b>Harry Wismer S1931</b> Famous sportscaster, Football team owner	<b>E. Victor Eldred N1927</b> Large Nebraska ranch owner
<b>C. Roosevelt Boettiger N1948</b> Grandson, Pres. F. D. Roosevelt U.S. delegate, United Nations	<b>Daniel Gerber S1916</b> Founder, Gerber Baby Foods	<b>Edward Craig S1917</b> Lt. General, U.S. Marine Corps
<b>Victor Treviño Lucido S1958</b> Businessman, Mexico	<b>Aubrey W. Fitch S1901</b> Admiral, U.S. Navy	<b>Carl Thomsen N1934</b> C.E.O., Texas Instruments
<b>George H. Revelle, Jr. S1931</b> Superior Court Judge, Washington	<b>Jack Carson S1928</b> Hollywood film star	<b>Kent Smith N1927</b> Hollywood actor
<b>Ángel Losada Moreno S1973</b> President of Gigante, a Mexican retailer	<b>Roger Stangeland S1947</b> Business entrepreneur, C.E.O., Vons Foods	<b>Edward Allen N1942</b> Pioneer in cable television
<b>German Sierra S1975</b> Senator, State of Puebla, Mexico	<b>Marshall S. Roth N1925</b> Major General, U.S. Air Force	<b>A.G. Atwater 1960</b> C.E.O., Amerol
<b>Martin Torrijos Espino S1981</b> President of Panama	<b>Bruce Adreani S1967</b> C.E.O., Norwood Builders	<b>Carlos Madero S1913</b> Mexican government official

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# St. John's Northwestern Academies Universal Standard

## Section II: Values, Ethos, and Philosophy

At St John's Northwestern Academies, students recognize that they are part of a larger community. In addition to the codes of conduct inherent to their specific Academy, they are expected at all times to act and behave in accordance with the shared expectations and standards of the Academies and to take responsibility for their actions. Our Universal Community Values establish both baseline and common standards across: our academies, extra and co curricular programming, and additional school sponsored or sanctioned opportunities. When a family commits to being a part of our institution they become a member of our community. As such, all members of that family agree to represent the SJNA well at all times, whether on or off school grounds or school is in session or not.

### **Standards of Behavior**

*At a minimum*, all students are expected to treat their peers and the larger community with dignity and respect. Every member of our community is expected to reinforce a social contract that is based on mutual support.

### **St. John's Northwestern Academies' Mission Statement**

St. John's Northwestern Academies develops and educates young men and women to be responsible citizens, as well as moral and ethical leaders who are inspired to take advantage of tomorrow's opportunities. We achieve this with our Foundational Pillars of academic excellence, enriching spiritual and character development, outstanding athletic programs and premier leader development training in a secure, nurturing and inclusive environment.



# St. John's Northwestern Academies Universal Standard

## Core Values

SJNA Core Values guide all that we do to pursue our Vision and Mission; they are enduring values that remain constant; our vision and mission may evolve over time.

### **Core Values Statement**

SJNA values moral and ethical principles, educational rigor and excellence, premier leader development training, appreciation of cultural diversity and institutional independence.

### **Moral Imperative**

Develop young people who think independently; become leaders with moral compass; grow to live and practice ethical principles every day.

### **Educational Philosophy**

Educate students so they develop to their full potential; fulfill their unique dreams; value a life of physical, mental and spiritual wellness.

### **Leadership Attributes**

Develop leadership that motivates others to achieve goals; improves adaptive skills to overcome new challenges and exploit new opportunities; value selfless service.

### **Inclusiveness**

Maintain a diverse community that includes a variety of global cultures; treat others with dignity and respect; value differences as strengths.

### **Independence**

Operate as an independent, not-for-profit institution that retains private governance free from external control; preserves the philosophy and mission of the school; provides flexibility to adapt and maintain relevance.

St. John's Northwestern Academies does not discriminate in violation of the law on the basis of: race, color, national or ethnic origin, gender, gender identity, gender presentation, age, body size, citizenship, religion, physical disability, or sexual orientation in the administration of its educational and admissions policies, scholarships, and other programs.



# St. John's Northwestern Academies Universal Standard

## Honor Code

Central to the Academies' community standards is our Honor Code. It is our belief that the Honor Code is integral to the continued success of SJNA and embraces our core commitments.

**"I will not lie, cheat, steal or tolerate those who do."**

Therefore, for each member of our community we expect them to embody the habit of mind:

"I will be truthful. I will be honest. I will provide. I will support those who do."

Students who violate the Honor Code bring dishonor to themselves and SJNA. Students who uphold it and promote it honor: our legacies, themselves, our community, and their family. A breach of honor will normally be addressed by the student's respective academy. (Please refer to the sections of this handbook that pertain to your child's Academy for more concerning the Honor Code.)

As part of the Cadre Leadership Institute and the signing of the Ledger as part of their Matriculation Ceremony, all Preparatory Students (Preps) create and then pledge to follow an Annual Honor Pledge of their own design.



# St. John's Northwestern Academies Universal Standard

## Code of Conduct

Every member of the SJNA community is responsible for upholding the Code of Conduct. The Five Basic School Standards of Behavior inherent to the Academies are:

Consideration of Others	Carefully considering the feelings, rights, and property of others; showing concern and tactfulness.
Cooperation	Understanding and demonstrating the ability to cooperate with other members of our community; displaying helpfulness and a positive attitude.
Common Sense	Using logical thinking in considering options and consequences before making a decision; respecting safety, values, and using good judgment.
Truthfulness	Using honesty and respectfulness in dealing with others and self; showing trust, pride, and self-esteem.
Respect	Valuing and showing concern for other individuals; treating others with dignity and sensitivity; caring for others' and the school's property with thoughtfulness.



# St. John's Northwestern Academies Universal Standard

## Four Pillars

The Rev. Sidney T. Smythe established the four pillars when he founded the Academy: Academics, Spiritual and Character Development, Athletics, and Military Traditions which are represented in the Military Academy's Coat of Arms, created in 1900.

The pillars support multiple Academies and though exemplified differently than originally conceived, their importance and the support they provide are just as vital today.

## The SJNA Values: Four Pillars

Our school's core beliefs guide students to self-empowerment in the areas of:

- Academics
- Leadership
- Spiritual and Character Development
- Athletics/Wellness

## Standards of Behavior

SJNA students are citizens of a community that values truth (veritas), trust (feducia), and respect (viderint verebuntur). The school's members respect each individual's right to make decisions about behavior, because they trust the individual's willingness and capacity to do so correctly. Members of the community always carry with them the responsibility of maintaining not only their own reputations but also the reputation of their community. Respect, kindness, and sympathetic behavior add to the school's reputation. Arrogance, rudeness, crude language, or verbal/physical teasing damage the school and each of its citizens. Note: When addressing SJNA employees, students are expected to use appropriate titles such as, "Dr., Mrs., Miss., Ms., Mr., or Coach."

SJNA students are expected to be able to decide for themselves what conduct is appropriate in circumstances not directly covered by a specific rule. This responsibility has equal weight on and off campus, since they represent the school at all times.

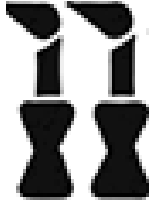
## Behavior on School Grounds

Maintaining a pleasant, warm, clean, and safe environment for all is the responsibility of each member of the SJNA community.



# St. John's Northwestern Academies Universal Standard

## Military Academy Leadership System



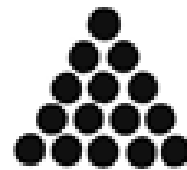
Spiritual &  
Character  
Development



Academics



Athletics



Military  
Traditions



## St. John's Northwestern Academies Universal Standard

### Who is a Leader?

A **leader** is anyone who by virtue of assumed role or assigned responsibility inspires and influences people to accomplish organizational goals.

**Leadership is the ability to inspire others to accomplish a mission or task by providing purposed, direction and positive motivation.**

Leaders **motivate** people both inside and outside the chain of command to pursue actions, focus thinking and shape decisions for the greater good of the organization.

Cadets aspiring to develop their leadership abilities should familiarize themselves with the acronym **LDRSHIP**. It offers valuable insight into the values-based approach used by the majority of successful leaders and is an integral element of the U.S. Army JROTC leadership program.

Leaders who keep in mind the needs and aspirations of their followers consistently employ the moral values of **LDRSHIP**. These principles have been the foundation of noted leaders throughout history, especially the attribute of selfless service.



# St. John's Northwestern Academies Universal Standard

## SJNA General Orders

All cadets are expected to know and live by these orders.

General Orders

**1st General Order**

I will guard everything within the limits of my post and quit my post only when properly relieved.

**2nd General Order**

I will obey my special orders and perform all my duties in a military manner.

**3rd General Order**

I will report violations of my special orders, emergencies, and anything not covered in my instructions, to the commander of the relief.

## Leadership in Cadet Life

- Loyalty**

Understand your assignment and your leader  
Support the chain of command
- Duty**

Arrive on time  
Complete assigned tasks
- Respect**

Show courtesy to others  
Be considerate of others' property
- Selfless Service**

Place others' welfare above your own
- Honor**

Conduct yourself in an honorable way  
Be mannerly in action and word
- Integrity**

Do what's right, legally and morally.  
Do the right thing in light of peer pressure
- Personal Courage**

Face fear, danger, or adversity physical or moral.  
Be responsible for your actions



# St. John's Northwestern Academies Universal Standard

## Phases of Leadership Development

**EMERGING LEADER:** The initial ranks within the SJNA Corps of Cadets reflect the core development requirements of the individual leader. Within this phase of training, cadets are asked to take responsibility for themselves, develop an understanding of their personal strengths and weaknesses as ethical leaders, and follow the lawful orders of their superiors within the Chain of Command of the Corps of Cadets. This phase is a time of self-discovery, and the development of personal accountability and followership skills. Successful mastery of the element of this phase will transition the cadet leader into the next phase, the Developing Leader.

The ranks of the **Emerging Leader** phase:

**E-0 R (Red Board)**

**E-0 B (Blue Board)**

**E-1 BK (Black Board)**

**E-2 Private (PVT)**

**E-3 Private First Class (PFC)**

**DEVELOPING LEADER:** Leadership positions within this phase require cadets to apply their knowledge of leading themselves into a mentoring role with other cadets either on the small group or individual level. During this phase, the rank and promotion process centers on the application of leadership lessons of the Emerging Leader phase into the everyday interactions with fellow cadets across all Academy program areas.

The ranks of the **Developing Leader** phase:

**E-4 Corporal (CPL)**

**E-5 Sergeant (SGT)**

**E-6 Staff Sergeant (SSG)**



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**SUPERVISING LEADER:** The transition into the Supervising Leader phase is a major step in developing effective cadet leaders. The Supervising Leader phase ranks are identified as senior noncommissioned officer (NCO) ranks. As such, they represent the application of the lessons learned in the Emerging and Developing Leader phases and are applied in a large group setting.

The ranks of the **Supervising Leader** phase are:

**E-7 Sergeant First Class (SFC)**

**E-8 Master Sergeant (MSG) and First Sergeant (1SG)**

**E-9 Sergeant Major (SGM) and Command Sergeant Major (CSM)**

**MANAGING LEADER:** Cadet leaders in this phase are expected to know and apply all leadership lessons learned, and do so without the request of adult leaders. In other words, they are expected to actively apply the leadership lessons in ways that best serve their subordinates and the Academy from their own volition. Managing cadet leaders apply the leadership lessons every minute of every day in very part of the Academy program as well as beyond into their civilian lives.

The ranks of **Managing Leader** phase are:

**O-1 Second Lieutenant (2LT)**

**O-2 First Lieutenant (1LT)**

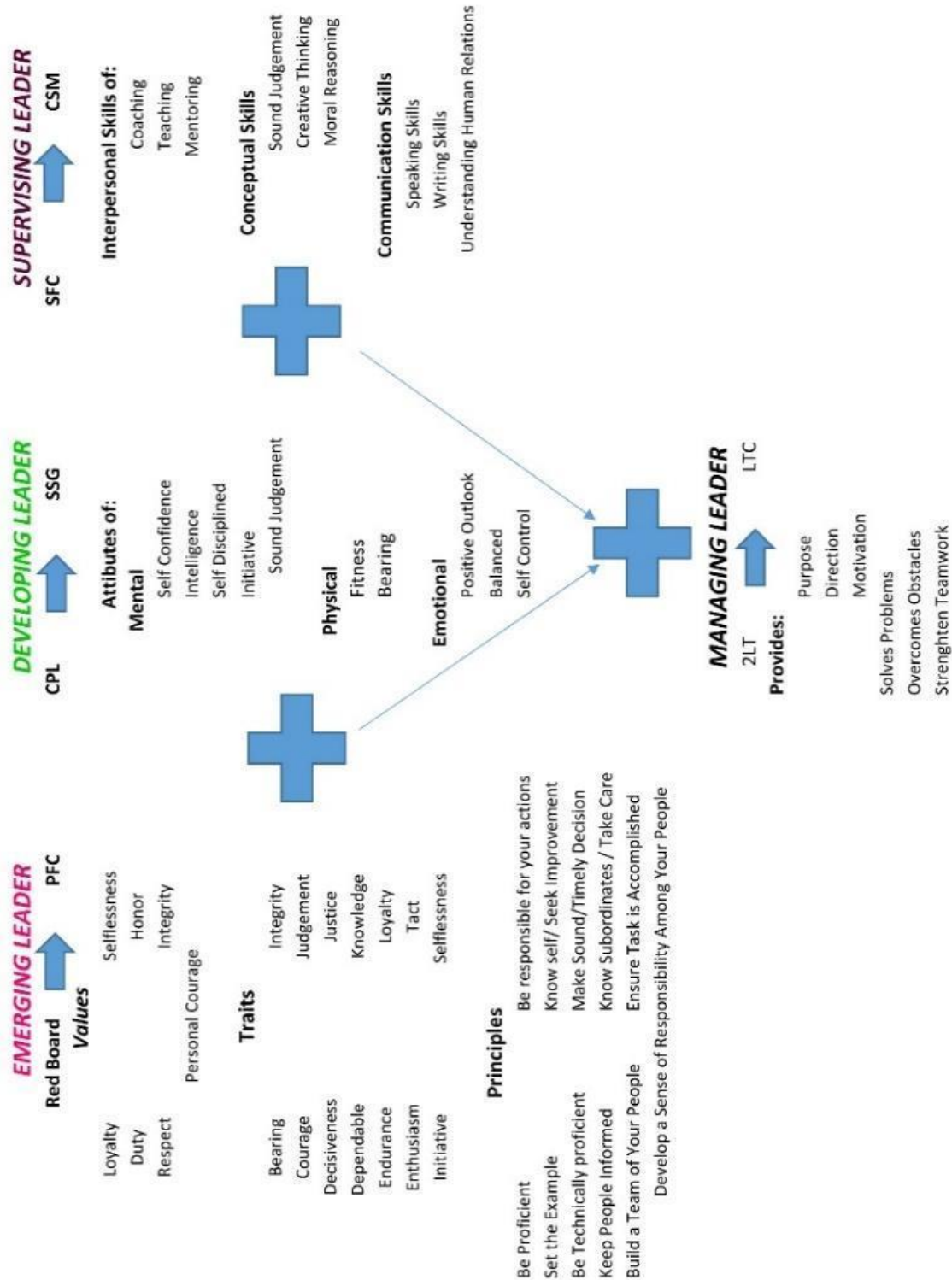
**O-3 Captain (CPT)**

**O-4 Major (MAJ)**

**O-5 Lieutenant Colonel (LTC)**

# St. John's Northwestern Academies Universal Standard

## SJNA Leadership Model





# St. John's Northwestern Academies

## Universal Standard

A common definition of leadership is 'the process by which the leader influences others to accomplish a task or mission.' While this is undoubtedly a function of leaders, the Academy takes a more holistic approach in defining leadership. We believe that leaders emerge through different phases and in doing so, develop ethical traits of leadership and a more accurate understanding of their responsibility as leaders.

Dovetailing with the U.S. Army's JROTC leadership model, leaders must move through these four phases. By doing so, the leadership traits and principles listed below emerge.

### Leadership Traits

- **Bearing:** Create a favorable impression in presence, appearance, and personal conduct at all times.
- **Courage:** (Physical and Moral): Recognize fear of danger or opposition with calmness and firmness.
- **Decisiveness:** The ability to decide quickly and act clearly and firmly.
- **Dependability:** The certainty of the proper performance of duty with loyalty to seniors and subordinates.
- **Endurance:** Persevering through pain, fatigue, distress, and hardship.
- **Enthusiasm:** The display of sincere interest in the performance of duties.
- **Initiative:** A quality of seeing what has to be done and then taking the necessary actions.
- **Integrity:** Uprightness of character and soundness of moral principle; the quality of absolute truthfulness and honesty.
- **Judgment:** Weighing facts and possible solutions on which to base sound decisions.
- **Justice:** Being impartial and consistent in exercising authority.
- **Knowledge:** Facts, information, and skills acquired through experience, education, and understanding of others.
- **Loyalty:** Faithfulness to your country, your school, your assigned unit, and your seniors and subordinates.
- **Tact:** Using sensitivity when dealing with others.

### Leadership Principles

- **Know Yourself and Seek Self-Improvement:** Acknowledge your strengths and weaknesses and continuously seek self-improvement.
- **Be Proficient:** Understand what needs to be accomplished, develop a logical plan of action, and communicate orders and directions to your subordinates.
- **Set the Example:** Actions speak louder than words. Subordinates will emulate both good and bad behaviors; therefore, one must always strive to look and act your best.
- **Be Responsible for Your Actions:** Take responsibility for your mistakes or errors in judgment, and learn from them.
- **Make Sound and Timely Decisions:** The quickest way to lose the respect of your subordinates is by making rash or poorly-timed decisions. Think carefully before making a decision, but once established, avoid wavering.
- **Be Technically Proficient:** Be able to perform all tasks associated with a job or assignment, as well as train team members to do their jobs.

*To find more details on the information provided in the Universal Standard you may refer to each Academy's section of the Appendix.23*

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# St. John's Northwestern Academies

## Universal Standard

- **Know Your People and Look Out for Them:** Get to know the strengths, weaknesses, and capabilities of your subordinates and look out for their welfare.
- **Keep Your People Informed:** Communicate facts about upcoming events and other pertinent information to your subordinates promptly.
- **Develop Responsibility Among Your People:** Encourage and train your subordinates to take on more responsibility so they may grow to become leaders in their own right.
- **Ensure the Task is Accomplished:** Once an order is issued, make sure that it is supervised and accomplished. Remember one can delegate authority, but one cannot delegate responsibility.
- **Build a Team Among Your People:** Build teamwork and mutual respect within the unit.

### Cadet Knowledge Assignments

Below is a schedule of knowledge assignments given throughout the cadet training phase. The following list is representative, though subject to change, of what you are expected to learn and retain.

#### Week 1

- New student training objectives
- The Honor Code
- General Orders
- Cadet rank system recognition
- LDRSHIP values
- Basic duties of a team member
- P.I. vs. G.I.
- When to salute the American Flag
- Definition of leadership

#### Week 2

- Basic chain of command
- Duties of a tm ldr and sqd ldr
- Names and positions of key academy staff

#### Week 3

- SJNA Mission statement
- Duties of a platoon sergeant
- Names and cadet staff and Co Cdrs

#### Week 4

- Rank structure
- Off-limit areas
- Duties of a 1SG and Plt Ldr
- Class I, II and III offenses

#### Week 5

- Alma Mater
- Duties of a Co Cdr
- Schofield's Definition of Discipline





# St. John's Northwestern Academies Universal Standard

## Section III: Character and Spiritual Development

Spiritual and character development have been an essential facet of life at St. John's Northwestern Academies since its founding by Rev. Sydney Smythe, in 1884, and it is as critical today as it has ever been. Faith and action are intrinsically linked, because what we believe dictates how we behave. Not what we 'say' we believe, anyone can claim to believe all sorts of nonsense, but what we actually believe, which will reveal itself through our actions. I.e. If someone yells 'fire' and we believe them, we'll get up and leave the building. If we don't believe them, we'll continue to do whatever we were doing. In other words, 'belief' 'behaves' – a principle which holds true when it comes to someone's spiritual beliefs, as much as any other area of life, because spiritual beliefs exert a powerful influence over a person's behavior and moral values.

Although SJNA was founded as an Episcopal institution, and it retains an Episcopal identity, no attempt is made to force a particular faith on those who attend - we welcome students from all faith traditions. However, attendance at weekly chapel is mandatory for all. The purpose of chapel is to provide students with an opportunity to examine and reflect on what they believe, and why they believe it. To open their eyes to how their beliefs impact their behavior. As Oswald Chambers once said, "If your religion does not make you a better [person], it is a rotten religion." The content of most weekly chapels is character. We explore the nature and application of a wide range of character traits, as found in everything from national news through to personalities in the Bible.

Author, Gordon MacDonald, describes character as: The inner soil out of which our actions and words grow. In other words, it answers the question: What am I made of? And part of the vision of SJNA is to help young men and women answer that question. Character is not genetic, it is learned behavior. And good character - the kind of character that has inspired the world through the ages - is essential to good leadership. We are committed, therefore, to immersing those who attend SJNA in a culture and community where good character is valued, emphasized, modeled, and taught. In the words of Gen. H. Norman Schwarzkopf "Leadership is a combination of strategy and character. If you must be without one, be without the strategy."

## Spiritual Life Program

### Spiritual Guidance/Prayer Support

The Academy Chaplain is available during the school year to offer spiritual guidance as well as pastoral care/support. For boarding students, life back home continues without them: grandparents get sick, pets die, etc. and the Chaplain's office is a safe, confidential space where students may come to discuss their personal concerns and challenges.

*To find more details on the information provided in the Universal Standard you may refer to each Academy's section of the Appendix.25*

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# St. John's Northwestern Academies Universal Standard

## Spiritual Life Opportunities

There are several spiritual life opportunities for students. Contact the Chaplain if interested.

Arrangements will be made for students to practice other faith traditions in addition to the required community chapel.

- Roman Catholic Confirmation or Mass
- Synagogue
- Mosque

## Required Community Chapel

Since its founding, the Academy has maintained a commitment to developing the spiritual life of each student. By attending both non-denominational assemblies and a monthly Eucharist service, students are provided a time for reflection and renewal as a community. Cadets and preps are also provided opportunities to take leadership roles in the spiritual life of the community by serving as acolytes and ushers at Eucharist services.

## Guild of Acolytes

Acolytes also have responsibility for preparing the chapel before and after Eucharist services. This involves arriving before services, in order to have time to be properly vested, keeping the sacristy and the chapel in good and clean order, and the care of altar vessels and other ornaments. In addition, they have responsibility for chapel worship in the roles of crucifer, torch-bearer, reader, and usher.

## Head Acolyte

A head acolyte is appointed each year by the Chaplain. They are chosen for their individual Christian character and moral leadership. The Head Acolyte's responsibility includes assisting in the training of acolytes, serving at Eucharist services, and leading prayer at various community gatherings.

## A Personal Prayer

Lord of Life,

Grant me the wisdom and courage necessary for me to live this year in a way that both honors those who have gone before me and inspires those who will come after. I pray I will, without reservation, immerse myself in the life and community of these academies and faithfully discharge all the responsibilities which are daily placed upon me.

Forgive me when I am careless with that which should have been my chief concern, and keep me true to the code of honor this institution seeks to uphold. May I learn to master myself before I seek to master others.

***To find more details on the information provided in the Universal Standard you may refer to each Academy's section of the Appendix.26***

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## St. John's Northwestern Academies Universal Standard

Help me not to spend my days complaining at circumstances or fretting at discipline; instead make me strong to endure, cause me to profit from every experience, awaken true faith within me, reinforce my moral fiber, and teach me compassion for those who fail.

Then I may dare to whisper that I have begun to live.

In Christ's name. Amen

### **Alma Mater**

#### **Amici**

**Our strong band can ne'er be broken  
Formed at our old school,  
Mem'ry linked with many a token  
Holds with loving bonds.**

#### **Refrain:**

**Amici, Usque, ad  
Finem Deep graven on each  
heart,  
Shall be found unwav'ring true  
When we from life shall part.**

**Mem'ry leaflets close shall twine  
'Round our hearts for aye,  
And waft us back on life's broad  
track To pleasures long gone by.**

**Our school life at best is passing  
Gliding swiftly on,  
Then let us prove in word and deed  
Our love for our old school.**

*To find more details on the information provided in the Universal Standard you may refer to each Academy's section of the Appendix.27*

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# St. John's Northwestern Academies Universal Standard

## Cadet Prayer

Cadets are to respect the dignity and humanity of others and to be sensitive to cultural and individual differences. The Academy welcomes cadets of all faiths and honors the religious traditions of all members of the community. Each cadet should seek to exhibit personal integrity, moral courage, and concern for the good of all in the Academy. The spiritual and ethical values in the Cadet Prayer of West Point should be the guiding principles for each cadet in becoming a leader.

### **Prayers for Cadet Life**

Prayer nurtures our spiritual lives and deepens our knowledge of God's will in our lives. By praying, we tell God what is in our hearts and are open to God's spirit within us. The following prayers may help guide you in your spiritual journey as a cadet.

#### **In the Morning**

Grant us, O Lord, to pass this day in gladness and peace, without stumbling and without stain; that reaching the evening victorious over all temptation, we may praise you, the eternal God, who are blessed, and governs all things, world without end. Amen.

#### **In the Evening**

Into your hands, O Lord, we commend ourselves, our souls and bodies, praying you to keep us this night under your protection, and to strengthen us for your service tomorrow; for the sake of your holy name. Amen.

#### **Guidance**

Almighty Father, in whom is no darkness at all: Shine upon our path, we pray you that we may walk in your light. Lift from our hearts all anxiety and fear, and teach us to trust you both for that which we see and for that which is hidden from us. So evermore, lead us in your way and keep us in your peace, our Maker and Redeemer, our trust and our hope, now and for evermore. Amen.

#### **Dedication**

O God, who did make us for your service: Help us to train ourselves to be good servants by ready obedience, punctual fulfillment of duty, and strict honor in our dealings with one another; so that whenever the time shall come, you shall deem us worthy to do the work to which you have called us, for your honor and glory, now and evermore. Amen.

#### **For Those We Love**

O God, who are present in your power in every place, mercifully hear our prayers for those we love who are now parted from us. Watch over them, we pray you, and protect them in all anxiety, danger and temptation; and teach us and them to feel and know that you are always near, and that we are one in you forever. Amen.

#### **Before Examinations**

O God, who knows the secrets of the heart: Be with those now preparing for examinations. Help them to face their task with calmness, confidence, and courage; with wisdom, faithfulness, and honesty; that they may do justice both to themselves and to their teachers, and set forth your glory, who yourself are wisdom and truth, and the giver of knowledge, and of every virtue and good gift, now and for evermore. Amen.

*To find more details on the information provided in the Universal Standard you may refer to each Academy's section of the Appendix. 28*

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# St. John's Northwestern Academies Universal Standard

## **Before an Athletic Contest**

Almighty God, you alone are the final judge of life's great race: be with this our team in its contest of sporting skill, and grant that should we win we may accept our victory humbly; or should we be defeated we may take our loss graciously; that your name may be honored in our lives and in our school. Amen.

## **The Importance of Giving Back: Service Learning at SJNA**

Service Learning is a voluntary activity in which students can participate during the course of the year. The majority of events are advertised by the chaplain via email, and they are filled on a 'first come, first served' basis. A record of participation is recorded on the student's RenWeb profile, so they will be readily available for future college applications.

## Community Service

For cadets in the Military Academy, community service has several additional applications:

1. A set number of community service hours are required for promotion through the ranks (see the promotion table).
2. There are a variety of awards that can be earned for their uniform (see the chart below)
3. And all community service hours earned by cadets in each quarter of the school year, go toward their Company total for that quarter, which translates into Superior Company points in the annual inter-company competition.

## Community service hours earned at home

The current policy on community hours served at home (at church, a summer camp, food pantry, etc.) is that the hours will be logged on a cadets individual school record for future college applications, but they do not contribute toward promotions, earning ribbons, lamps or company points.

In order for hours served at home to be logged on a cadet's school record, the cadet must provide (or have sent) a signed letter from the organization in which they served, stating the details and hours of service.



## St. John's Northwestern Academies Universal Standard

Award	Total Hours
R Ribbon	10
RB Bronze Lamp	30
RS Silver Lamp	50
RG Gold Lamp	70
R 100 Hour Ribbon	100
RB 100 Hour Bronze Lamp	130
RS 100 Hour Silver Lamp	160
RG 100 Hour Gold Lamp	190
250 Hour Tab	250+

### Civic Engagement

Service Learning in the Prefect Academy is intended to foster both habits of mind and hands to work that will remain with a student for a lifetime. An underpinning value of the program is that to be a part of a functioning democratic society one must give of their time, talents, skills, and energies to maintain, support, and grow it.

In addition to on campus community work, students will form partnerships with local, regional, and national organizations. Some may work with an organization for a single semester or up to the duration of their SJNA career. Students will invite guest speakers from the organization they are working with for "partner talks" during which they will also present information and interview the invited guest. Related, students will prepare materials for adult led small group workshop discussion both prior to and after their scheduled presenter. On scheduled days, at other set times, and via ad hoc arrangements students will travel to their partner organization's office, relief center, or work site to learn from and participate in the organization's activities. Students will receive a letter of reference from their partner organization(s). Guidance in designing or redesigning systems or processes will also be a part of the educational process.

SJNA encourages students to participate in civic engagement projects. These activities widen the school's reach into the local community and beyond, enable students to become involved in important and worthwhile causes, and encourage students to take responsibility for and leadership in both their immediate and wider community. Such activities prepare students for productive action as citizens of a caring democracy in the globalized world.



# St. John's Northwestern Academies Universal Standard

## Section IV: Programs to Foster Our Values

### Respect and Concern for Others: Programs Opposing Bullying / Harassment / Cyber Bullying

#### Universal Statement on Bullying

- SJNA has a zero tolerance stance on bullying. This includes verbal or physical harassment as well as inappropriate exchanges via the internet, phones, or other electronic communications (cyberbullying). Individuals should not be filmed without their prior approval. Such acts may constitute harassment.
- Out of respect for the community, students will refrain from disparaging remarks based on: sex, race, creed, color, religion, sexual orientation, physical disability, national and/or ethnic origin, or other personal characteristics.
- SJNA will adhere to the State of Wisconsin's Anti-Bullying Laws, in accordance with the Law; the School has implemented a Bullying Prevention and Intervention Plan.

#### Universal Statement on Sexual Harassment

SJNA takes allegations of sexual harassment seriously and responds immediately to complaints of sexual harassment. Should we determine that such inappropriate conduct has occurred, we act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

#### Universal Statement on Hazing

The term hazing means any conduct or method of initiation into any student organization whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Wisconsin State Legislature Chapter 948.51 refers to the definitions of Hazing: "No person may intentionally or recklessly engage in acts which endanger the physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating in connection with a school, college or university. Under those circumstances, prohibited acts may include brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, forced confinement or any other forced activity which endangers the physical health or safety of the student."

Please also see the various sections of the [Appendix](#) for additional information.

# St. John's Northwestern Academies Universal Standard

## Military Traditions

### Cadet Courtesy Policy

Courtesy is the characteristic mark of a true gentleman or lady; it is the measure of consideration, cooperation, and generosity, which one individual extends toward all other persons. Gentlemen and ladies are judged by actions, omissions, and sincerity of courtesy to the extent that their manners truly reflect their character.

#### Saluting

A military salute is a mutual exchange between staff and cadets. It is a respectful gesture for the status or rank of the person saluted. It is not an acknowledgment of personal inferiority by the person initiating the salute. The following explains how, when, and where to render proper military courtesies. There are certain courtesies and traditions at SJNA that will also be defined.

#### Salutes and Formal Greetings

A requirement for all cadets is to salute appropriate personnel as expected in the accomplishment of our daily duties.

Historically, a standard military hand salute consists of raising the right hand, held flat, to the right eyebrow. In the United States, the hand is slightly canted forward, as if shading the eyes, so the palm is not visible to the one being saluted.



#### Hand Salute Procedures

A hand salute occurs as follows: right hand, straight with fingers flat, extended and joined, thumb along the index finger closed tight, wrist straight, with a 45-degree angle at the elbow and with upper arm parallel to the ground, fingertips at the edge of the right eyebrow. Render the salute with snap and precision, as its execution judges the sincerity of the salute.







# St. John's Northwestern Academies

## Universal Standard

### When to Salute

Cadet personnel in uniform are required to salute when they meet and recognize persons entitled (by grade) to a salute or when the following occasions require it:

All cadets, regardless of status, will salute Cadet Commissioned Officers.

- All cadets, faculty, and staff will salute the Beacon three paces on the approach and three paces beyond to display respect to our institution, the long gray line before us, and Academy founder, Rev. Sidney T. Smythe.
- During awards presentations, the recipient will salute upon reporting only. Come to three paces from the First Captain, at attention, salute, accept the award, shake First Captain's hand, DO NOT SALUTE AGAIN, execute about-face, and take your leave.
- Always "knock-in" when reporting into any office or ranking cadet's room. Salute and report your presence.
- During the playing of the United States National Anthem, "To the Colors," "Hail to the Chief," or foreign national anthems.
- To uncased National Colors outdoors.
- At reveille and retreat ceremonies, during the raising or lowering of the flag.
- During the sounding of honors.
- When pledging allegiance to the U.S. flag outdoors.
- When turning over control of formations.
- When rendering reports.

### Salutes are not required when:

- Indoors, except when reporting.
- On the athletic field.
- When the senior or the subordinate is wearing civilian clothes.
- During the academic class day, during "passing" only, saluting is suspended from the area in front of Cord Hall through the area in front of Stangeland Hall.
- When doing so is not possible, for example, a cadet out of necessity carrying articles with both hands, and being so occupied as to make saluting impracticable. In such instances, give a proper verbal greeting.

**When in doubt, render a salute.**

**Addressing Officers/Faculty Members:** Whenever a seated cadet is addressed by a standing adult, the cadet will immediately rise from the seat. (Note: This action is not generally required during classroom periods or in the mess hall.) When an adult enters a room, a cadet will stand at attention until the adult directs otherwise or leaves the room. In the event a number of cadets are present, the first cadet seeing the adult will call "Attention" for the cadet group.

When talking with adults, cadets are required to use the terms of address of "Sir" or "Ma'am" as appropriate. To do so is an indication of a well-mannered citizen.

Note: The rules of everyday courtesy prescribe that men should rise whenever a woman enters a room.

*To find more details on the information provided in the Universal Standard you may refer to each Academy's section of the Appendix.* 33

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# St. John's Northwestern Academies

## Universal Standard

**Walking with Senior Ranking Cadets/Faculty:** When cadets are walking with adults or senior cadets, the senior is to the right and junior cadets walk to the senior's left.

**Gentleman/Ladylike Conduct:** Cadets shall conduct themselves as well-mannered and considerate gentlemen and ladies of character consistent with the highest traditions of the Academy. Proper deportment in word, manner, and deed is the only standard both within the campus and while in the public view off-campus.

**Courtesy to Host/Hostess:** Courtesy should be extended to the host/hostess by friendly greeting and by assisting in making the occasion a pleasant success.

**Taps, Reveille, and other Bugle Calls:** Life at SJNA includes numerous bell sounds and bugle calls. Cadets are expected to know the meaning and react IAW the requirements of each. The morning begins with the sound of Reveille and the day ends with the sound of taps.

### Flag Etiquette

#### The United States Flag

As cadets of the Academy, American or otherwise, it is imperative to understand our military protocols and traditions. As we honor our flag in daily ceremonies, it is very appropriate to understand the importance of flag etiquette and respect. Honors are expected to be paid to all nation colors as required by the ceremony or situation.

The Flag Code, which formalizes and unifies the traditional ways we give respect to the flag, also contains specific instructions on how to avoid misusing the flag. They are:

- The flag should never be dipped to any person or thing.
- The flag is flown upside down only as a distress signal.
- The flag should not be used as a drapery, covering a podium, draping a platform, or for any decoration in general. Bunting of blue, white and red stripes is available for these purposes. The blue stripe of the bunting should be on the top.
- The flag should never be used for any advertising purpose.
- Do not embroider, print or impress it on cushions, handkerchiefs, napkins, boxes, or anything that is discarded after temporary use. Advertising signs should not be attached to the staff or halyard.
- Do not use the flag as part of a costume or athletic uniform. You may use a flag patch on the uniform of military personnel, firefighters, police officers, and members of patriotic organizations.
- The flag should never have placed on it or attached to it any mark, insignia, letter, word, number, figure, or drawing of any kind.
- When lowering the flag, no part of it should touch the ground or any other object. Waiting hands and arms should always receive the flag. Fold the flag neatly and ceremoniously before storing.
- The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.



## St. John's Northwestern Academies Universal Standard

- Clean and/or mend the flag when necessary.
- Destroy a flag if it is worn or tattered to the point it no longer fits to serve as a symbol of our country by burning it in a dignified manner.

Note: Most American Legion Posts regularly conduct a dignified flag burning ceremony, often on Flag Day, June 14. Many Cub Scout Packs, Boy Scout Troops, and Girl Scout Troops retire flags regularly as well.

### Displaying the Flag Outdoors

- If a flag is displayed from a staff projecting from a window, balcony, or building, the union should be at the peak of the staff unless the flag is at half-staff.
- When it is displayed from the same flagpole with another flag of a state, community, society or Scout unit, the United States flag, except that a church pennant may be flown above the flag during church services for Navy personnel when conducted by a Naval chaplain on a ship at sea.
- If a flag suspends over a street, it should be hung vertically, with the union to the north or east. When the flag suspends over a sidewalk, the flag's union should be farthest from the building.
- When flown with flags of states, communities or societies on separate flag poles that are of the same height and in a straight line, the flag of the United States is always placed in the position of honor. When flown with flags of states, communities or societies on separate flag poles that are of the same height and in a straight line, the flag of the United States is always placed in the position of honor – to its own right.

*Other flags may be smaller, but none may be larger.*

*No other flag ever should be placed above it.*

*The flag of the United States is always the first flag raised and the last to be lowered.*

### Raising and Lowering the Flag

- The flag should be raised briskly and lowered slowly and ceremoniously. Ordinarily it should be displayed only between sunrise and sunset. It should be illuminated if displayed at night.
- The flag of the United States is saluted as it is hoisted and lowered. The salute is held until the flag is unsnapped from the halyard or through the last note of music, whichever is the longest.

### Displaying the Flag Indoors

- When on display, the flag is accorded the place of honor, always positioned to its own right. Place it to the right of the speaker or staging area or sanctuary. Other flags should be to the left.
- The flag of the United States should be at the center and at the highest point of the group when a number of flags of states, localities or societies are grouped for display.
- When one flag is used with the flag of the United States and the staffs are crossed, the flag of the United States is placed on its own right with its staff in front of the other flag.
- When displaying the flag against a wall, vertically or horizontally, the flag's union (stars) should be at the top, to the flag's own right, and to the observer's left.



# St. John's Northwestern Academies

## Universal Standard

### **Parading and Saluting the Flag**

When carried in a procession, the flag should be to the right of the marchers. When other flags are carried, the flag of the United States may be centered in front of the others or carried to their right. When the flag passes in a procession, or when it is hoisted or lowered, all should face the flag and salute.

### **The Pledge of Allegiance and National Anthem**

The pledge of allegiance should be rendered by standing at attention, facing the flag, and saluting. When the national anthem is played or sung, citizens should stand at attention and salute at the first note and hold the salute through the last note. The salute is directed to the flag, if displayed, otherwise to the music.

### **The Flag in Mourning**

- To place the flag at half-staff, hoist it to the peak for an instant and lower it to a position halfway between the top and bottom of the staff. The flag is to be raised again to the peak for a moment before it is lowered.
- On Memorial Day, the flag is displayed at half-staff until noon and at full staff from noon to sunset.
- The flag is to be flown at half-staff in mourning for designated, principal government leaders and upon presidential or gubernatorial order.
- When used to cover a casket, the flag should be placed with the union at the head and over the left shoulder. It should not be lowered into the grave.

## **Drill, Ceremony and Parades**

The tradition of drill and ceremony is the natural extension of the Corps of Cadets and is essential to any military academy. This tradition provides the opportunity for each cadet to participate in the ultimate leadership experience. The following drill, ceremony, and parades take place annually:

### **Formal Military Parades**

Traditionally held in the fall and the spring (but may be performed at any time), these parades enable the Battalion Commander to demonstrate to the host Commander and distinguished guests the readiness of the corps.

### **Drill Competitions**

Performed at the individual, squad, platoon, and company level, drill competitions provide opportunities for cadet leaders and their troops to test their skills as leaders and followers. This experience is usually held in the late fall to early winter.

## **Awards and Recognitions**

Cadets are recognized throughout the school year for their achievement and participation in each of the four Academy pillars. Several of these awards are displayed in the main hallway of DeKoven Hall. Descriptions and criteria for all military awards may be obtained through the JROTC department.



# St. John's Northwestern Academies Universal Standard

## Ribbons, Cords and Tabs

Cadets may earn several ribbons, cords and tabs for participation in various activities throughout the year. All initial ribbons, cords and tabs will be awarded at a corps formation.

## Lost or Broken Ribbons, Cords and Tabs

To replace a lost or damaged ribbon, cord or tab, follow these instructions: (Note: No cadet should take any completed request forms to his or her JROTC instructors or RA for approval; this is an S-1 Adjutant duty.):

## Requesting

- Obtain a Ribbon or Cord Request Form from their RA.
- Complete the form in its entirety and turn it in to the company Operations Sergeant.
- The Operations Sergeant will consolidate request forms and submit them to the Battalion S-1 Adjutant located in the JROTC Office. Upon receipt, the S-1 will validate the request form with cadet records.

## Obtaining

- The S-1 will turn in validated request forms to the Campus Store.
- The Campus Store will then send an email to cadets notifying them that the ribbon or cord is ready for purchase.
- Cadets may purchase their requested awards only after they have received the email from the Campus Store.

## Individual Military Awards

Cadets compete throughout the year for individual military awards as well as unit awards.

Individual awards include:

- Cadet of the Month
- Leader of the Month
- Best new cadet in each company
- Best overall new cadet
- Best NCO
- Best Platoon Sergeant
- Drill excellence
- Best drilled guidon bearer
- Best drilled sword
- Best drilled saber
- Best drilled returning cadet
- Best drilled first-year cadet
- Best set-up first year
- Best set-up returning cadet
- Best spring individual drill competition
- Top Senior Awards (conferred at commencement)
- Doctor Delafield Medal
- Elizabeth Ross Smythe Medal
- Priscilla Rose Medal
- Col. Frank W. Mouso Medal
- President's Medal in Honor of Gen. Douglas MacArthur
- The Order of the White Rose Medal
- Zelma Garriot Morris Medal

JROTC Academic Wreath: Awarded quarterly to cadets in the top 10% of each Leadership Education Training (LET) Level. All JROTC top 10% academic achievement awards granted during the last school year can remain on uniform through the first quarter of the new school year. Once the awards for the first quarter of the new year are given, ALL top 10% achievement awards awarded the previous year cannot be worn. Only those cadets who earned the top 10% JROTC wreath for the current year first quarter are allowed to wear the top 10% wreath.



## St. John's Northwestern Academies Universal Standard

### Unit Awards

**Governor's Honor Guard:** The Governor's Honor Guard Badger pin is awarded to members of the State of Wisconsin Governor's Honor Guard.

**Platoon Drill Competition:** Awarded to the platoon with the best score from the winter drill competition. The winning platoon is authorized to wear the platoon level Achievement Ribbon.

**Squad Drill Competition:** Awarded to squad members with the best score from the winter drill competition. The winning platoon is authorized to wear the squad level Achievement Ribbon.

**Ivanhoe Cup:** Awarded to the company that has achieved the highest amount of points as a result of all drill competition events from the individual level up through company level. The winning company receives 25 points toward the Schroeder/Stangeland Cup, receives the "IVANHOE" streamer to be displayed on their company guidon flag, and is authorized to wear the company level Achievement Ribbon. The Ivanhoe Cup was commissioned by the Ivanhoe Commandery Knights Templar of Milwaukee.

**Melcher/Elton Combs N1925 Cup:** Awarded to the company with highest overall points for uniform and room inspections. Points are based on the results of all battalion inspections, general inspections, command inspections, and Resident Life inspections. The winning company receives 25 points toward the Schroeder/Stangeland Cup, receives the "MELCHER-COMBS" streamer to be displayed on their company guidon flag, and is authorized to wear the company level Achievement Ribbon.

**John W. Kirsch S1945 Physical Training Cup:** Awarded to the company with the highest overall scores based on the Presidential Physical Fitness Test, which is administered each quarter to all upper school cadets. The winning company receives 25 points toward the Schroeder/Stangeland Cup, receives the "KIRSCH" streamer to be displayed on their company guidon flag, and is authorized to wear the company level Achievement Ribbon.

**Maj. Edison B. Lerch S1919 Cup:** Awarded to the company with best overall parade lines based on daily march-in standings and on assessments of all parades conducted during the school year. The winning company receives 25 points toward the Schroeder/Stangeland Cup, receives the "LERCH" streamer to be displayed on their company guidon flag, and is authorized to wear the company level Achievement Ribbon.

**Charles T. Smythe/Harlan P. Davidson Highest Company Composite GPA:** Awarded to the company with the highest composite GPA, most improved GPA, Dean's List recipients, and least amount of detentions and class tardiness. The winning company receives 25 points toward the Schroeder/Stangeland Cup, receives the "SMYTHE-DAVIDSON" streamer to be displayed on their company guidon flag, and is authorized to wear the company level Achievement Ribbon.

**Edgar A. Schroeder S1910/Roger E. Stangeland S1947 Cup & Scholarship:** Awarded to the company with the best overall record of success. The winning company receives the "SCHROEDER-STANGELAND" streamer to be displayed on their company guidon flag, and is declared the "Honor Company" for the upcoming school year. In addition, cadets in this company are authorized to wear the Superior Company Ribbon. The Company Commander will also be the recipient of a college scholarship that awards \$2,500 a year for four years.



# St. John's Northwestern Academies Universal Standard

## The Superior Company Program

During each quarter, companies compete to earn points toward Superior Company. Points are earned as follows:

<b>MILITARY (200 Points)</b>
<input type="checkbox"/> Parade Lines <input type="checkbox"/> Quarterly Corps-wide Current Events Quiz <input type="checkbox"/> Cadet / Leader of the Month <input type="checkbox"/> Drill Competition (Fall) <input type="checkbox"/> President's Challenge <input type="checkbox"/> Obstacle Course Challenge <input type="checkbox"/> Daily / Weekly Inspections
<b>ACADEMIC (200 Points)</b>
<input type="checkbox"/> GPA Status / Dean's List <input type="checkbox"/> Most Improved GPA <input type="checkbox"/> Class Absences and Tardiness <input type="checkbox"/> Late Homework
<b>FITNESS (100 Points)</b>
<input type="checkbox"/> Quarterly Corps-wide Cadet Challenge Fitness Assessment <input type="checkbox"/> Most Improved Company Average
<b>COMMUNITY SERVICE (100 Points)</b>
<input type="checkbox"/> Community Service Hours <input type="checkbox"/> Service Learning Project



# St. John's Northwestern Academies Universal Standard

## Cadet Promotion Structure and Rank Advancement

### Duties and Responsibilities

A keystone to success in life is the opportunity to experience and develop leadership skills. Leadership is an art form, and the hallmark precept at SJNA is that “the student body leads the student” To accomplish this end, the Academy has expectations of students performing in specific leadership positions.

These expectations are not limiting in nature. Initiative (the ability to act in the absence of specific guidance) is a crucial trait for leaders at all levels. The following comprise the duties/responsibilities within the Corps of Cadets and the Student Body.

ALL Student Leadership primary duties include setting the example *at all times*.

### Battalion Staff

#### 1. Battalion Commander/First Captain

This position is the most demanding in your cadet battalion. The Academy President selects the cadet for this position based on demonstrated leadership ability and academic standing. The appointed cadet must be able to apply common sense and judgment in the solving of problems that affect the entire cadet corps. The Battalion Commander must be mature, willing to accept responsibility, and able to delegate authority and supervise subordinates adequately. Primary duties are:

- Be responsible for the discipline, internal administration and supply, training, morale, and general efficiency of the Corps of Cadets.
- Know the specific duties of all cadet officers and hold them responsible for their performance.
- Assign tasks and work to the staff and companies through the Executive Officer (XO), Command Sergeant Major (CSM) and Company Commanders.
- Make frequent inspections of subordinate organizations with the assistance of your staff.
- Evaluate and submit recommendations for promotions and reductions within the Corps of Cadets.
- Inform the Academy President, the Student Affairs Officer-MA, and Senior Army Instructor (SAI) on all corps activities, and coordinate directly with the Student Affairs Officer-MA on operational activities as identified by Letter of Instructions.
- Be in command of all formations and assemblies, and conduct in-ranks inspections with the assistance of your staff.
- Act as President of all Officer Promotion Boards.
- Plan for, schedule and preside over all Officer Calls.
- Evaluate Battalion XO, CSM, and Company Commanders each quarter.
- Ensure all sub-elements of the Battalion conduct performance reviews.
- Conduct Command and Staff meetings with your subordinates as appropriate.
- Be prepared to brief visitors and other dignitaries on the status of the Corps of Cadets and your duties.





## St. John's Northwestern Academies Universal Standard

- Meet with your staff and Company Commanders regularly.
- Be responsible for what Battalion does or fails to do.
- Serve as President of the Honor Committee.
- Perform other duties as directed

### 2. Battalion Executive Officer (XO)

The Cadet Battalion Executive Officer (XO) supervises, directs and coordinates the Battalion Staff to prevent overlapping efforts and to ensure that the commander's desires are understood and achieved. The Battalion XO keeps the staff informed of the commander's policies and keeps the cadet Battalion Commander informed of the status of projects assigned to the team. The Cadet Battalion XO assumes command of the battalion in the absence of the Battalion Commander. Primary duties are:

- In the absence of the First Captain, take command of the Corps of Cadets.
- Organize the Cadet Battalion Staff properly and ensure that it works as a team.
- Inspect the work of the Cadet Battalion Staff and make other inspections as directed by the Battalion Commander.
- Facilitate Command and Staff meetings for the Battalion Commander.
- Ensure that the Battalion Staff Officers prepare and submit reports on time and are engaged in future planning.
- Ensure that instructions and orders issued to the cadet battalion are in accordance with the established policies of the Battalion Commander; report all violations of orders to the Battalion Commander.
- Periodically check duty posts, Command Post and Security Posts to ensure they are properly manned.
- Be prepared to brief visitors and other dignitaries on the status of the Corps of Cadets and your duties.
- Perform other duties as directed

### 3. Battalion Adjutant (S-1)

This cadet is responsible to the Battalion XO for the internal administration of the Corps of Cadets. Primary duties are:

- Be responsible for the Cadet Command Post and maintain the Cadet OIC Guard roster.
- Supervise the maintenance of the Command Post, making a personal inventory at least once a week. Ensure sufficient forms and equipment are available at all times.
- Prepare periodic strength reports under the supervision of the instructor staff and keep the manning board posted and up to date.
- Oversee the recordkeeping of all awards, decorations, promotion/demotion position changes, and any other internal changes within the company organization in the JROTC Unit Manning System (JUMS).
- Gather weekly updates on the organizational slotting of all cadets within each company.
- Coordinate posting of information to company bulletin boards.
- Maintain two separate, yet identical, official order books, one generated by JUMS and the other created by the Military Academy Student Affairs Officer's office to



## St. John's Northwestern Academies Universal Standard

- support SJNA cadet files/transcripts.
- Provide an example to the corps by maintaining the highest standards of room and personal appearance.
- Be prepared to brief visitors and other dignitaries on the status of the Corps of Cadets and your duties.
- Ensures all JROTC classroom training is correctly annotated on the training portion of each cadet JUMS training record, to include Cadet Challenge fitness scores.
- Perform other duties as directed.

#### 4. Battalion Enrollment Officer (S-2)

The Battalion S-2 is the primary cadet liaison between the SJNA Enrollment Office and the cadet staff. As such, you are responsible for planning for the arrival and escort of all potential cadet candidates. Primary duties are:

- Make daily contact with the Enrollment Office and serve as an assistant on any projects assigned by the department.
- Provide an example to the corps by maintaining the highest standards of room and personal appearance.
- Be prepared to brief visitors and other dignitaries on the status of the Corps of Cadets and your duties.
- Perform other duties as directed.

#### 5. Battalion Operations Officer (S-3)

The S-3 coordinates and supervises corps activities under the directives of the First Captain. Your primary duties are to:

- Prepare operations orders for all significant corps activities.
- Maintain the Stangeland/Schroeder Cup standings database, posting weekly updates.
- Prepare reports for the Battalion Commander and Senior Army Instructor on the status of all Service Learning Projects.
- Prepare, consolidate and standardize command and staff type PowerPoint briefings.
- Responsibility for the corps current events knowledge program by reviewing local, national and international current events. Develop weekly current event newsletters for cadets as well as periodic quizzes that evaluate cadet knowledge on current events.
- Cadet In-Charge of New Cadet Training.
- Provide an example to the corps by maintaining the highest standards of room and personal appearance.
- Be prepared to brief visitors and other dignitaries on the status of the Corps of Cadets and your duties.
- Perform other duties as directed.



## St. John's Northwestern Academies Universal Standard

### 6. Battalion Logistics Officer (S-4)

The battalion logistics, or supply officer, is responsible for the maintenance, security, recordkeeping, issue, and turn-in of all U.S. government property. The S-4 works with the S-2 to secure the property. Primary duties are:

- Set the example at all times.
- Maintain 100% accountability of all JROTC ribbons, awards, and ranks.
- Conduct monthly inventories of all government property and provide reports to the Senior Army Instructor.
- Ensure all awards/ranks are ready for all promotions.
- Oversee the issue and turn-in of all 1903 rifles to the corps.
- Maintain the SJNA equipment supply room in a high state of readiness and control all property that goes in and out.
- Be responsible for the weekly laundry formations.
- Provide an example to the corps by maintaining the highest standards of room and personal appearance.
- Be prepared to brief visitors and other dignitaries on the status of the Corps of Cadets and your duties.
- Assist the Student Affairs Officer-MA in preparing the parade field and other locations for ceremonies and events.
- Perform other duties as directed.

### 7. Battalion Academic Officer (S-5)

The battalion academic officer is responsible for establishing, maintaining, and monitoring the organizational climate that optimizes the ability of each cadet in the battalion to excel in the academic pillar. Primary duties are:

- Oversees academic performance of the Corps of Cadets and manages Peer Tutoring opportunities within the battalion. This position acts as the liaison between the Battalion and the Senior Academic Officer.
- Report to the Senior Academic Officer with considerable autonomy and is relied upon to exercise independent judgment when making decisions. The position must maintain confidentiality.
- Monitor the Class Absence System for Battalion Staff.
- Conduct monthly training meetings with Company AO's to review: Class absences for each company to include counselor comments, goals and objectives as well as their progress throughout the semester.
- Ensure all Company Academic Officers and NCOs are properly trained and coordinates with Company Academic Officers to facilitate mission accomplishment.
- Establish and maintain liaison with campus academic offices such as the Academic Support Center, Career Counselor, and the Totzke Learning Center.
- Perform academic officer duties such as those relating to class absences and academic counseling and keep the Battalion Commander informed of trends and specific issues.
- Supervise and directs the Battalion Academic NCO as applicable
- Monitor senior staff members' academic performance and provides counseling as needed.
- Perform other duties as directed.



## St. John's Northwestern Academies Universal Standard

### 8. Battalion Command Sergeant Major (BN CSM)

This position is responsible to the Battalion Commander and will perform duties as directed.

Primary duties are:

- Be responsible for exercising staff supervision over the administrative functions of First Sergeants.
- Be responsible for coordinating the standards of appearance of the Corps of Cadets.
- Supervise the Battalion Color Guard and assist in the selection, coordination, and training of all cadet bearers and guards within the Corps of Cadets.
- Personally inspect the dining hall after each meal and grade each company on their performance in maintaining the facility.
- Supervise the submission of taps reports by First Sergeants, ensuring their accuracy and timeliness.
- Ensure campus is clear of trash by designating areas to companies and making frequent inspections of their efforts in maintaining a high standard.
- Serve as President of all NCO promotion boards.
- Provide an example to the corps by maintaining the highest standards of room and personal appearance.
- Be prepared to brief visitors and other dignitaries on the status of the Corps of Cadets and your duties.
- Perform other duties as directed.

### 9. Battalion Operations Sergeant Major (BN OSM)

This position is responsible to the Battalion Officer and will perform duties as directed. Primary duties are:

- Assist the S-3 by performing such duties as may be assigned in the organization and training of the Battalion
- Along with the CSM, be responsible for monitoring First Sergeants and Company OPS NCOs.
- Be a voting member in all NCO promotion boards.
- Assist in creating and executing New Cadet and Midterm training.
- In the absence of the CSM, the OSM takes charge of duties fulfilled by the CSM.
- Assist the CSM and S-3 in any other tasks.
- Perform other duties as directed.

### 10. Battalion Colors Sergeant

This position is responsible to the Battalion Executive Officer and will perform duties as directed.

Primary duties are:

- Understand and execute all duties as they pertain to the SJNA Color Guard.
- The Color Sergeant is responsible for the training and assignment of cadets who participate in color guard commitments.
- The Color Sergeant also ensures the school's national flag is raised every morning and lowered each evening during normal Academy operational periods.
- Perform other duties as directed.



# St. John's Northwestern Academies

## Universal Standard

### Company Level

#### 1. Company Commander

Company Commanders are responsible to the First Captain (Battalion Commander) for the citizenship, morale, and training of their organizations. They are immediately accountable to their respective RA and keep them informed of all situations in their units that merit the RA's attention. Primary duties are:

- Actively supervise unit operations with frequent inspections of formations, rooms, records, etc.
- Command the company at all formations.
- Ensure that all members of the company know and use the chain of command.
- Consult the training schedule, study the drill references, and ensure that you and your subordinates are prepared to instruct.
- Execute the orders of the Battalion Commander as if they were your orders.
- Conduct short inspections at every formation, making on-the-spot corrections as necessary; follow-up to ensure that deficiencies from earlier inspections are corrected.
- Make all cadets effective members of the team; take an interest in them, offer advice, and help to solve any problems.
- Develop and execute a Service Learning Project prior to the start of the 3rd quarter.
- Implement the First Captain's policies on discipline in the dining hall and barracks, and while on privileges and trips.
- Ensure compliance with The Universal Standard.
- Keep the RA informed of all unusual occurrences.
- Conduct quarterly performance assessments on your First Sergeant and Platoon Leaders.
- Counsel those cadets of the unit who are having difficulty with conduct, attitude, academics, or personal problems.
- Submit appropriate recommendations to the RA. Be a voting member of all officer promotion boards.
- Delegate duties when appropriate and give precise directives and follow-up to ensure their compliance.
- Be prepared to brief visitors and other dignitaries on the status of the Corps of Cadets and your duties.
- Perform other duties as directed.

#### 2. Company Executive Officer

The mission of the company executive officer is to plan, coordinate, and execute the logistical and administrative support necessary to ensure all company missions are properly resourced, synchronized, and managed. Primary duties are:

- In the absence of the Company Commander, take command of the Company.
- Organize the company level operations properly and ensure that all personnel work as a team.
- Ensure paperwork is completed properly and on time.
- Oversee supplies to ensure the company has adequate inventory of everything it needs.
- Perform other duties as directed.



# St. John's Northwestern Academies

## Universal Standard

### 3. First Sergeant (1SG)

The First Sergeant is responsible to the Company Commander for those administrative duties within the unit and those that are not explicitly assigned to other cadets. Primary duties are:

- Be responsible for the training and instruction of all non-commissioned officers in the unit.
- Supervise the Company in policing its assigned area.
- Constantly maintain an accurate status of cadets assigned to your Company.
- Prepare rosters as required.
- Be responsible for the company bulletin board.
- Be a voting member of all NCO promotion boards.
- Ensure there is a recorder for all inspections.
- Promptly and properly route all incoming and outgoing communications.
- Perform additional duties as assigned by the Company Commander and/or RA.

### 4. Company Operations NCO (OPS NCO)

The Company Operations NCO reports directly to the Company XO or Company 1SG.

- Develop and maintain all training records
- Monitor, schedule, and prepare training
- Assist Cadets in personnel actions such as ribbon requests and maintenance requests
- Schedule cleaning details and ensure the platoons execute accordingly
- Attend meetings as required
- Maintain positive control of over Company equipment and common areas
- Perform additional duties as directed

### 5. Platoon Leader (PL)

The Platoon Leader commands a platoon under the supervision of the Company Commander. Primary duties are:

- Responsible for the discipline, internal administration, supply, training, morale, and general efficiency of the platoon.
- Actively supervise the performance of your squad leaders by frequent inspections of formations, rooms, records, etc.
- Regularly inspect the cadets of your platoon to include serviceability and fit of uniforms.
- Ensure compliance with policies of higher commanders.
- Conduct platoon level training as required.
- Conduct quarterly performance assessments on your Platoon Sergeants and each of their squad leaders and assist squad leaders in performing the same on each of their assigned squad members.
- Counsel cadets in your platoon on conduct, attitude, academics, and personal problems. In addition, you will recommend certain individuals to the unit commander and RA for counseling.
- Be a voting member of officer level promotion boards.
- Submit recommendations to the Company Commander as appropriate.
- Perform additional duties as assigned by the Company Commander and/or RA.



# St. John's Northwestern Academies

## Universal Standard

### 6. Platoon Sergeant (PSG)

The Platoon Sergeant commands the platoon under the supervision of the Platoon Leader.

Primary duties are:

- Constantly maintain an accurate status of cadets assigned to your platoon.
- Command the platoon in the Platoon Leader's absence.
- Perform other duties as directed.

### 7. Squad Leaders

The Squad Leader is responsible for the discipline, internal administration, training, morale, and general efficiency of the squad. Primary duties are:

- Actively supervise each member of your squad.
- Make frequent inspections of squad member's uniform, appearance, room, and assigned equipment, and ensure all standards are maintained.
- Train your squad to accomplish assigned tasks and missions.
- Counsel squad members on conduct, attitude, academics, and personal problems; recommends individuals to the Platoon Leader and RA for counseling and will arrange for the same.
- Keep the Platoon Leader informed of any issues or unusual occurrences.
- Submit recommendations to the Platoon Leader as appropriate.
- Perform other duties as directed.

### 8. Team Leader

Team Leaders are responsible for the formation, appearance, training, and discipline of their team members. Team Leaders must be ready to assume control of the squad in the absence of the Squad Leader. Team Leaders assist their squad leaders as directed by performing these primary duties:

- Know the number, names and personal information of all assigned personnel.
- Assist team members with leadership matters when possible; refer them to the Squad Leader for assistance if the Squad Leader is unable to handle/resolve an issue.
- Be thoroughly familiar with individual and squad drill; inspect team members during formations ensuring they know what is required of them.
- Assume the duty of Squad Leader in the Squad Leader's absence.
- Perform other duties as directed.

### 9. Team Member

Each member of the team contributes their fair share of the workload and fully understand what their responsibilities are and where they fit in with the running of the team. Primary responsibilities are:

- Maintain and wear the entire uniform immaculately when prescribed.
- Properly safeguard and care for all equipment and materials issued to you and for which you are responsible.
- Ensure you are on time for all official formations requiring your presence.
- Conduct yourself in a manner that brings credit to yourself, the cadet battalion and the Academy.

*To find more details on the information provided in the Universal Standard you may refer to each Academy's section of the Appendix.47*

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# St. John's Northwestern Academies

## Universal Standard

### **Conclusion**

The cadet battalion structure is set up to ensure a quick and clear flow of commands. Each individual cadet has a job to do, which is part of a squad task that proceeds up the chain of command until that individual task is a part of the battalion's overall mission.

### **Prefect Academy Leadership**

The position of Prefect represents one of the highest forms of student leadership in the Prefect Academy at St. John's Northwestern Academy. Prefects assume a major responsibility in the spirit of our school by helping to maintain the quality of life for both boarding and day students. Modeling an attitude of mutual trust, openness, fairness, empathy, and cooperation, prefects share with faculty/staff members specific management duties in residence halls and other campus facilities, as well as general supervisory and leadership responsibility on the campus at large. Prefects have the authority to recommend certain consequences to ensure accountability from the students in their charge. In the same vein, they have the moral and ethical duty to lead by example, adhering to the guidelines and principles that govern community life.

All returning Students in grades 9-12 are eligible for consideration in the prefect selection process that begins each spring. Interested students are encouraged to apply for the position by putting their name forward for vetting. Leadership skills and training are emphasized throughout their tenure. Newly elected Prefects serve as ushers at Commencement or help create and run the on-campus portions of significant school events.

Any prefect who violates the Code of Conduct in a significant way and/or SJNA's Honor Code will be removed from his or her position. Failure to live up to the expectations of the position may result in the position being suspended or removed.

### **Mentor**

- Actively supervise each member of your House.
- Make frequent inspections of House member's uniform, appearance, room, and assigned equipment, and ensure all standards are maintained.
- Advise your house to accomplish assigned tasks and missions.
- Counsel house members on conduct, attitude, academics, and personal problems; recommends individuals to the Dorm Advisor and RA for counseling and will arrange for the same.
- Keep the Dorm Advisor informed of any issues or unusual occurrences.
- Submit recommendations to the Dorm Advisor as appropriate.
- Perform other duties as directed.

### **Dorm Advisor**

- Responsible for the discipline, internal administration, supply, training, morale, and general efficiency of the House.
- Actively supervise the performance of your Mentors by frequent inspections of





## St. John's Northwestern Academies Universal Standard

- uniforms, rooms, records, etc.
- Regularly inspect the Students of your House to include serviceability and fit of uniforms.
- Ensure compliance with the policies of SJNA.
- Conduct House level training as required.
- Conduct quarterly performance assessments on your mentors and assist them in performing the same on each of their assigned Preparatory Students in their charge.
- Counsel students in your House on conduct, attitude, academics, and personal problems. In addition, you will recommend certain individuals to the Head Prefect and RA for counseling.
- Submit recommendations to the Head Prefect and the Cabinet as appropriate.
- Perform additional duties as assigned by the Head Prefect and/or RA.

### Prefect Academy Cabinet

#### Sr. Prefect for Human Resources

- Know the strength (numbers and overall well being) for the Preps of the Prefect Academy.
- Oversee the recordkeeping of all awards, decorations, position changes, and any other internal changes within the prefect organization.
- Coordinate posting of information to House bulletin boards.
- Be prepared to brief visitors and other dignitaries on the status of the Student Body and your duties.

#### Sr. Prefect for Academics

- Oversee academic performance of the Student Body.
- Act as the liaison between the Student Body and the Senior Academic Officer.
- Report to the Senior Academic Officer with considerable autonomy and exercise independent judgment when making decisions - the position must maintain confidentiality
- Monitor the Class Absence System for Prefect Academy Cabinet.
- Establish and maintain liaison with campus academic offices such as the Academic Support Center, Career Counselor, and the Totzke Learning Center (TLC).
- Monitor the Student class absences and academic counseling and keep the Head Prefect informed of trends and specific issues
- Supervise and directs the Prefect Leaders as applicable to academic initiatives
- Monitor senior leadership's academic performance and provide counseling as needed.

#### Sr. Prefect for Logistics

- Ensure all uniforms are ready and coordinated for new Students.
- Maintain the SJNA equipment supply room in a high state of readiness and control all property that goes in and out.
- Receive and execute supply requests and maintenance requests for the Prefect Academy Students.
- Brief visitors and other dignitaries on the status of the student body and the duties associated with the Sr. Prefect for Logistics.
- Assist the Student Affairs Officer for the Prefect Academy in preparing for ceremonies and events.



# St. John's Northwestern Academies

## Universal Standard

### Prefect Academy Executive Leadership

#### Deputy Head Prefect

- In the absence of the Head Prefect, be the figurehead for the Prefect Academy Preparatory students.
- Organize the Cabinet properly and ensure that it works as a team.
- Inspect the work of the Student Cabinet and make other inspections as directed by the Head Prefect.
- Facilitate Cabinet level meetings for the Head Prefect.
- Ensure that the members of the Cabinet prepare and submit reports on time and are engaged in future planning.
- Ensure that instructions to the preparatory student body are in accordance with the established policies of the Battalion Commander; report all violations of orders to the Head Prefect.
- Periodically check the Command Post and other areas to ensure they are properly resourced.
- Be prepared to brief visitors and other dignitaries on the status of the Prefect Academy, the student body and the duties of the Deputy Head Prefect.

#### Head Prefect

- Care for the health, morale, welfare, and operational excellence of the entire population of Preparatory Students (Preps) of the Prefect Academy. Works with the Student Affairs Officer for the Prefect Academy to understand the objectives and assists the Resident Advisor in the needs of the Preps.
- Responsible for the discipline, internal administration and supply, training, morale, and general efficiency of the Student Body
- Know the specific duties of all Prefect Leadership and hold them responsible for their performance.
- Assign tasks and work to the Cabinet leaders and houses through the Deputy Head Prefect.
- Make frequent inspections of subordinate organizations with the assistance of your cabinet.
- Inform the Academy President and the Student Affairs Officer for the Prefect Academy on all Student Body activities, and coordinate directly with the Student Affairs Officer for the Prefect Academy on operational activities as identified by letters of instructions.
- Act as President of all Prefect leadership interviews.
- Plan for, schedule, and preside over all Prefect Academy leadership meetings as appropriate.
- Evaluate Deputy Head Prefect, Cabinet leaders, and House Prefects.
- Ensure all sub-elements of the Student Body conduct performance reviews.
- Be prepared to brief visitors and other dignitaries on the status of the Student Body and your duties.
- Be responsible for what the Student Body does or fails to do.
- Serve as either the President or the Vice President of the Honor Committee for the entirety of the Student Body..



# St. John's Northwestern Academies Universal Standard

## Student Leadership Training

Student leadership will be gathered on occasion, in particular the Student Council, with the Student Affairs Officers to discuss leadership, opportunities, the state of the school, and implement grade and school-wide plans and projects.

## Duty Company/Unit

Each week on a rotational basis, cadet companies/prefect houses are designated as the Duty Company. The assigned unit performs the required tasks during that time frame. Among the duties are preparing the gym or other facilities for ceremonies, providing students to conduct Command Post operations, and other requirements.

### ***DID YOU KNOW ...***

Roy Farrand, an 1894 St. John's graduate, returned to campus in 1896 as Commandant of Cadets. Upon the death of Rev. Sidney T. Smythe in 1923, Farrand assumed the role of president and served in that capacity until his retirement in 1961.

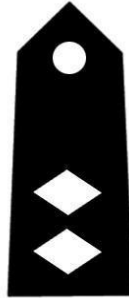


# St. John's Northwestern Academies Universal Standard

## INSIGNIA OF GRADE FOR CADET OFFICERS



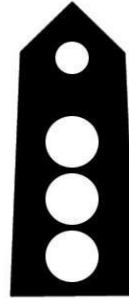
CADET  
COLONEL



CADET  
LIEUTENANT  
COLONEL



CADET  
MAJOR



CADET  
CAPTAIN



CADET  
FIRST  
LIEUTENANT



CADET  
SECOND  
LIEUTENANT

## INSIGNIA OF GRADE FOR CADET ENLISTED PERSONNEL



CADET COMMAND  
SERGEANT MAJOR



CADET  
SERGEANT MAJOR



CADET FIRST  
SERGEANT



CADET MASTER  
SERGEANT



CADET SERGEANT  
FIRST CLASS



CADET STAFF  
SERGEANT



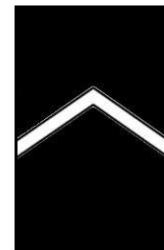
CADET  
SERGEANT



CADET  
CORPORAL



CADET PRIVATE  
FIRST CLASS



CADET  
PRIVATE



PROVISIONAL  
PRIVATE  
61-90 DAYS



TESTING  
PHASE  
31-60 DAYS



INITIAL  
TRAINING  
1-30 DAYS



# St. John's Northwestern Academies Universal Standard

## Promotion Criteria

A cadet must meet the criteria below to be promoted. To be promoted above an E-5, a cadet must be enrolled or have completed Leadership 200/201.

# SJNMA PROMOTION CRITERIA

<b>TO</b>	Blue Board (E-0)	Black Board (E-1)	PVT (E-2)	PFC (E-3)	CPL (E-4)	SGT (E-5)	SSG (E-6)	SFC (E-7)	MSG / 1SG (E-8)	2LT (O-1)	1LT (O-2)
Time in Rank Requirement	Minimum of 30 Days	Minimum of 30 Days	Minimum of 30 Days	Minimum of 60 Days	Minimum of 90 Days	Minimum of 90 Days	Minimum of 90 Days	Appointed Rank Determined By Duty Position	Appointed Rank Determined By Duty Position	Appointed Rank Determined By Duty Position	Appointed Rank Determined By Duty Position
Academic GPA	GPA: 2.0	GPA: 2.0	GPA: 2.3	GPA: 2.3	GPA: 2.5	GPA: 2.5	GPA: 2.5	GPA: 2.7	GPA: 2.7	GPA: 3.0	GPA: 3.0
Physical Fitness Test	Complete Fitness Test	Complete Fitness Test	Complete Fitness Test	Complete Fitness Test	45% Total Avg > 10% Improve	50% Total Avg > 10% Improve	50% Total Avg > 10% Improve	50% Total Avg > 10% Improve	50% Total Avg > 15% Improve	50% Total Avg > 20% Improve	50% Total Avg > 20% Improve
Service Hours	3	3	4	6	9	9	9	10	10	10	10
Promotion Test	Candidate Test		Level 1 Test		Level 2 Test			Level 3 Test		Level 4 Test	
JROTC Grade	Minimum of C				Minimum of C+			Minimum of B		Minimum of B+	
	<b>EMERGING LDR</b>				<b>DEVELOPING LDR</b>			<b>SUPERVISING LDR</b>		<b>MANAGING LDR</b>	

- All requirements must be met for Cadets to be eligible for promotion.
- Cadets eligible will be recommended by their Chain of Command and RFO for approval by the Senior Army Instructor and Military Academy Director.
- Must be in a leadership position to progress beyond the rank of PFC (E-3).
- Community Service Hours are based on each promotion cycle and no longer cumulative as in years past.



# LEADERSHIP LIVES HERE™

## The 60% Cadet

At SJNA, giving 60% effort will get you 0% in rewards. The 60% cadet does nothing to exceed the bare minimum. Cadets performing at 100% -going above and beyond what is required - will find themselves awarded with promotions.

Why? Because not only do they strive to better themselves, they strive to better their peers and the Academy.

Look within yourself to discover your unique strengths and strive to be the best you can be!

To find more details on the information provided in the Universal Standard you may refer to each Academy's section of the Appendix.53

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## St. John's Northwestern Academies Universal Standard

### NOTES:

- \* To be appointed as an officer, Cadets must meet academic, fitness, service hours & requirements, and pass the level 4 Test.
- \* Appointment to Officer based on rank / position attained as Junior and completion of above listed requirements.
- \*\* Ranks higher than E-3 requires a leadership position (Team Leader, Squad Leader, etc).

### Selection Criteria

At the end of the school year, the Academy uses this criteria to recognize cadets with national-level JROTC and Academy awards. Summary scores from the previous year are used when selecting cadets for leadership positions at the start of the school year.

Factor	Score	Points
<b>Grade Point Average (GPA)</b> <i>(quantifiable)</i> Based on the first, second and third quarter.	3.5-5.00	4
	3.0-3.49	3
	2.5-2.99	2
	2.0-2.49	1
<b>Character Point Average (CPA)</b> <i>(subjective)</i> Based on Character Evaluation Form criteria as provided by Resident Advisor at each quarter's end.	4.7-5.00	4
	4.3-4.69	3
	4.0-4.19	2
	3.7-3.99	1
<b>Fitness</b> <i>(quantifiable)</i> Based on summary raw score earned on fitness assessment conducted just prior to spring break.	85-100	4
	71-84	3
	61-70	2
	50-59	1
<b>Service Hours</b> <i>(quantifiable)</i> Completed service hours through the end of third quarter.	>30	4
	20-29	3
	10-19	2
	1-9	1
<b>Peer Evaluation</b> <i>(subjective)</i> Cadets per grade level choose the top, and bottom, performing five cadets in their graduating class and explain why. Cadets rated in the top five are placed according to the percent they placed in the top five cadets of their grade. Placement in the bottom score cancels a placement in the top score.	>30%	4
	20-29%	3
	10-19%	2
	1-9%	1
<b>Faculty Evaluation</b> <i>(subjective)</i> Based on cadet effort at the end of third quarter.	Always put forth best effort in class	4
	Usually puts forth best effort, questionable at times	3
	Occasionally puts in effort in assignments and tests	2
	Little effort on most assignments or prep for class	1



# St. John's Northwestern Academies Universal Standard

## Day Student Program

The Day Student Program offers a unique and integral opportunity for local students to attend St. John's Northwestern Academies. Day students participate in the SJNA program Monday through Friday from 7:30 am until 6:00 pm. and on required designated weekends. Day students are full members of the Corps of the Cadets and Student Body and participate in all aspects of the school program with the exception of the following: supervised evening and weekend study halls, evening and weekend residence programming/instruction, and evening and weekend student activities that are not mandatory for the entire school population. The academic, athletic, spiritual and character development, and leadership traditions components of the Academy are provided for the day students in their full function with only a few modifications. Appropriate modifications and specific regulations for day students are outlined in this document. All other Academy rules, regulations, requirements, and policies pertain to day students and parents.

## Attendance and Accountability

- Attendance is required beginning at 7:30 am and ending at 6 pm Monday through Friday, unless otherwise indicated on the annual calendar as a non-school day.
- Weekend and evening functions that are mandatory for all members of the Corps of Cadets are required for day cadets. Similarly, any function that is mandatory for the whole of the Student Body is mandatory for Day Students.
- Day students are allowed to remain at the Academy beyond 6 pm to participate in athletic contests or other school functions.
- Day students must arrive on campus in the uniform of the day and depart in a uniform. The SJNA physical education uniform is authorized for departure.
- All day students must sign in and out upon arrival and departure from campus in the Resident Life Office in DeKoven Hall.
- Absences or tardiness: Please email ([attendance@sinacademies.org](mailto:attendance@sinacademies.org)) or call in (262-646-7126) prior to 8 am. Information can be left in an email or voice message.
- All extended absences must be approved by the Senior Student Affairs Officer and the Senior Academics Officer in advance, or they will be considered unexcused.

## Communications

- The Senior Student Affairs Officer and the Senior Academics Officer
- are the primary contacts for parents/guardians of day students seeking to share or receive information on progress and requirements.
- SJNA will send e-mail correspondence to the families indicating upcoming schedule changes, special events, and requirements for the day students.
- If needed, daily reports can be provided between the Academic Office and the parent/guardian regarding academic performance or progress.



## St. John's Northwestern Academies Universal Standard

- A bulletin board will be maintained by the student leadership in Company or House of assignment that will indicate important information, daily schedules, tutorial rosters, and other student-centered information from the Company or House.

### Facilities and Personal Gear Requirements

- All day students will be assigned a room within the barracks/residence hall. Students will receive a keycard to access the SJNA buildings and room of assignment that they must carry with them at all times. This room must be maintained to Academy standards for cleanliness and uniformity as rooms are subject to inspection at any time.
- The only personal gear allowed on campus are those indicated in the attached sheet of authorized and/or required items. The following uniform items must be maintained at the Academy to support duty requirements:

<b>Cadet - Military Academy</b>	<b>Prefect Academy</b>
Dress Grey Uniform (complete)	High Dress Uniform (complete)
Parade Dress Uniform (complete)	One SJNA polo shirt
One short sleeve blue shirt	One Pair Kahki pants
One long sleeve blue shirt	
One short sleeve white shirt	
Parka, campus jacket, raincoat, and sweater	
SJNA authorized physical training attire and gym shoes	
Toiletries, towel, change of socks and shower shoes	

- Day students will be required to participate in Company/House requirements during the school day (7:30am - 6pm). As such, they will be required to enter and participate freely in their company area. All other residence areas are off limits without permission of the Resident Advisors on duty.
- All Academy rules regarding acceptable computer use apply to the day students.

### Athletics and Activities

- Day students may participate in any SJNA athletic offering. If a day student does not participate in an extracurricular sport (between seasons), they can receive permission to depart campus after all other activities have concluded. They may also remain and participate in individual physical training and other activities at their discretion.
- Social activities that occur on the weekend are open to day students, however their attendance must be taken in order for them to participate; they may also be responsible for any ancillary costs incurred, e.g. meals.
- Special campus events such as Halloween parties, Thanksgiving Dinner, et al. are only required if they are indicated to be a mandatory function. Day students may participate in such events if not mandatory, but will be billed for any meals or expenses required.
- All clubs and activities are open to day students. Participation is encouraged.





# St. John's Northwestern Academies Universal Standard

## Day Student Procedures

Day Cadets are a meaningful part of SJNA and are required to adhere to all rules and regulations. Day Cadets are assigned to cadet companies and have barracks rooms. Day Cadet rooms must be arranged per SJNA and company requirements and are subject to daily inspection.

Day Cadets must report to campus by 0700 hours Monday through Friday. Upon arrival, Day Cadets are to check in with their company chain of command and attend formation. In case of an absence due to illness, etc., parents/guardians must notify the Academic Office. Day Students must inform their RAs of their departure from campus, which is authorized at the end of the athletic period, approximately 1800 hours.

Events occurring on weekends, such as parades, inspections, and ceremonies requiring the Student Body's participation includes Day Students. Day Students will receive information regarding arrival and departure times and uniform requirements before the scheduled event from the assigned Day Student Coordinator. Day Students must refer to the Academy calendar to avoid any potential conflicts.

## Leadership, Rank, Promotions, and Student Participation

- Day students will engage in the same leadership programs as the boarding students. They will earn the same rank/positions and will be held to the same regulations.
- Leadership opportunities within the residence life program will be modified for day students as needed. Leadership positions will be open for day students within their company/house and throughout Battalion/Prefect Staff. Limitations on some of these positions can exist due to the inability of day students to monitor residence facilities on evenings and weekends.
- All awards are open and available for day students.
- Day students are required to participate in all formations, parades, ceremonies and activities that occur during the school day or are indicated as a mandatory Student function. This includes but is not limited to, all meal formations, daily chapel, leadership activities on Friday afternoons and general inspections.
- The same promotion system is applied to day students as boarding students.

Day students are expected to adhere to the rules and regulations set forth in this document, just as boarding students. Modifications to disciplinary actions for day students are as follows:

- Day students who have exceeded their monthly allotment of demerits are required to report on Saturday at 12:30 pm for Guard Path and other requirements. Day students will be released at 5:00 pm on Saturdays that require them to be on campus because of discipline deficiencies.

***To find more details on the information provided in the Universal Standard you may refer to each Academy's section of the Appendix.57***

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## St. John's Northwestern Academies Universal Standard

- Day students will stand a daily personal appearance inspection conducted by a member of the Student Life Department.
- Citizenship Probation will result in restriction from activities or sports and require the day student to serve an after school study hall during these times.
- Detentions and discipline tours will be served immediately after school in lieu of sports or other activities.
- All other disciplinary actions are applicable to day students.

**DAY STUDENTS ARE REQUIRED TO BOARD ON CAMPUS DURING NEW STUDENT TRAINING.**

**DAY STUDENTS WILL BE RELEASED AT THE CONCLUSION OF THE ACTIVATION CEREMONY.**

### Other Services

- The barber, the Campus Store and the Infirmary are available to day students during the school day.
- Laundry service is not available to day students, with the exception of sports uniforms, which will be maintained by the Academy.

### Parent and Academy Expectations

SJNA seeks to construct a positive partnership with each parent/guardian, which is particularly important with parents/guardians of day students. The Academy would expect the following support from day student parents:

- Supervision of homework and studying on a nightly basis. SJNA provides one to two hours of academic work each night for its students, which is also required of day students. Day students may attend the evening Study Hours in the company/house they are assigned. They must remain on the floor of the assigned company/house under the authority of the Resident Faculty Officer. At the conclusion of Study Hours, day students will sign out and depart campus at the Command Post.
- Reinforce appropriate uniform standards to include proper haircuts, clean uniforms, and shined shoes every time the uniform is worn.
- Ensure that your student is on time for school and that they are present for all mandatory required activities.
- Communicate with Academy staff should you have any concerns, questions or information that is important to the education, welfare or support of your day student.
- Reinforce all Academy policies and regulations, in particular policies regarding attendance, behavior standards, and personal accountability.
- Email ([attendance@sjnacademies.org](mailto:attendance@sjnacademies.org)) or call in (262-646-7126) any absences or tardiness prior to 8:00 am. Information can be left in an email or voice message.



## St. John's Northwestern Academies Universal Standard

Parents/Guardians of day students can expect the Academy and its staff to meet the following expectations:

- Open, honest, and timely communication to you regarding your student's performance, requirements, and opportunities.
- Opportunity for your student to participate in the SJNA program to the best of his/her ability.
- A safe and clean environment to learn and live while they are at the Academy.

Support and counsel to you and your student regarding any area of education, leadership development, and health and welfare as a member of the SJNA community.



# St. John's Northwestern Academies Universal Standard

## Section V: Universal Academic Standards

### Main Office Numbers

Main Line: 262-646-3311  
**Emergency Contact Phone: 262-719-0549**

### Main Numbers

Office of the President:	262-646-7113
Senior Academic Officer:	262-646-7188
Senior Student Affairs Officer:	262-646-7149
Director of Resident Life	262-646-7129
Student Affairs Officer - Military Academy (MA):	262-646-7250
Student Affairs Officer - Prefect Academy (PA):	262-646-7258
Director of Spiritual Life (Chaplain):	262-646-7202
Athletic Director:	262-646-7286
Junior Reserve Officer Training Corps (JROTC) Office	262-646-7228
College Counseling:	262-646-7283
Business Office:	262-646-7114
Advancement Office:	262-646-7184
Communications:	262-646-7184
Enrollment [and Financial Aid] Office	262-646-7199
Dining Services:	262-646-7171
Music Department:	262-646-7174
Transportation	262-646- 7280
Campus Store	262-646-7133

*To find more details on the information provided in the Universal Standard you may refer to each Academy's section of the Appendix.60*

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## St. John's Northwestern Academies Universal Standard

### Important Calendar Dates 2022-2023

EVENTS	DATES
New Student Registration	August 24
Returning Student Registration	August 25
Opening Ceremonies	August 29
First Day of School	August 29
Fall Families & Homecoming Weekend	September 23-25
No Class September 26th. See forthcoming schedule for more detail	
Thanksgiving Leave	November 18-27* (Mandatory leave for all students)
Christmas Events	December 11
Christmas Leave	December 16 - January 2* (Mandatory leave for all students)
1 <sup>ST</sup> Semester Finals	January 16-19
Semester Break	January 19-23*
Spring Break	March 31 – April 10* (Mandatory leave for all students)
Spring Families Weekend	April 28-30
No Class April 28 & May 1. See forthcoming schedule for more detail	
2 <sup>nd</sup> Semester Finals	May 22-25
Graduation and End of School	May 27 (Mandatory leave for all students)

\*All Leaves and Breaks begin after the student's final obligation.



# St. John's Northwestern Academies Universal Standard

## Attendance

Attendance Communications

Preferred: [attendance@sjnacademies.org](mailto:attendance@sjnacademies.org)

-or-

262-646-7126

School address:

1101 Genesee Street

Delafield, WI 53018-1498

## Arrival and Departure Times

All Students, including seniors, are required to be at school and seated for their first obligation no later than 7:40 am each morning, but not earlier than 7:00 am. Students may not leave the school until after the last class of the day without prior parental permission. Students that are required to attend Tutorial may not leave until after the Tutorial period is over. Seniors in good standing may sign out to leave campus during the day if they have no other school commitments at that time.

Day students who need to remain on campus after 4:00 pm, but who are not participating in a School-sponsored activity or watching a SJNA sporting event, must wait for their rides in the specified areas. Students are not allowed to be elsewhere on campus after 3:45 pm, unless supervised by an authorized adult. In case of emergency, students may seek an administrator, or call the Emergency Contact Phone at 262-719-0549.

All day students must leave campus no later than 6:00 pm, unless they are staying for a supervised activity. Because of the need for supervision of students remaining in the building, it is extremely important for parents or legal guardians or guardians to arrange for prompt pick-up of students prior to 6:00 pm. Students who remain after 6:00 pm without authorized supervision are reported to the Student Affairs Office. The school may require students to go home immediately after the school day ends if their behavior is problematic or disruptive or if they repeatedly abuse the 6:00 pm required departure time.

For those students who participate in activities that end after 6:00 pm, the supervisor of the activity must remain until the last student is picked up. parents or legal guardians/guardians must pick up students immediately following these activities.

In special circumstances, if students must stay later than 6:00 pm, they must make special arrangements in advance with the Student Affairs Office. Special circumstances may include, for example, waiting for a late athletic practice, waiting for a sibling who has a late obligation, or late rehearsals. In every case, the students and/or parent/guardian must contact the Student Affairs Office in advance to alert the school of the need of the student to remain at school late and to learn where the student must be after 6:00 pm. Please note: The hours for the main switchboard are 7:30 am – 4:00 pm.

*To find more details on the information provided in the Universal Standard you may refer to each Academy's section of the Appendix.62*

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# St. John's Northwestern Academies Universal Standard



## ST. JOHN'S NORTHWESTERN ACADEMIES DAILY SCHEDULE 2022-2023



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6:15 AM WAKEUP	6:15 AM WAKEUP	6:15 AM WAKEUP	6:15 AM WAKEUP	6:15 AM WAKEUP	7:00 AM-7:30 AM RESTRICTION WAKEUP	7:00 AM-7:30 AM RESTRICTION WAKEUP
7:00 AM -7:30 AM BREAKFAST	7:00 AM-7:30 AM BREAKFAST	7:00 AM-7:30 AM BREAKFAST	7:00 AM-7:30 AM BREAKFAST	7:00 AM-7:30 AM BREAKFAST	7:30 AM-8:00 AM RESTRICTION FORMATION	7:30 AM-8:00 AM RESTRICTION FORMATION
7:40 AM-8:25 AM PERIOD 1	7:40 AM-8:25 AM PERIOD 1	7:35 AM - 8:05 AM PERIOD 1	7:40 AM-8:25 AM PERIOD 1	7:40 AM-8:25 AM PERIOD 1	8:00 AM-9:00 AM OPTIONAL LIGHT CONTINENTAL BREAKFAST	8:00 AM-9:00 AM OPTIONAL LIGHT CONTINENTAL BREAKFAST
8:30 AM-9:15 AM PERIOD 2	8:30 AM-9:15 AM PERIOD 2	8:10 AM-8:40 AM PERIOD 2	8:30 AM-9:15 AM PERIOD 2	8:30 AM-9:15 AM PERIOD 2	9:00 AM-12:00 PM ACADEMY TIME/ RESTRICTION (SELECT PERSONNEL)	9:00 AM-12:00 PM ACADEMY TIME/ RESTRICTION (SELECT PERSONNEL)
9:20 AM-9:50 AM STUDY HALL	9:20 AM-9:50 AM ADVISORY	8:45 AM-9:15 AM CHAPEL	9:20 AM-9:50 AM ADVISORY	9:20 AM-9:50 AM STUDY HALL		
9:55 AM-10:40 AM PERIOD 3	9:55 AM-10:40 AM PERIOD 3	9:20 AM-10:00 AM PERIOD 3	9:55 AM-10:40 AM PERIOD 3	9:55 AM-10:40 AM PERIOD 3	10:00 AM CAMPUS WIDE WAKEUP	10:00 AM CAMPUS WIDE WAKEUP
10:45 AM-11:30 AM PERIOD 4	10:45 AM-11:30 AM PERIOD 4	10:05 AM-10:35 AM PERIOD 4	10:45 AM-11:30 AM PERIOD 4	10:45 AM-11:30 AM PERIOD 4		
11:35 AM - 12:20 PM LUNCH	11:35 AM - 12:20 PM LUNCH	10:40 AM-11:10 am PERIOD 5	11:35 AM - 12:20 PM LUNCH	11:35 AM - 12:20 PM LUNCH	10:30 AM-11:30 AM BRUNCH	10:30 AM-11:30 AM BRUNCH
12:25 PM - 1:15 PM PERIOD 5	12:25 PM - 1:15 PM PERIOD 5	11:15 AM-11:45 AM PERIOD 6	12:25 PM - 1:15 PM PERIOD 5	12:25 PM - 1:15 PM PERIOD 5	11:30 AM-5:00 PM ACADEMY TIME/ RESTRICTION (SELECT PERSONNEL)	12:00 PM-3:00 PM ACADEMY TIME/ HOUSE SERVICE HOURS/ RESTRICTION/ TOURS (SELECT PERSONNEL)
1:20 PM-2:05 PM PERIOD 6	1:20 PM-2:05 PM PERIOD 6	11:50 AM-12:20 PM PERIOD 7	1:20 PM-2:05 PM PERIOD 6	1:20 PM-2:05 PM PERIOD 6		
2:10 PM-2:55 PM PERIOD 7	2:10 PM-2:55 PM PERIOD 7	12:25 PM-1:10 PM LUNCH	2:10 PM-2:55 PM PERIOD 7	2:10 PM-2:55 PM PERIOD 7		
3:00 PM-3:45 PM TUTORIAL/CLUBS/ SILENT DETENTION	3:00 PM-3:45 PM TUTORIAL/CLUBS/ SILENT DETENTION	1:30 PM-3:30 PM ACADEMY TIME	3:00 PM-3:45 PM TUTORIAL/CLUBS/ SILENT DETENTION	3:00 PM-3:45 PM ACADEMY TIME		3:00 PM-5:00 PM ACADEMY TIME
4:00 PM-5:45 PM ATHLETICS	4:00 PM-5:45 PM ATHLETICS	4:00 PM-5:45 PM ATHLETICS	4:00 PM-5:45 PM ATHLETICS	4:00 PM-5:45 PM ATHLETICS	5:00 PM-6:00 PM DINNER- OPTIONAL	5:00 PM-6:00 PM DINNER- OPTIONAL
6:15 PM-7:00 PM DINNER	6:15 PM-7:00 PM DINNER	6:15 PM-7:00 PM DINNER	6:15 PM-7:00 PM DINNER	6:15 PM-7:00 PM DINNER	6:00 PM-10:00 PM ACADEMY TIME	6:15 PM-7:00 PM CHAPEL
7:00 PM-7:30 PM RESIDENCE TIME	7:00 PM-7:30 PM RESIDENCE TIME	7:00 PM-7:30 PM RESIDENCE TIME	7:00 PM-7:30 PM RESIDENCE TIME	7:00 PM-7:30 PM RESIDENCE TIME		7:00 PM-7:30 PM RESIDENCE TIME
7:30 PM-9:00 PM (MS) 7:30 PM-9:30 PM (HS) STUDY HOURS	7:30 PM-9:00 PM (MS) 7:30 PM-9:30 PM (HS) STUDY HOURS	7:30 PM-9:00 PM (MS) 7:30 PM-9:30 PM (HS) STUDY HOURS	7:30 PM-9:00 PM (MS) 7:30 PM-9:30 PM (HS) STUDY HOURS	7:30 PM-9:00 PM (MS) 7:30 PM-9:30 PM (HS) STUDY HOURS	10:00 PM-12:00 AM QUIET HOURS	7:30 PM-9:00 PM (MS) 7:30 PM-9:30 PM (HS) STUDY HOURS
9:00 PM-9:30 PM (MS) 9:30 PM-10:00 PM (HS) HYGIENE	9:00 PM-9:30 PM (MS) 9:30 PM-10:00 PM (HS) HYGIENE	9:00 PM-9:30 PM (MS) 9:30 PM-10:00 PM (HS) HYGIENE	9:00 PM-9:30 PM (MS) 9:30 PM-10:00 PM (HS) HYGIENE	10:00 PM-12:00 AM QUIET HOURS		9:00 PM-9:30 PM (MS) 9:30 PM-10:00 (HS) HYGIENE
9:30 PM (MS) 10:00 PM (HS) LIGHTS OUT	9:30 PM (MS) 10:00 PM (HS) LIGHTS OUT	9:30 PM (MS) 10:00 PM (HS) LIGHTS OUT	9:30 PM (MS) 10:00 PM (HS) LIGHTS OUT	12:00 AM LIGHTS OUT	12:00 AM LIGHTS OUT	9:30 PM (MS) 10:00 PM (HS) LIGHTS OUT

LAST UPDATED: 8/1/22

To find more details on the information provided in the Universal Standard you may refer to each Academy's section of the Appendix 63

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# St. John's Northwestern Academies Universal Standard

## Reasonable Student Accommodation

St. John's Northwestern Academies is committed to a diverse community, which includes qualified students with documented disabilities and other health issues that may require reasonable accommodations to ensure access to education, housing, and recreation. Although the school cannot offer special education programs for students with disabilities, the school is committed to providing reasonable accommodations to qualified students so that such students can participate in the school's programs. Federal and state laws prohibit discrimination against qualified students with disabilities. For these purposes a "qualified student with a disability" is defined as an individual with a disability who is able to meet and fulfill the fundamental requirements of the school's education, with or without reasonable modifications to the school's policies or the provision of auxiliary aid or services. "Reasonable modifications" include modifications in policies, practices or procedures when the modifications are reasonable and necessary to afford services to qualified individuals with disabilities. They do not include modifications that would fundamentally alter the nature or purpose of the school's education or programs, or that would otherwise create an undue burden for the school.

## Absences and Tardiness

It is important for students to be present for all aspects of the school day. It is through regular attendance that students gain in-depth and broad knowledge of the subjects they are exploring, form lasting relationships with friends and faculty, and help build community. The school counts on parents or legal guardians to assist their children in keeping absences and tardiness to a minimum. Students who miss more than three (3) periods due to late arrival or early departure will be marked absent for the day and may have their athletic or extracurricular activities limited (see below).

**Tardiness to school** is defined as being absent from the first school obligation beginning at 7:40 am. Day students who are tardy must sign in at the Academic Office with a written explanation from their parent/guardian of why they are late. If a late arrival is anticipated, a call to the school from a parent/guardian is expected on that day or the day before. Tardiness to school becomes a part of the student's permanent record.

**Tardiness to class** is defined as arriving after class has begun.

**Absence from class** is defined as arriving more than 15 minutes after the start of class or as the instructor sees fit. Promptness and attendance in class is a factor in each student's grade for each course. Since missing academic responsibilities hinders a student's ability to learn, parent(s)/guardian(s) are notified if their son/daughter repeatedly skips classes, assigned Tutorial, Study Hall or other mandatory activities. Absences immediately preceding and after vacation time may result in GPA penalties and may incur other consequences (see Vacations and Citizenship sections). It is expected that all students plan their vacation around their academic obligations and schedule their travel as indicated by the school.





# St. John's Northwestern Academies Universal Standard

## Eligibility for After-School or Extracurricular Activities

A student who misses more than three periods in a day may not participate in any extracurricular activities on that day or evening without special permission from the Senior Academic Life Officer. For seniors, this includes free periods at the beginning and end of the school day.

## Notification of Absence

If a day student must miss school for reasons that could not be anticipated, such as an illness, it is imperative that a parent/guardian call the Academic Office 262-646-7126 or email [academicoffice@sinacademies.org](mailto:academicoffice@sinacademies.org) as soon as possible to account for the absence and prevent undue concern for the student's whereabouts. Boarding students must notify an RA or staff member at breakfast and report to the infirmary staff's office between 7:30 am and 7:45 am if they are feeling ill. If they do not report to the infirmary staff's office during that time, they will not be excused from morning activities and must come to the infirmary staff's office between classes or during a free block. If a day student is absent, and the parent/guardian has not notified the school, every effort is made to contact the parent/guardian at home or at work. An explanation of the absence is required and absences of three consecutive days or more require a note from a medical doctor. Absence from school is part of the student's permanent record. A disciplinary zero may be given for any work missed during an unexcused absence from class.

## Frequent Absence Policy

The Frequent Absence Policy accommodates a reasonable number of absences for such things as illness, appointments, college visits, and family matters, while setting limits so that excessive absences are exceptional and truly unavoidable.

The policy allows for a limit of five absences in a semester. More than five absences in a semester in a course for any reason other than school activities such as field trips and extracurricular activities can result in the modification or withholding of academic credit for that course. Families are urged to plan college visits and other predictable events during vacations and holidays.

In cases where the maximum number of absences has been exceeded due to an extended illness or other extenuating circumstances, credit is awarded only after an appeal has been filed and approved by the School Administration. Documentation verifying doctor's visits or other verification of exceptional circumstances is required. Favorable appeals largely depend on the student's previous record and the extent to which absences appear to have been unavoidable.

## Planned Absences

If a Student is planning to be absent from school the following steps need to be accomplished. To avoid any unnecessary disruption, please notify the school at least four days prior to the start of the absence.



## St. John's Northwestern Academies Universal Standard

1. Parents or legal guardians must call the Academic Office or submit in writing details of the absence. Boarding students must also notify the Student Affairs Office.
2. A student must collect a 'Planned Absence Form' from the Academic Office or the Student Affairs Office.
3. A student obtains the initials of each of his/her teachers/instructors and Resident Advisor to alert them of the absence.
4. The completed form is returned to the Student Affairs Office once all signatures have been obtained.
5. If the absence is a planned medical absence, a physician's note must be provided which includes the dates the student is medically excused.

The following factors are considered when approving a planned absence request:

- Academic Performance
- Behavior
- Reason for the absence
- Previous absences

If permission is granted, **the student should make arrangements to submit all work that they will miss within three days of returning. Work not submitted receives a "0."** If this procedure is not followed, the absence is classified as an unexcused absence, and the student may receive academic consequences.

An anticipated medical leave should be pre-approved by the school. Medical verification is required for such leave to be considered. A request for medical leave by a parent/guardian must be submitted to the infirmary staff, who is the point of first contact. The nursing staff will consult with a number of people, such as the Student Affairs Officer-PA, Senior Academic Life Officer, the student's Advisors, the School Counselor, and the student's medical provider.

### Assignment Completion After Absence

When a student is absent it is their responsibility to communicate with their teachers regarding any academic work missed, its timely completion, and any impact that their absence has on any current work's due date. While it is the faculty member's prerogative to set his or her own deadlines, SJNA's standard expectation is that students may use the number of days to make-up any missed work equal to the number of days they were absent. The goal of this guideline is to support students by allowing them to demonstrate that they have made up missed work. This 1:1 ratio is negotiable between student and teacher (with the assistance of the student's Advisors, if necessary) depending on the student's ability to complete work during their absence and if they have significant lingering effects or circumstances that would hamper their ability to complete their work moving forward. Whenever possible, students should communicate with their teachers prior to their return via email in regard to their teacher's expectation about the timely completion of assignments; in particular, group work missed.

**Early dismissal:** a parent or guardian must submit a note, and the student must sign out at the Academic Office or the Student Affairs Office as appropriate. In order for the student to



## St. John's Northwestern Academies Universal Standard

leave the school, the parent or guardian must enter the main entrance to meet their child and sign him/her out. If a student is ill, they must first be evaluated by the infirmary staff. The infirmary staff will contact the parent / guardian to determine the plan for the remainder of the day. Students will not be excused due to illness unless the infirmary staff and parent / guardian have spoken.

### Leaving Campus During the Academic Day

**Accountability for the presence of our students is of utmost importance to the school.** Once students arrive, they should stay in the supervised areas of the school.

For additional information regarding off-campus, permissions see the *PAL Level* section in the *Citizenship* section of this handbook.

#### All students:

- leaving campus must sign out/in at the Academic Office. If going to more than one location, they must indicate each place where they expect to be.
- **may not leave campus for any reason before they are picked up at the end of their daily school obligations, without prior notification from the parent/guardian and permission of the Student Affairs Office or the Academic Office as is appropriate.**
- who must leave school for any reason must sign out at the Academic Office and must have a note or verification from a parent/guardian. If they return the same day, they must sign back in.

#### Seniors:

- in good academic standing and maintaining a PAL Level: BRAG (see Citizenship section) may leave campus during the academic day as long as they do not miss any obligations. This opportunity is only available if a Student receives specific and appropriate written approval from the Senior Student Affairs Officer **and** the Senior Academic Officer.
- who become ill at school or miss classes because of an appointment must follow the same procedures as all other students.
- who plan to leave early or arrive late because of appointments that cause them to miss an obligation may do so only with prior notification from a parent/guardian to the Student Affairs Office and or the Academic Office.
- must be present to their first obligation no later than 7:40 am each day. Seniors who arrive after 8:00 am or leave before the end of the day must sign in/out at the Academic Office.

### Phone Usage During the Academic Day

Phone use is restricted during the academic day. We expect all students to respect other members of our community. Students are not permitted to talk on phones, play music/videos or any other use that can be deemed distracting to others, while in common



## St. John's Northwestern Academies Universal Standard

use areas, such as dining hall, hallways, gym, etc. While students are permitted to have phones in their possession, they can only be turned on:

- while in the Student Center (except during assemblies, meetings, etc.)
- outside of the school buildings
- with prior permission from a teacher during class

At all other times students must receive permission from a staff/faculty member before using their phone. Failure to comply will result in the confiscation of the phone by any faculty or staff member until the end of the school day and may receive an infraction. Repeat offenders will receive more serious disciplinary action. If a student requires a phone for medical reasons, the student's parent/guardian must submit a formal request to the Student Affairs Office along with confirmation from the student's physician of the medical condition. Such a student may not use the phone during the day for non-medical reasons. Students should tell an adult of any emergency and ask for permission to use their phone, or to use a school phone to call home. The school assumes no responsibility for personal items at any time.

### Disciplinary Action for Academic Dishonesty

#### First offense:

1. Students receive a disciplinary zero for work on which they violated the Honor Code, including cheating and plagiarism, regardless of what other consequences they may receive.
2. The incident is reported to the Department Chair. The Department Chair and The Sr. Academic Officer will confer. The Senior Academic Officer may propose to the Director of Resident Life what additional consequences, if any, should be invoked.
3. The incident and proposed consequences are brought to the attention of the Director of Resident Life who will confer with the Senior Student Affairs Officer. The Senior Student Affairs Officer gives final approval to ensure consistency in the Academy's response.
4. The Director of Resident Life maintains a database of all violations to ensure accountability in the case of multiple violations by the same individual.
5. The Director of Resident Life will meet with the offending student including in that meeting any or none of the following: the teacher, Department Chair, Senior Academic Life Officer, Advisor(s) to discuss what led to the matter at hand, academic honesty generally, choice making moving forward, and advice on restorative steps to repair damaged relationships and/or community standing.
6. In the case of egregious, brazen, and/or calculated first offenses the Director of Resident Life will convene the Academy's Honor Board/Council which the offending student will appear before. As is their practice, the Honor Board/Council will make a recommendation to the Director of Resident Life that may be accepted, modified, or requested to be resubmitted upon further review.
7. The Student Affairs Officer sends a letter to the parents, legal guardians of the student, and the student.

*To find more details on the information provided in the Universal Standard you may refer to each Academy's section of the Appendix.68*

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## St. John's Northwestern Academies Universal Standard

8. The student will be ineligible for any Dean's List during the semester during which the violation occurred.
9. If the student is a member of the National Honor Society, or National Junior Honor Society, the membership will be revoked permanently per NHS/NJHS guidelines.

**Second offense** – one or more of the following applies in addition to all of the above:

1. The student receives a one-day suspension either in or out of school at the discretion of the Director of Resident Life.
2. The Director of Resident Life will convene the Academy's Honor Board/Council which the offending student will appear before. As is their practice, the Honor Board/Council will make a recommendation to the Director of Resident Life that may be accepted, modified, or requested to be resubmitted upon further review. At a minimum, the student will write a 500-word (or longer) essay explaining the importance of maintaining academic honesty within an institution of learning. The essay also includes explanations of what constitutes honesty and dishonesty in the context of completing academic work so that the student can demonstrate an understanding of the Academy's expectations. The parameters of this assignment may be modified by the Director of Resident Life inclusive of assigning an alternative consequence.
3. The student will be ineligible for any Dean's List during the semester during which the violation occurred.
4. The student is placed on career probation specific to academic honesty.

**Third offense:** A third offense constitutes a violation of the probation. Accordingly, the student's status at SJNA is reviewed by the Conduct Review Board (CRB) as chaired by the Senior Student Affairs Officer. The student may be subject to expulsion.



# St. John's Northwestern Academies Universal Standard

## Section VI: Universal Athletic Standards

### Sportspersonship

Dear Middle and Upper School Students and Families,

Please allow us this opportunity to remind everyone about ways you can support the Lancers during home and away contests. St. John's Northwestern Academies' Athletics is committed to promoting the ideals of sportspersonship, respect, leadership and integrity. We feel that a review of our Code for athletic events is emblematic of our values about sportspersonship overall.

To that end, please consider and observe the following Code at this and all athletic events:

#### Proper Conduct and Good Sportspersonship

At the heart of this matter lie several terms which are often hard to define—yet no more important task confronts teachers and coaches than to set standards that are fair and honorable. Throughout this Code, when such terms as “proper conduct” and “good sportspersonship” are mentioned, they refer to such standards as these:

- Treat other persons as you know they should be treated, and as you wish them to fairly treat you.
- Regard the rules of your game as agreements, the spirit or letter of which you should not evade or break.
- Treat officials and opponents with respect.
- Accept absolutely and without quarrel the final decision of any official.
- Honor visiting teams and spectators as your own guests and treat them as such. Likewise, behave as an honored guest when you visit another school.
- Be gracious in victory and defeat; learn especially to take defeat well.
- Be as cooperative as you are competitive.
- Remember that your actions on and off the field of play reflect on you and your school.

#### Guidelines for Players

- Players shall at all times represent themselves and their school with honor, proper conduct, and good sportspersonship. They shall understand that competitive rivalries are encouraged, but that disrespect for opponents is unsportsperson-like and lessens the value of the rivalries. They shall confine the competitiveness of the game to the field, and in particular behave properly on the sidelines and in the locker rooms both before and after games.
- They shall comply fully with the rulings of the officials. In no way, either by voice, action or gesture, shall they demonstrate their dissatisfaction with the decisions made.

*To find more details on the information provided in the Universal Standard you may refer to each Academy's section of the Appendix. 70*

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- Players will not deface property or remove equipment of any kind from their own or another school.

### Guidelines for Spectators

- Spectators should bear in mind that the opposing team and their spectators are our opponents, not enemies. All school rules pertaining to good citizenship, the Code of Conduct, and representing the St. John's Northwestern community well at all times should be kept in mind—always.
- Spectators—whether students, faculty, parents, alumni or friends—bear important responsibilities to the school for the atmosphere and conduct of games, whether home or away.
- Spectators should watch games from those areas defined by each school as spectator areas. They must not run up and down sidelines, call to players, coaches or officials in an unsportsmanlike manner, go onto the field of play or deface property. Any action that detracts from the ability of coaches, players and officials to do their best is not acceptable.
- Faculty members should remember that their responsibilities for student discipline and behavior extend to disciplining and controlling students who misbehave as spectators.
- The use of artificial noisemakers is not permitted.
- Spectators should cheer for the good play of their team and not for mistakes or poor play of the opponents.
- The use of alcohol and illegal drugs is strictly prohibited at all athletic events.

“When admirable qualities of honor, fair play, and respect are reflected in sports, we are uplifted and inspired...” - Michael Josephson from Sportsmanship vs. Gamesmanship.

On behalf of the Upper School administration and SJNA athletics, we thank all athletes and spectators for meeting these standards.

Sincerely,

Jon Schmidt

A handwritten signature in black ink, appearing to read "Christian Bielizna".

Mr. Christian Bielizna



# St. John's Northwestern Academies Universal Standard

## Section VII: Residential Life

### Residential Advisory Statement of Purpose

Student Life encompasses every aspect of the student experience at SJNA. Of particular focus are the areas of character development that take place away from, but in support of, the: academic, co curricular, and extra curricular experience of the student. Student Life is omnipresent in the lives of our learners; it unifies and weaves the Academies together. What the students learn in the classroom, on the field, and in chapel is what we promote and continue to teach in the residence halls and barracks.

#### **Safety**

One of our main objectives is to ensure a secure environment for students to learn, grow and thrive.

#### **Accountability**

While we are accountable for the actions of the students, we also give them opportunities to exercise personal accountability. As the student progresses during their time here, we give them opportunities to exercise accountability for others in their charge as leaders.

#### **Fairness**

We value impartial and just treatment, behavior without favoritism, or discrimination.

#### **Learning**

We understand that learning is an on-going process that occurs in a variety of settings. While learning takes place in many settings we strive to ensure that learning opportunities continue in the residence halls and throughout the Student Life experience.

#### **Service**

We value our interaction with our students and by extension their families, ensuring we are responsive to their needs and working collaboratively with "home" to define and achieve success.

#### **Communication**

Communication is vital in interpersonal actions so long as it is clear and consistent while also being meaningful and timely.

#### **Equity**

That involves distributing resources based on the needs of the recipients.

#### **Diversity**

We appreciate that we are made up of a diverse group of students, families, faculty and staff. We strive to help all create an awareness of themselves and those around them.

***To find more details on the information provided in the Universal Standard you may refer to each Academy's section of the Appendix.72***

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# St. John's Northwestern Academies Universal Standard

## Advising for Boarding Students

The Senior Student Affairs Officer along with the Residential Advisors (RA) coordinates the Boarding Program and promotes cultural diversity and community building. This includes planning weekend activities and social events, coordinating overnight trips for the boarding students, assisting students with travel plans, acting as a liaison between the teachers, coaches, and others, and working with other school personnel to maintain a safe and supportive boarding community. The Residential Life Officer's Office helps to promote understanding and sensitivity among all members of the SJNA community in matters of diversity and communication.

### Evening Study Hall

A period of study time takes place on Sunday - Thursday from 7:30 pm to 9:30 pm in student rooms. On Sundays, quiet hours for study are observed on the halls from 7:30-9:30 pm. Students with non-recommending grades may be assigned to a study hall during these study hall periods. If there is an observable drop in grades or effort, this privilege may be assigned; it may be rescinded with noticeable improvement when and if it seems prudent to do so. During study hours, a quiet atmosphere conducive to study is expected. Students are expected to study during this time and should not make or accept phone calls, shower, sleep, or leave their rooms during this time. If students want to study with a friend they must ask for permission and both RA's must agree, if different residence halls are involved. There is to be no online gaming, use of social media or streaming of videos during this period. The Student Affairs Office in conjunction with the Senior Academic Life Officer's Office determines which students may study in their rooms and those who will be in supervised study Monday through Thursday.

### Curfews and Bedtime

The nighttime curfew requires all students in grades 7 -11 to be on their hall by 9:00 pm, with lights out at 10:00 pm for grades 7-8 and 10:30 pm for grades 9-11. Seniors, who are in good standing, must be on their own hall by 10:00 pm, with lights out no later than 11:00 pm. If visiting another student, the earlier curfew prevails if the students' curfews differ. Seniors' curfew on Friday and Saturday is midnight, all other grades the Friday/Saturday is 11:00 pm. On school nights (Sunday through Thursday) there should be no activities between 11:00 pm and 6:00 am in the common areas or the halls. There should be no music, loud talking, showers, or disruptive behavior after 11:00 pm. On rare occasions, RA's may grant "late lights" for students who need additional time for study.

### Restricted Network Access Times

Boarding students are restricted from accessing the Internet during the following times:

#### **Grades 9-11:**

Sunday - Thursday 11 pm - 5 am, Friday - Saturday 12 pm - 5 am

#### **Seniors, prefects & student leaders:**

Sunday - Thursday 12 pm - 5 am, Friday - Saturday 1 am - 5 am

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# St. John's Northwestern Academies Universal Standard

## Students in Training

### Students in Training Policy

All Students in their first term at St. John's Northwestern Military Academy must live under the rules of the New Student System regardless of background or prior training.

New Students undergo an orientation period designed to familiarize them with the history, traditions, and standards of St. John's Northwestern. Under the immediate supervision of the Resident Faculty Officer (RA), as directed by the Student Affairs Officer, this training program is conducted directly by the Student leaders of the Student Body.

Adherence to these guidelines applies to all new Students upon arrival. New Student training requirements are modified once new Students earn full status. Once Students have reached the rank of PRIVATE or have been in the Prefect Academy for at least 90 days, they are considered complete with their training as new Students.

### Students in Training Period Objectives

- Provide a positive and challenging learning environment in which they will be trained to develop personal attributes of confidence, self-discipline, neatness, courtesy, regard for others, and willingness to work with the competent authority.
- Provide a situation in which the appointed leaders of the Student Body will develop positive methods of leadership while training the new Students entrusted to their care.

### Students in Training Testing

An important part of the New Student Training program is a written examination based on the history, traditions and customs of SJNA, organization of the Academy, and other aspects of Student life.

### Cadets in Training Duration

New cadets begin at a RED Board rank upon arrival. Promotion of BLUE board occurs after the first 30 days if cadets pass their first promotion test and with approval of the RA. Promotion to BLACK Board (E-0) occurs after 30 days of satisfactory merit, skill and citizenship service, successful score on the next promotion test, and with RA approval. Cadets are then considered a cadet of the corps. After 30 additional days of satisfactory service, they will be issued PRIVATE rank and become cadets in full standing. The Academy expects successful completion of new cadet training from every cadet. Each cadet is responsible for meeting this challenge successfully.

### Students in Training Guidelines

The Student training system is dedicated to positive motivation on the part of both new and returning Students. This dedication will result in increased pride and morale in the individual and the entire corps.

- New Students are to be educated toward the goal of achieving a proud membership in the corps. This must be achieved through fair and equitable treatment that assists Students in making a healthy adjustment to SJNA life.
- New Students will not perform any personal services for any Student regardless of

*To find more details on the information provided in the Universal Standard you may refer to each Academy's section of the Appendix. 74*

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# St. John's Northwestern Academies Universal Standard

rank. The performance of tasks and servitude, such as making beds, cleaning rooms, shining shoes, polishing brass, running errands, etc., for any Student will not be tolerated. Violations will be treated as a serious breach of conduct.

- Any act of physical or mental intimidation or abuse perpetrated on new Students by any Student will be considered a violation of hazing, a Class I/Disciplinary Grade 3 Offense.

## Students in Training Conduct

The following are the policies and procedures applicable to students during the period of their training. It is applicable to all elements of the Student Body and establishes uniform guidelines for the training of new students.

### **Barracks**

Students in training will:

- Adhere to the highest standards of proper decorum and performance.
- Be immediately responsible to their cadet team leader and chain of command.
- Post all Students holding the duty position of Platoon Sergeant/House Prefect and above, as well as adults, faculty and staff.
- Knock before entering Student Leader rooms and all school faculty/staff offices.
- Report to the individual present upon entering and/or departing rooms of the Cabinet, "Top Seven" cadets, and all school administrative offices.
- Not be allowed to lay on their bed from Reveille to Taps, including weekends except with permission from House Prefect/Company Commander or RA.
- Keep room doors open from Reveille to Taps when they are present.
- Be in proper uniform at all times, including the school day, athletics time, and free time.
- Must walk briskly along the walls; not in the center of the hallways.
- For the first 30 days, new students will not have phone privileges to include the use of a personal cell phone.
- When corrected, new students will respond in one of four fashions: ----->
- For Cadets: Come to the position of "Parade Rest" or "Attention" when any cadet holding the rank of Corporal or above, or member of the academy staff, enters a room in which they are present.
- For Cadets: Refer to senior ranking Cadets, Cadet Leaders, and all adults by their military rank or title (Sir, Mr., Mrs., Miss, Ms., etc.).

"Yes Sir/Yes Ma'am"  
 "No Sir/No Ma'am"  
 "No Excuse Sir/No Excuse  
 Ma'am"

### **Mess Hall**

Cadets in training will:

- Remove headgear when they enter through the exterior doorway of the building.
- Proceed immediately and silently to their seats, then stand at the position of Parade Rest until the command of "Take Seats" is given to the Corps.
- Be at the position of parade rest while standing in the serving line and at the position of Attention before moving forward in the line.
- Sit at the position of Attention while waiting to rise to the serving line and upon



# St. John's Northwestern Academies Universal Standard

finishing their meals when waiting to be dismissed from the mess hall.

## Cadet Rank Specific Guidelines

Red Board/ Blue Board	Ask higher ranking cadet to sit, stand, etc., eyes forward, hands off tables at all times, no talking, sitting up straight (fist in front and back)
Black Board	Ask higher ranking cadet to sit, stand, etc., eyes forward, hands off tables at all times, no talking.
Private	Full Privileges

- Maintain proper table and dining etiquette at all times.
- Remain sitting at the position of attention and give full attention when an adult or senior ranking cadet addresses the table.
- Treat all members of the mess hall staff courteously; always address them as "Sir/Ma'am" and say "Please and Thank you".

## Formations

Cadets in training will:

- Fall out of their rooms at 20 minutes first call formation awaiting inspection. At 10 minutes prior to first call, they will fall out of the barracks for formation in proper, complete uniform.
- Double-time to all formations.
- Stand at the position of "Parade Rest" when in formation awaiting First Call.
- Never cut across or walk on grass.
- Never talk or stand with hands in pockets.
- Will request permission from Platoon Sergeant/Platoon Leader before moving to make a physical adjustment to themselves or their uniform.

## Prefect Program on Residence Hall

Each of the residence halls has appointed prefects who will lead residents in maintaining cleanliness, energy conservation, and overall pride in their residence hall. They will assist the RA's in creating a community of care and respect for one another, as well as planning residence hall wide activities for the residents. Being a prefect carries with it responsibility and is an honor awarded to students based on their own behavior, maturity, leadership qualities and willingness to set and keep high standards and to work with the other students and RA's in the residence hall to maintain those standards in a spirit of community. The Boarding Prefects will meet regularly with the Student Affairs Officer-PA's Office and will assist in planning trips and activities for the boarding community.

## Residence Hall Self-Help Program

The Prefect Academy at SJNA operates a "self-help" school; all students participate in the work and upkeep of the school as part of their role in the community. This self-help concept is also incorporated into the residence halls: Students are to keep their rooms neat and clean at all times. Students make their beds and put away their belongings every morning.

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In an effort to conserve energy, each student must turn off all lights before leaving for classes. The Residential Life Staff inspects all student rooms each week. There are frequent admission tours of the residence halls and **student rooms are expected to be picked up and ready for viewing at all times.**

### Safety

The safety of all students is paramount at the school, and the school has a special responsibility to consider the welfare of those students who reside on campus. It is impossible to list every circumstance that might present itself; however, below are some rules and guidelines to follow.

- Each student receives an identification key card for entering their residence. Under no circumstances should a student share this key card with another student or individual.
- The only place students may walk to off campus is Downtown Delafield. Students are expected to be on campus no later than 6pm Sunday through Thursday for Chapel and Study Hours **or before dark, whichever comes first.** They are expected to be at dinner on Monday – Thursday.
- The use of Uber, Lyft or similar services is not allowed.
- Boarding students should always sign out on the clipboard at the main entrance or check-out with the duty phone if they go off campus during the academic day without a SJNA adult.
- Students walking on campus must stay on the sidewalks.
- Students must keep fire exits clear and may use them only in an emergency.
- SJNA is a non-smoking campus, and it is illegal in the United States for children under the age of twenty-one (21) to purchase tobacco products. Due to the hazards of smoking, both to the student's health and to the safety of the residences, there is absolutely **NO SMOKING** allowed anywhere on campus or at any time when school is in session. Wisconsin laws prohibit smoking on school grounds by anyone.
- Candles, matches, lighters, halogen lamps, space heaters and electrical appliances of any kind are also strictly forbidden in the residence halls. Students may not possess knives, swords or sharp edged items, weapons, firearms or guns of any kind at any time for any reason. Fans, hair dryers and curling irons are acceptable.
- In the United States, the consumption or procurement of alcohol is against the law by persons under the age of twenty-one. Alcohol is strictly forbidden to keep at any time when school is in session. It is also a violation of the School's Honor Code to be in the presence of someone in possession of alcohol.
- The use, sale, possession, or transfer of controlled substances (including prescription drugs) or substances of potential abuse, are strictly prohibited and against the law. It is also a violation of the School's Honor Code to be in the presence of someone in possession of illegal substances.
- SJNA does not permit students to stay overnight in hotels without parental approval.

*To find more details on the information provided in the Universal Standard you may refer to each Academy's section of the Appendix. 77*

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- Students may not leave campus if school is canceled due to inclement weather. All scheduled trips are canceled if classes are canceled due to inclement weather.
- Whenever thunder is heard all individuals are expected to take shelter inside a school building immediately and remain there until thirty (30) minutes after the last sound of thunder.

NOTE: The school reserves the right to search any student's room, locker, person, or personal belongings when there is reasonable cause to believe this is needed.

### **Furniture and Other Amenities, including Electrical Appliances**

The school provides a bureau, desk, chair, and twin size bed and mattress for each boarding student. These items are not to be removed from the rooms without special permission from the Resident Life Office. Similarly, the arrangement of furniture in the student rooms is not to be altered without special permission from the Resident Life Office. Each student is personally responsible for the care of these items as well as for the condition of the room itself. Nothing may be attached to the ceiling or to the walls or furniture that is not removable or that might damage those surfaces. Students and their families will be responsible for any damage to school property that goes beyond normal wear and tear.

Students are required to supply the following items:

- bedspreads or comforters
- pillows
- blankets
- fans
- 2 sets of sheets and pillow cases
- towels
- mattress pads
- flashlights

(The Enrollment Office will provide a comprehensive communication around what to bring)

Boarding students are allowed to have the following appliances only:

- personal computers, with screens less than or equal to 24 inches
- printers
- alarm clocks
- curling irons
- hair dryers
- desk lamps (no halogen)
- radios
- fans
- hair straighteners

Please note: Space heaters, electric blankets or electrical appliances of any kind other than those listed above are not permitted and will be confiscated.

*To find more details on the information provided in the Universal Standard you may refer to each Academy's section of the Appendix. 78*

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# St. John's Northwestern Academies Universal Standard

## Policy Regarding Unauthorized Items

The following list of items are considered contraband unless otherwise specified by the Student Affairs Officer(s). Violations will result in disciplinary action. This list is not all inclusive.

- Aerosol propellants
- Alcohol
- Ammunition to include paintball ammo
- Amplifiers for musical instruments
- Candles, incense or incense burners
- Chewing gum
- Cookware including all pots, pans, silverware, hot pots, corn poppers, electric heaters, electrical skillets, etc.
- Darts, dartboards, archery equipment, etc.
- Drugs and related paraphernalia including syringes, needles, pipes, and inhaling devices of any type.
- Tongue studs and/or any other anatomy piercing devices
- Electric blankets or comforters
- Extension cords (except Academy issue)
- Fireworks and explosives of all types
- Gambling devices/paraphernalia
- Glass jugs, glass bottles and glass water containers of any type (plastic only allowed)
- Glue of any type – model, Superglue, Elmer's, etc. (Cadet Store paste stick only allowed)
- Keys, other than authorized
- Knives of any type
- Laser pointers
- Lightbulbs, other than authorized personally owned computers, portable hard drives and peripheral devices
- Video game consoles in rooms – these may be authorized to be used on weekends only by cadets in good academic standing
- Weapons, real or imitation, to include paintball guns, AirSoft guns, or any missile projecting device
- Energy drinks
- Protein supplements

**The Academy assumes no responsibility  
for safekeeping of confiscated items.**

## Cadet Personnel, Room and Barracks Policy

Rules are in place to afford common courtesy and respect for others, coupled with the need for clean, safe, quiet, and orderly living areas. Daily and special inspections take place as directed by the Resident Life Office to ensure that rooms are neat, clean, and orderly at all times.

The Academy provides the only furniture permitted in Student rooms unless the Resident Life Office gives written permission.

All Students will present themselves for personnel inspection in the duty uniform. The

*To find more details on the information provided in the Universal Standard you may refer to each Academy's section of the Appendix.* 79

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## St. John's Northwestern Academies Universal Standard

inspection is conducted by the Student Leadership and designated subordinates under the guidance of the RA.

No Students are allowed in the barracks, common area or Student room of a Student of the opposite gender unless for official business signed off by an adult from the Resident Life Department and with adult supervision. Unless accompanied by a Resident Life member, family members of the opposite gender are not allowed in the barracks.

All Students must be fully clothed while in common areas, hallways, and lounge, as well as walking to and from the bathroom.

### Personnel Inspection (P.I.)

All Students will present themselves for P.I. in the duty uniform. The inspection will be conducted daily by the Student Leadership under the guidance of the RA. The room inspection includes:

- Personal appearance
- Bed properly made
- Floor cleaned
- Clean laundry folded
- Shined shoes/boots
- Sink/fixture and mirror clean
- Desk and bookshelves orderly
- Waste bucket emptied
- Utility bucket orderly with cleaning materials
- Maintenance issues identified and reported

### General Inspection (G.I.)

This is a more formal inspection normally conducted by Upper Level Student Leadership under the guidance of the First Captain and/or the Head Prefect. Generally, all Students will wear the Dress Gray/High Dress with Blazer uniform. The conditions prevailing for G.I. will be the same as for P.I., plus the following:

- All furniture, picture rails, etc., dusted
- Floor cleaned and waxed
- Inside of windows washed
- Closet and footlocker articles arranged
- Desk drawers opened and orderly
- Proper marking of all uniform garments/equipment, mattress, racks, desk, chair and footlocker

### Arrangements and Decorations

The Student Body standards will prescribe Wardrobe, footlocker, closet, and shoe arrangements. Screens will remain in a closed position at all times. No homemade electrical lights or appliances are permitted. Liquor bottles, beer cans and inappropriate pictures, posters, signs, etc., will not be used as room decor. Arrange or decorate rooms using the following guidelines:

- **Posters/Flags**—Students are limited to the display of one poster each whose subject matter is in good taste. The company RA will be the final authority.
- **Rugs**—One small rug (optional) as specified by the Student Affairs Officer is authorized per Student in a barracks room. The only authorized rug is that sold at the Campus Store.

*To find more details on the information provided in the Universal Standard you may refer to each Academy's section of the Appendix. 80*

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- **Fans**—One 12"-14" in diameter oscillating electric fan with table top or floor pedestal is authorized per Student in each room (two maximum). At no time is a fan to be placed in a barracks room window.
- **Unauthorized Items**—Television sets, air conditioners, refrigerators, hot plates, corn poppers, coffee makers, bicycles, heaters, or other electrically operated appliances are not permitted in Student rooms.
- **Radios and Stereos**—Students are permitted to have a stereo, CD player and/or MP3 player; however, radios requiring extensive speakers, component stereo systems and drum sets are not permitted in the barracks. At those times when the playing of radios and stereos is authorized, the volume will be kept at a low level. If the sound can be heard outside of the Student's room, it is too loud. Violation of this rule will be cause for directed removal of the equipment.
- **Room Condition and Damage**—Soon after being assigned or reassigned to a room, each Student is required to sign a room condition sheet. Any subsequent damage to room furniture, windows, walls, doors, woodwork, etc., will be charged to the responsible Student. Vandalism and/ or careless disregard shall not be tolerated; violations will additionally result in disciplinary/corrective action.
- **Bedding**—Authorized bedding consists of the issued mattress, a white mattress cover, two white flat sheets, a white pillow, white pillowcase, and the issued dark blue wool blanket embroidered with red SJNA centered in the blanket. An extra/optional wool blanket, at Student expense, is permissible.
- **Barracks Room Doors**—The doors to all Student barracks rooms are to be in the "open" position at all times when Students are present in their rooms other than nightly sleeping hours and study hours when the Student assigned to said room is present. Students who have achieved the rank of Private will be allowed to shut their door during study hours, and are to be closed and locked at any time assigned Students are not present in their room.
- **Security of Personal Items**—Security of personal items is a Student responsibility. Any personal item of value should be stored in locked closets or trunks. Students should not bring high value items to school, but in the event they do, the Academy will not assume responsibility for the loss or damage of those items.

### Valuables in the Residence Halls

Boarding students should keep only minimal amounts of money in their rooms. The Student Life Office can provide safe storage for valuables, money, passports and important immigration documents. Items of considerable value should not be brought to school. Articles of clothing and linens should have the student's name clearly indicated on them. **The school assumes no responsibility for personal items at any time under any circumstances. Families are strongly encouraged to cover their student's personal belongings under their home insurance policy. Students are asked to provide serial numbers for their most valuable electronics (notebooks, laptops, cameras, phones, Ipads, Ipods, et al.) after their arrival to campus.**



# St. John's Northwestern Academies Universal Standard

## Student Valuables Policy

All Students are required to register their valuables, by serial number if appropriate, with their RA immediately upon assignment of a room. Students are prohibited from retaining large sums of money (\$50 or more).

- Students are not permitted to lend or borrow money. This includes credit cards, phone calling cards or any other such implement of value.
- Students are discouraged from having expensive or valued articles with them during their residence at the Academy. SJNA assumes no responsibility for lost, stolen or other improperly lent, borrowed or otherwise transacted articles of value.
- Students are given the means to secure personal property that is authorized and, therefore, is expected to be responsible for its security.
- Students are not authorized to have excessive amounts of food in their rooms. While it is understood that parents/ guardians will send their Students "care packages," it is recommended that quantities are limited. Students eligible to enjoy Mouso Hall are able to purchase snacks and other items at a reasonable cost. Students found in violation of this policy will have the food confiscated.
- The selling of food items by Students is prohibited and is a Class II / Discipline Grade 2 level offense.

## Storage of Belongings

In the spring, students who are returning to SJNA for another year may store their personal belongings with an off campus storage facility. The details regarding this off campus storage and the cost will be available in April. The school assumes no responsibility for personal items at any time under any circumstances.

## Permission to Leave Campus

Students are expected to secure permission before leaving campus or participating in any activity outside of the regular school day. This does not include school sponsored trips. In order for Residential Advisors to appropriately reflect the preferences of student's parents or legal guardians, **all social and other permission forms must be in place before the student starts school.** Students must submit the Overnight Sign-out Form to the Resident Advisor (RA) for approval no later than the end of the first class block on Thursday, in order to depart that weekend.

Once approval has been granted, students may leave campus on Friday after school and return from a weekend away by 6:00 pm on Sunday. Students who have Sunday detention will not be granted weekend leave. In addition, the Student Affairs Office or other staff may deny a student permission to go off campus. Some examples of reasons may include, but are not limited to, the following: chores not done, student's room not clean, academic concerns, weekend sign-out paper incomplete or handed in after the deadline. It is mandatory for students to check out with the Point Person by calling the duty phone at

*To find more details on the information provided in the Universal Standard you may refer to each Academy's section of the Appendix. 82*

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## St. John's Northwestern Academies Universal Standard

262-719-0549, whenever they leave campus and to check in immediately upon their return to campus.

### Pass and Leave Policy

Only the President, Senior Student Affairs Officer, and Student Affairs Officer are authorized to excuse Students from duty or accountability. The RA approves all other leave and passes.

The Resident Advisor (RA) will communicate any obligations or discrepancies that could prohibit the Student from upholding his or her commitments during the desired leave dates. The RA and parent/guardian will work together to make special arrangements to ensure the Student stays in good standing with the Academy before taking leave.

Students who take continual leaves may jeopardize their Student leadership position or future leadership consideration. Student leaders understand that being a leader, at times, requires sacrifice to maintain good order and discipline and that their presence within the barracks makes a difference. Students in good standing are encouraged to take leave but need to establish a healthy balance with being on campus.

Types of leave from the Academy include Town Pass, Day Pass, Medical, Leave, and Furlough.

A Student signed out on pass/leave is the responsibility of the authorized adult signing the Student out on permit. A Student will only be signed out by a family member (to include a legal sibling age 18 or older) or adult age 21 or older authorized via written correspondence with Academy personnel. Any family member or adult signing a Student out on pass is responsible for the Student and agrees to have the Student under direct supervision throughout the time of the pass.

Students officially on leave who return to campus for any reason will be in proper uniform, and are required to notify the RA of their return and planned departure.

If the pass/leave interrupts the academic day, the Academic Officer is the approved authority for any requests to miss academic time. See Academic section of this handbook for attendance policies.

A Student is only allowed to leave campus with a Student of the same gender unless instructed by a Student Affairs Officer or another member of Resident Life. If taken off campus by a family member, the parents/guardians of all Students involved will need to give approval.

Dinner passes are generally not authorized during the academic class week. Other pass times during special weekends at the Academy will be published in the appropriate circular. Permits are for Students in good standing with no restrictions.

### Dress for Leaves and Permits

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# St. John's Northwestern Academies Universal Standard

Uniforms for all leaves and permits are listed below.

<b>Town/Day Pass:</b>	Dress Gray or Dress White	Proper Khaki & Polo
<b>Leave via POV:</b>	Dress Gray or Dress White	Proper Khaki & Polo
<b>Medical Leave</b>	Dress Gray or Dress White *SJNA athletic attire with permission	Proper Khaki & Polo *SJNA athletic attire with permission
<b>Leave via Amtrak/Airline:</b>	Proper Khaki & Polo	Proper Khaki & Polo

The Student Affairs Office may authorize exceptions to this policy, but this is only done in conjunction with the Head Prefect's/Battalion Commander's requests and subsequent approval of those requests.

### Town Permit

Students (rank restricted) may leave campus on a permit by obtaining a properly signed permission slip to their RA. Permits are normally allowed on Fridays, Saturdays, and Sundays.

- All Students will sign out in their company/house area and at the Command Post. Upon returning to campus, Students will sign in at both locations.
- Only one such pass is authorized per weekend. Extended or additional passes based on unusual circumstances need the approval of the RA.

### Town and Day Pass

A town pass is the official approval for a Student to be away from campus for a specified time during the day. A town pass commences from 1300 to 2000 hours on Saturday and 1300 to 1700 hours on Sunday. No pass will authorize a Student to be absent from the Academy overnight.

#### TIME LIMITS for Town Passes

PAL M 3	Red Board	Not authorized
	Blue Board	30 Minutes
PAL M 2	Black Board	60 Minutes
PAL M 1 (BRAG)	Private and Above	120 Minutes

A **day pass** allows a Student to be off-campus during the day for a specific time and purpose beyond the limits of Delafield. Only Students who have reached the rank of **PRIVATE or higher / PAL level One (BRAG)** are eligible for day passes. Generally, day passes are used for dinner or other excursions to spend time with parents/guardians, sponsors, or other authorized hosts/hostesses. These passes may be taken on Saturdays or Sundays during open weekends for a duration up to six hours from 1100 to 2000 hours.

### Weekend Leave

- Leave is an official approval for a Student to remain away from the campus on an overnight basis.
- Students who have reached the rank of Private/PAL level One or higher can be granted weekend leave during the academic year. Leave is not authorized on closed weekends (see Academy calendar).
- Leave commences after last duty on Friday at 1600 hours. On Sunday when parades



## St. John's Northwestern Academies Universal Standard

are scheduled, leave terminates at 1200 hours (noon). On Sunday when parades are not scheduled, leave terminates at 1700 hours.

### **Medical Leave**

Parents/guardians should schedule routine medical and dental checkups or appointments with home area physicians during regular monthly leave or break periods.

The Infirmary will schedule visits to local physicians. On-duty Infirmary personnel may recommend a medical leave if they determine that appropriate treatment is not locally available. Unless a physician requires more than one day, medical leave is granted on an overnight basis only, and the attending physicians must validate the visit. The Office of Student Affairs must approve any medical leave request. Contact the Office of Student Affairs with any medical leave questions.

### **Closed Weekends**

The Academy designates closed weekends throughout the year for organizational purposes. During closed weekends, leaves of any duration are not permitted. Closed weekends are listed on the Academy calendar well in advance to avoid potential conflict with personal plans.

While emergencies and special circumstances at times are unavoidable, Students are strongly encouraged to avoid any potential conflicts with the Academy calendar.

### **External Sport Participation**

Any sport participation outside of the Academy, even though encouraged, may at times conflict with Student responsibilities and duties. To support good order and discipline, the Student Affairs Office reserves the right to approve or deny a Student's request to participate in any off-campus event.

### **Out-of School and Off-Campus Behavior:**

Students should be aware that certain activities, even outside of school hours or off school property, may result in loss of school privileges and other disciplinary action up to and including suspension or expulsion. Students may be subject to discipline for misconduct which is, or may be, disruptive of the educational process, interferes with the work of the school, is contrary to the mission of the school, impinges on the rights of other students, employees, or members of the school community, or has a direct or immediate effect on the discipline or general welfare of the school, even if such conduct takes place off campus, during non-school hours, or on breaks from school. Such conduct will be evaluated at the sole discretion of the school, and the school reserves the right to deviate from the regular disciplinary process as may be deemed necessary under the circumstances. Some examples of such outside conduct that may have disciplinary ramifications at school include any violation of law; underage purchase, use or possession of alcohol or a controlled substance; use or misuse of computers, phones, or other electronic

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devices, or computer websites (personal, at home or at school), social media outlets, which do, or could, impact the welfare of any member of the school community or the reputation or functioning of the school.

### Violations of Pass/Leave Policy

The Student Affairs Office reserves the right to award consequences, up to recommendation for dismissal, to any Student who violates the policy on a case-by-case basis.

### Visitation Permission

Students in grade 7-9 must have individual parental/guardian permission for any non-SJNA visitors prior to each occasion. Parent(s)/guardian(s) of older students may grant their sons/daughters wider latitude in receiving non-SJNA visitors.

A student must request and receive prior permission, at least 24 hours ahead of time, from the Student Affairs Office to have a non-SJNA visitor on campus or to go off campus with a non-SJNA companion. No boarding student may entertain a guest in a resident hall occupied by members of the opposite sex at any time for any reason. No off-campus visitors are permitted after 6:00 pm Sunday-Thursday.

### Student Visitor Policy

All visitors must sign in at the Command Post/Reception Area in DeKoven Hall. A Student is not authorized to invite any visitors into the barracks without prior approval of the Student Affairs Office.

Students are not authorized to receive visitors during the academic week without prior approval from the Student Affairs Office. Family members or guests may only visit a Student's room during announced hours on designated days such as registration, special weekends and graduation.

- A Student may invite visitors other than immediate family members with parent/guardian approval/authorization.
- All such visitors, male or female, must be scheduled and approved by the Student Affairs Office a minimum of 24 hours in advance.
- The only area for visitation between Students and the opposite gender is the DeKoven Hall rotunda.
- All visitors shall adhere to a proper dress code consistent with the standards of the Academy.
- Visitation times are Saturdays from 1200 to 1700 hours, and Sundays starting either at 1200 or after any parade to 1700 hours.
- In cases of on-campus social events or sporting events, visitors, both male and female, are restricted to the immediate area of the event (i.e., Mouso Hall, Farrand Hall Gymnasium, Welles Dining Hall, and/or athletic fields).

### Visits and Visitors

Since the school doors are locked at all times, visitors, including recent alumni, should make arrangements prior to their visit. Visitors are discouraged from visiting during the school day, unless they are candidates for admission. In rare instances exceptions may be made by making a prior request to the Student Affairs Office. A SJNA host must accompany approved

*To find more details on the information provided in the Universal Standard you may refer to each Academy's section of the Appendix. 86*

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visitors and should introduce any guests to the members of the SJNA community. All visitors to the school must sign in at the Main Entrance and clearly display their "Visitor" name badge for the duration of their visit.

A student who leaves the school community through dismissal may not return to campus for two years or until his or her former class has graduated. SJNA faculty, staff and students may not associate with the aforementioned student(s) while under the school's jurisdiction. Students who have stopped attending SJNA for other reasons must request prior permission to visit the school or participate in its programs from the Student Affairs Officer-PA's Office. See also the *Citizenship* section of this Handbook.

In keeping with the atmosphere of an educational living-learning community, boarding students are encouraged to visit other boarders and SJNA day students. No off-campus visitors are permitted after 6:00 pm Sunday-Thursday. No boarding, day student, or guest may enter a residence hall/floor occupied by members of the opposite sex at any time for any reason.

### Guests At SJNA Events

SJNA activities (excluding dances at SJNA) are arranged for SJNA students and the students of other schools who have been specifically invited. Those who are not specifically invited are not welcome to participate.

### Weekend Activities

Boarding students are required to stay on campus during Closed Weekends and cannot leave campus overnight without parental permissions. There are a number of Closed Weekends for boarding students during the school year. During Closed Weekends boarding students participate in group activities that are especially planned for the boarding community. These activities may include orientation, an overnight trip, day trips, a cultural performance, or social events on or off campus. The weekends just before semester exams are also closed to overnight plans. Boarding students are also encouraged to participate in other organized weekend activities such as college visits, going to the movie theater, bowling, mall trips, museums, trips to local towns, etc., and social community events such as mixer-type events. Students who have been assigned academic or behavioral consequences may not participate in any weekend activity that conflicts with their assigned consequence.

Whenever a student participates in a school sponsored activity or outing, he/she/they is expected to depart and return with the group on the transportation provided for the outing. The student is expected to be a part of the activity at all times. He/she/they may not go off on his/her/their own, do something else, or not participate.

### Vacation / Furlough

The school has four vacations or furloughs: Thanksgiving Break in November, Winter Break in December, Spring Break in March, and the Summer Vacation/Recess. During these vacation periods **students are required to leave the SJNA campus**. Students who need help with travel arrangements/plans for the vacations should contact their Resident Advisor or the Student Affairs Officer at least 6-8 weeks before the vacation starts.

***Important:*** Students must fill out their school break forms (with attached travel itinerary and parent/guardian permission) and return them to their Resident Advisors or the

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**Student Affairs Office no later than 3 weeks before the break starts.** Students are expected to depart by 6:00 pm on the last class day of school before vacation. Students must return by 8:00 pm the night before the day when classes resume. Transportation to and from the Milwaukee bus stop, train, or Milwaukee Mitchell International Airport (MKE) is provided by the school only when the student's travel plans occur during the school-prescribed dates.

**The school strictly discourages early departures and late returns from school vacations,** as missing classes can jeopardize a student's academic progress. If a student departs early or returns late from vacation, three hundredths (.03) of a point will be subtracted from the student's G.P.A. for each day, or partial day that they miss. If an early departure is planned, the *Planned Absence Procedure* must be followed.

In December and May, it is imperative that all students complete their exams according to the exam schedule prior to leaving for the break. Students are not automatically permitted to take exams early or late around breaks and **may receive a "0" for any exam missed due to early departure.** **All boarding students are expected to leave their bedrooms and common area in clean condition before each school break. Rooms will be inspected by the Residential Advisors before students depart. Any previously unreported damage may incur a repair charge.**

### Laundry

All boarding students are required to have an account with our commercial laundry and dry cleaning services.

### Exercise Equipment/Fitness Center

Boarding students may use the Fitness Center only under approved adult supervision.

### Pets

Students may not have pets on campus.

### Phones

For safety reasons, all boarding students are strongly encouraged to have a phone with a North American number. Pre-paid phones are available at reasonable rates.

### Universal Cell Phone Policy

Students recognize that cell phones are a privilege and not a right and will bear these standards in mind:

- Students are only allowed to carry and/or use their cell phones during authorized timeframes throughout the day and are restricted from using cell phones after taps.
- Students are prohibited from having inappropriate images on their cell phones.
- Students are prohibited from taking inappropriate pictures with their cell phones.
- Students are prohibited from taking video footage with their cell phones.
- Cell phones are not allowed in the academic buildings.

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## St. John's Northwestern Academies Universal Standard

Having and using a cell phone is a privilege, not a right. At St. John's Northwestern, social media and extended use of electronics can inhibit learning and become a repeated distraction to learning and everyday life. These rules are set in place to deter problems that may arise.

All Students, regardless of grade, may bring a personal cell phone to campus on their respective registrations dates; however, the cell phones for all new Students will be held by each Student's RA for the first 30 days at minimum, and the RA will determine authority of the actual date in which Students receive their cell phone.

Before Students are allowed to use their cell phone, they will be required to acknowledge that they understand and will comply with the Universal Cell Phone Policy stipulations that apply to all Student cell phones:

- Students are only allowed to carry and/or use their cell phones during authorized timeframes throughout the day and are restricted from using cell phones after taps.
- Students are prohibited from taking and having inappropriate images on their cell phones.
- Students are prohibited from allowing other Students to use their cell phones.
- Students are prohibited from taking video footage with cell phones.
- Cell phones are not allowed in the academic buildings.

In addition to the disciplinary sanctions applicable to Students who cross behavioral boundaries by disregarding orders and instructions, the below sequence of events will occur in response to Students who disregard the cell phone policy:

- First time offenders of the cell policy will have their cell phone privileges revoked for two weeks during which time their cell phone will be secured in the RA's office.
- Second time offenders will have their cell phone privileges revoked for 60 days during which time their cell phone will be secured in the RA's office.
- Third time offenders will have their cell phone privileges revoked for the remainder of the school year. Cell phones will be confiscated and mailed to the Student's home address.

Also, third time offenders will be awarded additional consequences for conduct unbecoming of a Student.



# St. John's Northwestern Academies Universal Standard

## Section VIII: Community Expectations

### General Etiquette

Because our students may matriculate from across the country and from around the world, we will review and reinforce our expectations of good decorum and our social norms with all those enrolled. These may include but are not limited to practices such as:

- When making someone's acquaintance, it is always proper to shake the other person's hand and say "nice to meet you" or offer similar pleasantries.
- When passing another member of the community a friendly, "Hello." goes a long way towards lifting spirits and encouraging positivity.
- When addressing SJNA staff, students are expected to use the appropriate titles such as "Dr., Mrs., Miss., Ms., Mr., Sir, Ma'am, Coach" or military title as appropriate.
- At SJNA we will universally always say "please" or "thank you" when requesting or receiving an item.
- Hats are not worn indoors, unless a MA cadet is in an "underarms" uniform status.
- Be mindful of the appropriate times and places that cell phones may be used.
- Represent the Academy and yourself correctly by wearing the uniform to standard and behaving in a manner expected of SJNA students.

Please refer to each Academy's section of this handbook for additional information.

### Student Etiquette

The following guidelines outline proper table manners and courtesy toward others.

#### Mess Hall etiquette for Cadets

- Upon entering the mess hall, cadets will remove their headgear, promptly take their places behind their chairs, and assume the position of "Stand at Ease" until called to attention and subsequently directed to "take seats."
- Cadets should not talk, touch their food or move items on the table until the prayer is said and they are seated.
- Each table will rise on the order of the senior cadet, proceed to and return from the serving lines, place the tray on the table, sit down, and begin eating.
- Cadets will not talk or argue with food servers. They may, however, request in the interests of food economy and personal desire, what items to leave off, decrease or increase.
- The passing or sending of food from one table to another is prohibited.
- The Corps of Cadets shall be called to attention for the reading of orders and announcements, at which time all cadets will sit erect with their hands in their lap until the command, "Carry On."
- No food, drink or equipment shall be taken out of the mess hall. Cadets will eat all that they take.
- If cadets find fault with any food at their table, they shall report it to the senior cadet at their table who will take the matter up with their chain of command.
- No inappropriate cheering or other demonstration will be allowed in the mess hall.
- Cadets requiring medications at mealtimes will report to the nurse promptly at the

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# St. John's Northwestern Academies

## Universal Standard

designated dispensing area at the beginning of each meal.

### Everyday Etiquette for Every Student

- Always say "please" or "thank you." When requesting an item, always say, "please;" never say "gimme" or bark an equally rude order. No one likes a demanding or ungrateful person.
- When making someone's acquaintance, it's always proper to shake the other person's hand and say "nice to meet you" or offer similar pleasantries.
- Cover your mouth when coughing or sneezing.
- Never burp, pass gas or display other rude bodily noises in public.
- Never interrupt when someone is speaking. Wait until you're sure the person has finished speaking before adding your own thoughts.
- Never wear a hat indoors.
- When greeting someone, it's always best to say, "Hello Judy" or "Hello Mr. Smith," rather than "Hi" or "How's it goin'?" If another person is with you, always make introductions immediately after shaking hands.

### When Dining

- When eating, always use silverware unless you're eating bread or a type of cuisine that's customarily eaten with fingers.
- Always excuse yourself from the table or room when blowing your nose.
- Never speak with your mouth full of food.
- Always keep your elbows off the table and your hands in your lap when not in use.
- Always turn off cell phones before entering an eating establishment. Always wait until your entire party is seated and served before eating.

### When in Public

- When standing in line, always wait your turn and never push those in front of you. Impatience is impolite.
- When visiting a theater, turn off cell phones, tablets, pagers, and other noisy personal devices. Refrain from talking or making unnecessary noise once the show begins. Never kick the chair in front of you.
- Consider the age of those around you. Some language or behavior may be inappropriate for children to witness.
- Represent the Academy and yourself correctly by wearing the uniform to standard and behaving in a manner expected of an SJNA Student.

## Social Activities Policy

### General Information

- All on-campus activities are open to all Students.
- Unless advertised otherwise, all off-campus activities are open to Cadets above the rank of Redboard and Preparatory Students with a Personal Accountability Level of 2 or 1.
- Nearly all activities have sign-up deadlines. Sign-ups will be accepted on a first come, first serve basis. Your name will be placed on a waiting list if the deadline has passed or the list has become full.
- Student participation confirmation and details of each event will be sent via email to all qualifying Students. All expenses incurred by a Student during an event will be billed to the Student's incidental account.

### Advertisement

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# St. John's Northwestern Academies

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All on and off-campus activities will be:

- Sent via email to Students
- Listed in the Student Experience Coordinator's office

### The Sign-Up Process

- Sign-up is primarily by email. Provide the Student name, and ID number, and **clearly state** in the "subject line" the event you want to attend. Students can only sign up for themselves and not for others.
- If email is not available, sign-up in person at the Student Experience Coordinator's office.

### Uniform

The dress code for off-campus activities is khakis, any shirt/sweatshirt with the SJNA logo, and dress shoes. Any change in the dress code for an event will be communicated via email.

### Restrictions/Cancellations/Waiting List

- Students may not be able to attend an activity for a number of restrictions: parental, financial, academic warning (including study hall) or campus restrictions/probation.
- Students who sign up and confirm their attendance at an activity, but later drop out, will have to pay the full cost of the event unless they find someone to take their place. It is the canceling Student's responsibility to find a replacement, and it is only available to Students withdrawing **before 3rd mess on the Wednesday before the event**. Those canceling after that will be charged the full cost of the event. If a replacement is found, **both Students** must come to the Student Experience Coordinator's Office to confirm the change.
- The waiting list will be compiled on a first come, first serve basis.
- In the event that Students do not show up for an activity without notification, they will be charged for the event and put on weekend restriction for being absent for the event. Restriction from taking part in future weekend activities may apply.

### Special Arrangements for Dinner and a Movie

- Sign-up for dinner and a movie is the same as other activities.
- Students pay cash individually. The attending chaperone will give Students who have signed up \$20 each when they attend the event along with a theater ticket. Those attending dinner and a movie will miss 3rd mess and eat at the theater prior to going inside to watch the show. Choice and show times of approved movies are advertised before the event. Students may only choose from approved movies from the list provided. Anyone caught abusing the system will be banned from attending future dinner and a movie nights.

### Additional Cash Requests

- Certain events call for additional funds beyond the student's weekly allowance (i.e., concessions at sporting events, etc.). The Student Experience Coordinator will authorize such funds that the student can pick up during the regular scheduled weekly allowance.
- Students wishing to receive a larger amount for mall trips require a written authorization from parents/guardians to the finance office within a minimum of seven days prior to the event.

*To find more details on the information provided in the Universal Standard you may refer to each Academy's section of the Appendix.92*

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# St. John's Northwestern Academies Universal Standard

## Student Discipline System

The Academy-wide discipline system proactively captures **citizenship** in terms of appropriate and inappropriate behaviors.

The goal of the discipline system is to define, teach and support appropriate behavior in a way that establishes a culture of leadership within the Academy. When a culture of leadership is established, Students are more likely to **support appropriate behavior** and discourage inappropriate behavior by their peers.

The emphasis is on awarding appropriate behavior through promotions within the Student leadership structure, Personal Accountability Level (PAL), academic honors and awards, JROTC ribbons and awards, athletic ribbons and awards, and community service awards and merits.

Students who do not adhere to correct behavior and Academy regulations will receive appropriate consequences. This may include, but is not limited to, on-the-spot corrections, verbal and written counseling, remedial training, tours, in-school or out-of-school suspensions, Conduct Review Board (CRB), or dismissal from the Academy. Immediate corrective action should always be taken by any faculty member, Student leader who sees Students in violation of Academy rules and regulations.

**Leaders must never tolerate or avoid confronting violations.**

### Compliance to the Standards

Students enrolled at the Academy do so willingly. Each Student and his/her parents/guardians express this by the acceptance and support of the Student standards of conduct along with rules, regulations and policies of SJNA. Each Student must read and sign the Certificate of Compliance along with rules, regulations and policies of SJNA.



# St. John's Northwestern Academies Universal Standard

## Merits

Merits may be recommended by members of the resident and academic faculty, staff members, and student leaders. This recommendation should be based on recognized superior academic, leadership, character, or athletic performance. The Student Affairs Officer will award the appropriate number of merits earned. Merits earned cannot be used to offset tours already earned. Merits may be used to gain additional privileges.

Number of Merits	Privilege
15	sleep-in until 0700 on weekdays (one per week with RA approval)
20	sleep-in until 0730 on weekdays (one per week with RA approval)
25	sleep-in until 1130 on Saturday of an Open Weekend (cadet must be free from tours)
25	free from room inspection for one day (one per week with RA approval)
30	return from leave no later than 2100 on Sunday of an Open Weekend (must be in good academic standing)

## Demerits

The Student Affairs Office may award demerits at its discretion for any violation of Academy rules and regulations in a firm, fair and consistent manner. Resident and academic faculty, staff members, and student leaders may submit deficiencies to the Student Affairs Office. Demerits are accrued beginning Tuesday morning at 0800 through the following Tuesday morning at 0800 (a full seven days).

Demerits not equating to tours are worked off under the direction of the Student's RA.

## Demerit Allowance

Students may accumulate a specific number of demerits per month. If this is exceeded, tours/work ours will be assessed. The monthly allowance is:

- New Students – 30 Demerits
- Old Students – 20 Demerits

One tour / service hour will be assessed for each excess demerit.

Parents/Guardians of Students who continue to receive demerits at an increased rate, will receive a notification from the Student Affairs Office at the following marks: 50, 75, 100, 125, 150, 175, and 200. Students receiving demerits totaling 200 and above will be required to appear before a Conduct Review Board to determine their suitability to remain at St. John's Northwestern.

## Class III Offenses

Class III Offenses are offenses that have a detrimental impact on the good order and discipline of the Student Body, but are of such a nature that they are lesser than Class II Offenses.



## St. John's Northwestern Academies Universal Standard

Penalties that may be assigned to Class III Offenses include, but are not limited to, tours, restriction, incentive training, demerits, and other actions deemed appropriate.

Offenses that are considered Class III Offenses include, but are not limited to:

- Uniform violations
- Absent or late to formation
- Disrespect (minor)
- Absent or late to class
- Unprepared for room inspection

Repeated or continuous Class III Offenses escalate to Class II Offense violations.

### **Class II Offenses**

Class II Offenses comprise major violations of the good order and discipline of the Student Body, although not to the extent and gravity of Class I Offenses. Penalties that may be assigned for Class II Offenses include demotion, tours, restriction and suspension.

Offenses that are considered Class II Offenses include, but are not limited to:

- Possession, sale or use of electronic cigarettes, vapes, nicotine products, or tobacco products. Repeat violations or possession of unusual quantities will result in punishments that are more severe.
- Absent Without Leave (AWOL).
- Fighting.
- Improper use of rank to gain an advantage.
- Engaging in inappropriate conduct to include the use of profane, humiliating, racial, or ethnically slanted language.
- Dereliction of duty.
- Selling of food to fellow Students.

Repeated or continuous Class II Offenses escalate to Class I Offense violations.

### **Class I Offenses**

Class I Offenses are violations of such a serious nature that they may lead to dismissal.

Class I Offenses include:

- Conduct by a Student, which brings discredit on the Academy or damages the Academy's reputation.
- Conduct, which undermines the authority of the Student leadership or the Academy's administration or is prejudicial to the good order and discipline of the Student Body.
- Hazing—to recklessly or intentionally endanger the health or safety of a Student or Students, or to inflict bodily injury on a Student or Students in connection with or for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a club, unit, organization, association, or student body regardless of whether the Student or Students so endangered or injured participated voluntarily in the activity.
- Possession, distribution or consumption of illegal drugs or controlled substances.
- Possession, distribution or consumption of alcohol.
- Assault and/or battery.
- Immoral conduct, including inappropriately touching another Student, engaging in

*To find more details on the information provided in the Universal Standard you may refer to each Academy's section of the Appendix.95*

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## St. John's Northwestern Academies Universal Standard

- any type of sexual activity or sexual harassment, or public indecency.
- Knowingly endangering the life or physical well-being of any individual.
- Major vandalism; willful destruction or defacing of
- Academy property, private or U.S. Government property.
- Possession of weapons, ammunition, explosives, etc.
- Illegal entry of another Student's room.
- Honor Code violations.
- Major disobedience, disrespect, insolence or insubordination of an Academy faculty or staff member.

### Company/House Level Action

RAs are empowered to take immediate actions in cases of behavioral deficiencies.

In the event of Class I or Class II Offenses, these actions may include placing a Student on interim Citizenship Probation (CP) until the case has been decided upon by the Student Affairs Officer or the Senior Student Affairs Officer. Documentation of the incident on a Student Behavior Report form will be sent via email to the Student Affairs Office.

In the case of general or recurring violations, a Behavior Incident Report will be completed and forwarded to the Student Affairs Office. RAs may order disciplined Students to company/house level sentry duty. This tour is a 50- minute tour of duty in a posted position on guard or work detail. Work details include cleaning the company/house areas, common areas or policing outside areas.

Other corrective actions are as follows:

- On-the-spot corrections (20 push-ups)
- Verbal or informal letter of admonishment
- Formal or informal counseling session
- Incentive Training (IT) sessions

### Incentive Training

The purpose of Incentive Training (IT) is to reinforce the boundaries, act as a deterrent measure and provide another instructional tool for the RA.

The following standardized procedures must be adhered to whenever IT is an appropriate measure.

A **Behavior Incident Report** will be entered in the Student's database account by the RA documenting the IT session. Members of the Student Leadership, and only with RA approval, are authorized to administer/conduct IT sessions.

- **Exercises:** The only exercises authorized are in-place double time, moving double time, mountain climbers, leg lifts, wall-sits, jumping jacks, pushups, and sit-ups.
- **Location:** IT sessions are conducted in the respective company hallway or outside. Outdoor IT sessions will be administered in a manner that no exercises has the potential for getting Students wet with snow, ice or slush. Regardless of the location, an RA will approve all IT sessions and be in the area when conducted.
- **Duration:** The maximum length of an IT session is five minutes. Students will perform 2½ minutes followed by a 30-second break followed by an additional 2½

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## St. John's Northwestern Academies Universal Standard

minutes. Students are afforded a 30-minute break between IT sessions. Students who fail to perform the IT session with effort will be subject to additional disciplinary measures.

### **Tours for Cadets (Guard Path)**

Tours take place after school and during the weekend restriction period. Cadets with outstanding tours will march on the Guard Path during this period under the supervision of a Resident Life representative. Each tour lasts 50 minutes followed by a 10-minute break. The Student Affairs Officer-MA or his representative will monitor tours for organization, adherence to standards and cadet accountability. The Student Affairs Officer-MA will prescribe the uniform for walking tours prior to the formation and is the approval authority to modify the structure of the weekend tours plan due to changes in weather or the Academy schedule.

### **Weekend Restriction**

The Student Affairs Officer assigns weekend restriction to Students who commit recurring and/or more serious violations of regulations and Academy policy. Some of these violations include, but are not limited to, unexcused absence from a mandatory requirement, excessive demerits or tardiness, and disrespect to adults or members of the Student chain of command.

- The Student Affairs Officer will assign Students to the weekend restriction roster no later than (NLT) 1200 on Thursday prior to the weekend.
- Weekend restriction begins on Friday evening at 1900 and ends on Sunday afternoon at 1600.
- This is an extra duty detail whereby Students report to a Resident Advisor who defines and supervises the completion of work around the Academy.
- Students on restriction may not leave campus or participate in any extracurricular activities afforded to Students in good standing.
- Students on restriction will have restricted access to their cell phones and other electronics.

### **Citizenship Probation**

Citizenship Probation (CP) is a consequence of crossing conduct thresholds. Due to the severity, the office of the Student Affairs Officer will advise the Student's parents/guardians or other responsible party of the imposition of this measure.

Typically, Students are placed on Citizenship Probation for a period no less than seven days and no more than 14 days upon determination by the Student Affairs Officer.

- Students forfeit all privileges to include regular leave, permits, passes and/or general absences.
- Students must attend scheduled classes, drills, formations, guard path, and athletics/intramurals, and then return to their company/house area directly upon completion of these activities.
- Students on CP who are not on a sports team are not authorized to attend games except during games where full corps attendance is required.
- Students on CP are not permitted to attend or participate in social or extracurricular activities, or other scheduled events except as required by mandatory full Student Body participation.
- Students on CP must have a Guard Path/work hours balance of zero before coming off CP.

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- Students on CP will be required to do work detail at the discretion of the Student Affairs Officer.

Failure to maintain the above standards may result in an extension of CP, additional disciplinary measures, and a period of Academy suspension.

### **Reduction of Rank/Assignment**

The Student Affairs Officer will demote Students who are found in violation of good order and discipline. Students appointed as leaders are expected to perform their duties according to the established guidelines and fulfill obligations of their position in accordance with their position/job requirements. The Student Affairs Officer will demote Students who are inefficient in the performance of their duty, derelict in their duty, or who are unethical in the conduct of their duty. Students who are reduced in rank will be given a roadmap of requirements to recover their rank.

### **Student Affairs Officer Interview**

Students charged with Class I or Class II Offenses will be notified of the date and time they are to formally report to the respective Student Affairs Officer. The reporting uniform will be duty uniform.

- Formal notice to Students of an appointment with the Student Affairs Officer should signal to Students that a more serious discussion of their behavior is to occur.
- During the interview, Students will be afforded the full opportunity to explain their situation relative to the matters discussed.
- For a Class II Offense, the Student Affairs Officer, upon completion of the interview, shall determine the employment of consequences and/or disciplinary actions. For a Class I Offense, the Student Affairs Officer, upon completion of the interview, shall impose an out-of-school suspension and refer the matter to the Conduct Review Board (CRB).

### **In-School Suspension**

Disciplined Students who remain at the Academy, but are not considered in good standing with the Student Body, do not enjoy the normal rights and privileges associated with being a Student and must re-earn the right to rejoin the student body.

Due to the severity, the Student Affairs Officer will advise the Student's parents/guardians or other responsible party of the imposition of this measure. Academy suspension provides an effective structure for Class II Offenses, and is the Student's last opportunity before facing an out-of-school suspension or dismissal from the Academy. Typically, Academy suspensions are five to seven days in length.

While on Academy suspension, the following restrictions apply:

- Students forfeit all privileges, to include regular leave and general absences. Students are not authorized to have visitors in their room, unless prior approval is given by the Resident Life staff.
- Students must attend meetings, drills, formations and guard path, and then return to their room directly upon the completion of these activities.
- Students may not attend nor participate in athletics, social, extracurricular activities, or other scheduled events, except as required by the full student body.

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- Students must post a confinement roster on the outside of their room, and sign out and in on the roster noting when they left or returned to their rooms, and where they went in all cases except for mandatory formations.
- Students will not be authorized to participate in normal classroom activities and will be confined to one classroom/area throughout the class day.

### **Out-of-School Suspension**

Students who are not in good standing with the student body may be removed from campus and sent home on an out-of-school suspension.

Due to the severity, the Student Affairs Officer will advise the Student's parents/guardians or other responsible party of the imposition of this measure.

Typically, out of school suspensions are five to seven days in length. While on suspension, the following restrictions apply:

- Guidelines for academic work missed during suspension are outlined in the Academic section of this handbook.
- Students may have stipulations or expectations to meet during their suspension. Documentation or proof of meeting those expectations must be provided to the Academy when the Student returns.
- Students on out-of-school suspension are notified as to when to appear before the Conduct Review Board (CRB). The CRB will make the final decisions regarding the status of the Student.
- Students appearing before a CRB must understand that their appearance is not a guarantee of remaining a Student at SJNA

### **Conduct Review Board (CRB)**

The Conduct Review Board Committee convenes when serious breaches of discipline occur. There may be offenses deemed so significant that the CRB process may not apply. Appearing before the board is at the discretion of the Academy. Chaired by the Senior Student Affairs Officer, the committee is comprised of the Director of Enrollment, Academy Student Affairs Officer, Senior Academic Officer, Director of Athletics, and Director of Spiritual and Character Development. The Retention Officer may be present at the CRB as a Student advocate, but is not a deciding member of the committee.

Students and parents/guardians are notified in advance as to when the CRB will convene. Students appearing before the CRB are given the opportunity to provide full information regarding their offense(s). During the review, the Student's complete record is available for discussion to further assess the Student's ability to remain at SJNA. At the conclusion of the review, the committee will deliberate and decide the outcome and appropriate disciplinary sanction(s) to be imposed. Students appearing before the CRB are not guaranteed continuance at SJNA. Results of the CRB are fairly immediate.

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# St. John's Northwestern Academies Universal Standard

## Honor Code

The Student Honor Code is defined as, “**A Student will not lie, cheat, steal, or tolerate those who do.**” While this code provides a minimum standard of behavior, we expect Students to develop a commitment to ethical principles to guide their moral actions. The St. John's Northwestern Academies Honor Code enables Students to develop a moral commitment to living honorably. Not only will adherence to these principles make one a better person, but it allows Students to live in an atmosphere of trust and respect.

Students violate the Honor Code by lying, cheating, stealing, tolerating fellow Students who lie, cheat, or steal, and by acts that bring dishonor to themselves and/or the Academy. A breach of honor will normally be referred to the Honor Court by the Student Affairs Officer.

## Honor Committee

The Honor Committee is composed of an Advisor, Honor Committee President and Vice President, and two Students elected from each company/house (one junior and one senior). The Honor Committee's duty is to interpret and ensure that the Honor Code is adjudicated in a fair and just manner. Election to the Honor Committee is one of the highest honors a Student may achieve.

## The Reporting Process

Students are able to report honor violations in several ways. They should initially approach an honor committee member. They are also encouraged to report the alleged violation to a member of the staff and faculty. Either way is acceptable. The alleged violation is then passed forward to the Student Affairs Officer.

The Student who has reported the violation will be required to submit a written incident report stating the facts of the alleged violation. The reporting Student will receive confidentiality as to the Student's identity. Once the Student's report is submitted, the Student is only to discuss the matter with personnel associated with the processing of the violation.

The reporting Student may be called upon to testify before the Honor Committee. A Student who intentionally reports an unfounded honor violation will be held accountable. The Student Affairs Officer reserves the authority to accept and decline potential Honor Committee hearings for issues to be briefed to the Senior Student Affairs Officer.

## Honor Committee Procedures

- Upon acceptance of an honor violation case, the Student Affairs Officer will appoint the members of the Honor Committee for that particular hearing. For example, the President or Vice President of the Honor Committee will chair every case heard.
- The Honor Court President or Vice President will ensure all materials, statements, etc., involving the violation are present and Honor Court members are given



## St. John's Northwestern Academies Universal Standard

sufficient time to familiarize themselves.

- The Honor Court President or Vice President will read the honor violations charged and briefly discuss the situation.
- Any witness to the violation may be called at this time to report to the Honor Committee President and answer questions.
- After the completion of witness questioning, the Student charged with the violation will report. Students may provide any material and or witnesses on their behalf. Students may also have their Academic Advisor present.
- Once all evidence is presented, the accused Student may make a last statement to the Honor Committee members.
- The Honor Committee may at this time ask any last questions of the Student.
- The committee will then enter the deliberation phase of the hearing.

*The Honor Committee Will  
Determine Guilt Or Innocence.  
On A Guilty Verdict, Members  
Will Recommend Consequences.*

- A finding of guilty requires five of the six voting members to voice their vote in that manner.
- At the conclusion of the board, the Honor Committee President will meet with the Student Affairs Officer to discuss the findings and recommendation.
- All matters of the Honor Committee are confidential and will not be discussed by anyone outside of the hearing.
- The Student Affairs Officer-MA will brief the Senior Student Affairs Officer of the Committee's findings and recommendation. Consequences (if required) will also be provided at that time.
- Parents/Guardians of the Student will receive notification along with the Student.
- The consequences will be announced to the corps by the Honor Committee chair.

### **Rights of the Accused Student**

- Any Student accused of an honor violation may present as many witnesses as desired and any supporting documentation. An accused Student may present only two character witnesses.
- A Student accused of committing an honor violation will be given at least 24 hours to prepare for appearance before the Honor Committee.
- An accused Student who comes forward and admits an honor violation will not require a full hearing before the Honor Committee. A consideration for leniency will be explored.

### **Uniform Requirements**

- When in session, Honor Committee members will wear the Dress White/High Dress uniform with appropriate accouterments.
- Any Student required to appear will wear the Dress Gray/High Dress with Blazer uniform with appropriate accouterments.
- All Students will ensure that the required uniform standard is adhered to when appearing before the Honor Committee.

### **Consequences**

There are a multitude of possible consequences that may be awarded for an honor code violation. The Student Affairs Officer will consider many factors prior to making a

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## St. John's Northwestern Academies Universal Standard

recommendation to the Senior Student Affairs Officer. Those factors include length of time living within the honor code, overall record of the Student, age of the Student, etc.

Possible consequence recommendations include, but are not limited to:

- 1) Dismissal
- 2) Academy Suspension
- 3) Citizenship Probation
- 4) Guard Path/work hours
- 5) Campus Restriction
- 6) Loss of Privileges
- 7) Demotion in Rank
- 8) Loss of Duty Position.

### **Appeals**

Students have the right to appeal an Honor Committee finding. The appeal must be in writing within 48 hours of the imposed finding. All appeals must include all facts and particulars. The appeal will be reviewed by the Student Affairs Officer and will be immediately sent to the Senior Student Affairs Officer. The Senior Student Affairs Officer is the deciding authority for all matters pertaining to honor.

## **Policies and Procedures**

### **Controlled Substance Policy**

Substance abuse is defined as any unauthorized/unlawful possession, use, distribution, trafficking, and/or sale of any controlled substance, to include prescribed and/or over-the-counter medications, illegal drugs, drug paraphernalia, alcoholic beverages, and/or any chemical substance, including inhalants that could alter a Student's physical, intellectual or emotional state.

In order to protect the Academy's efforts for a substance abuse free environment, random urine screenings for the presence of substance abuse may be conducted periodically throughout each school year for all Students. In all instances of substance abuse, parent/guardian notification is made as soon as possible.

Results of random or periodic urine screening that confirm the use of illegal or non-prescribed drugs constitute an extremely serious violation of Academy rules and regulations. Any Student found in possession, distribution or consumption of synthetic cannabinoids (Delta-8, K2, Spice, etc) has committed a Class I Offense and may be dismissed.

### **Tobacco Policy**

The possession, distribution or trafficking of all tobacco products, including vapes, cigarettes, cigars, chewing tobacco, snuff, etc., are prohibited. These prohibitions are in effect at all times while a Student is subject to the rules and regulations of the Academy, to include athletics or

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## St. John's Northwestern Academies Universal Standard

any other Academy activities off campus. Repeat violations or possession of unusual quantities shall be considered a serious violation of Academy regulations.

**The possession and use of e-cigarettes is prohibited. Students in violation may not only face serious consequences up to and including dismissal, but are subject to urinalysis testing at their own expense.**

### **Citizenship: St. John's Northwestern Prefect Academy's System of Progressive and Restorative Discipline**

All students are expected to represent the school well by adhering to its community standards and following its rules at all times.

St. John's Northwestern Prefect Academy employs a progressive and restorative discipline system. While good citizenship is expected of all students at all times the school understands that students may make judgment mistakes in terms of their behavior. Its system of discipline assigns consequences for poor choices by limiting their privileges in the community. Complimenting this, it gives students the opportunity to earn privileges based on their behavior and restore their honor and standing in the community.

The purpose of the disciplinary system is to:

- help students develop self-discipline and a sense of commitment to fulfilling their obligations;
- teach students to be accountable for their own actions;
- provide support and guidance;
- provide consistency, fairness, and as immediate a response as possible;
- deter repeated infractions of the rules; and
- create an environment conducive to growth, where individuals learn from their mistakes.

In the event of any inappropriate behavior or violation of the School's rules or policies, and after a reasonable effort to investigate the circumstances, the School reserves the right to employ, in its sole discretion, any disciplinary measure up to and including immediate dismissal from the School. The School, in its sole discretion, also reserves the right to determine what constitutes inappropriate behavior or a violation of School rules or policy. The decision of the School is final on all disciplinary matters.

Each member of our community has a responsibility, through earnest proactive participation within it, to exemplify through their thoughts, deeds, promises, and actions to treat its persons, places, and ideals with acceptance, respect, and dignity. In affirmation and acceptance to live by the mores and folkways inherent to our community, each person creates the opportunity to both improve it and be nurtured by it. Therefore, without personal integrity on the part of each individual the community cannot function. Good citizenship in the community is tantamount to a respect for its rules.



## St. John's Northwestern Academies Universal Standard

With this in mind it is paramount that each student realizes and owns an understanding that while they are a member of this community they are to observe its rules and expectations, whether on school grounds or off, and whether or not the academic year is in session, no matter the circumstance.

### **In Summation of the above:**

All students are expected to represent the school well by adhering to its community standards and following its rules at all times.

## Personal Accountability Level (PAL)

St. John's Northwestern Prefect Academy utilizes a progressive discipline system in a restorative context. It is not designed to inflict a punitive consequence for each minor violation of school rules. There exists an expectation that when a student enrolls that they are both willing and able to demonstrate good citizenship as is required of them. Alternatively, the Personal Accountability Level (PAL) system of progressive discipline is meant to function, metaphorically, as a lantern does; both serving as a beacon and shining a light on problem areas that a student might be struggling with on their journey along the Path to Excellence. We are invested in the success of each member of our community and understand that mistakes are a valuable part of learning what is useful in obtaining better emotional intelligence and what should be left behind. The PAL accords for: points of contact in conversation around any issues or incidents, reflection and self-evaluation, corrective actions, the taking of personal accountability, and other guidance. The attainment of greater choice and privileges within the community based on the demonstrated ability to handle ever greater levels of responsibility and expectations is a large part of the pedagogy inherent to the system's ethos.

All students entering or returning to St. John's Northwestern Prefect Academy at the outset of the academic year are assigned PAL Level: Three. Returning students continue at the PAL Level they have previously earned. Based upon how they chose to handle the responsibility they are given, or merit earned over the course of time, students have the power, through their behavior, to change their privileges and liberties in accordance with the quality of their citizenship.

The PAL Permissions are as follows:

### Level Three

- Boarding students are not allowed any off-campus overnights
- Day students are not allowed to host boarding students
- Going off-campus is not allowed (campused)
- Unsupervised use of spaces other than the common areas is not allowed

### Level Two

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## St. John's Northwestern Academies Universal Standard

- For Boarding students, weekend overnight forms must be turned in to the Student Affairs Officer-PA' Office by the end of first class block on Wednesday.
- Boarding students may host one (1) Day student weekend overnight
- Supervised gym use and use of select non-common areas is permissible once granted access by a supervising adult
- The "downtown" area of Delafield may be considered an extension of campus that students may walk to once they check-out with the point person

### Level BRAG (Blue, Red, and Gold)

- For Boarding students, weekend overnight forms must be turned to the Student Affairs Officer-PA' Office by the end of first class block on Thursday.
- Boarding students may host a maximum of two (2) Day students weekend overnights
- Supervised gym use and use of select non-common areas is permissible once granted access by a supervising adult
- The "downtown" area of Delafield may be considered an extension of campus that students may walk to once they check-out with the point person
- Day students who are Seniors in good academic standing may leave campus during the academic day as long as they do not miss any obligations by signing-out appropriately.
- Boarding students may check-out on the weekends with the point person (provided they follow any other associated off-campus permissions)
- Boarding students may check-out with BRAG Day students on the weekend with whom they have driving permission granted, provided they check out with the point person (and follow any other associated off-campus permissions)
- A single Infraction will be dropped per week
- Boarding students may participate in Wednesday night dorm common area Community Development Initiatives (late curfew) when offered
- Any period of thirty (30) consecutive days holding BRAG status will erase one (1) unexcused absence. Non-cumulative.



# St. John's Northwestern Academies Universal Standard

## Personal Accountability Level Adjustments

1. A student that completes four consecutive academic weeks (classes in session) sans any Disciplinary Grades (DG)(see Disciplinary Grade Levels section) and fewer than fifteen (15) Infraction points (see Infractions section) will move up one PAL Level.
2. The Student Affairs Officer-PA may, as an alternate consequence, reduce the student's PAL Level
3. To improve their PAL Level a student may not have an effort grade of a four (4) or higher in the current quarter
4. Reduction of Disciplinary Grade Level is defined below in the Disciplinary Grade Section

The office of the Student Affairs Officer-PA in communication with other school constituencies will track each student's PAL Level. A student's PAL Level may change based upon the number of Infractions they do or do not receive.

### **In Summation of the above:**

Personal Accountability Level (PAL) is the name of St. John's Northwestern Prefect Academy's progressive and restorative discipline system. While good citizenship is expected of all students at all times the school understands that students may make judgement mistakes in terms of their behavior. It's system of discipline assigns consequences for poor choices by limiting their privileges in the community. Complimenting this, it gives students the opportunity to earn privileges based on their behavior and restore their honor and standing in the community. This is done by assigning each student a PAL Level.

## Infractions

As stated earlier, the disciplinary systems associated with Infractions are intended to account for human error. They allow each student to learn from and adjust their mindset and behaviors based on their mistakes. If Infractions "stack" (or progress) then conversation and corrective actions may be necessary.

Infractions are given as a means to signal to the student that their behavior: is not in keeping with community values and that there is a need for self-reflection and adjustment regarding their relationship to the school's core values. If Infractions are of a similar type, prolonged and/or pervasive, then this is a clear indication of the need for reporting and conversation with the Student Affairs Officer-PA, parents or legal guardian(s), the student's Advisors and possibly others about their actions and/or it may be deemed prudent to activate an accompanying consequence or consequences. Infractions are attached to basic daily life expectations of students; actions deemed more egregious in relation to their citizenship are defined in the Disciplinary Grade Levels section of this handbook.



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Some examples of Infractions:

- Unexcused absence from any non-athletic school obligation. Also, will be given a consequence that may affect a student's DG.
- Tardy (unexcused lateness). Also, will be given a consequence that may affect a student's DG.
- Late request for weekend leave permission
- Unaccountable (e.g. off-campus without checking out, late during fire drill, etc.)
- Out of dress code
- Inappropriate use of cell phone or electronic device
- Shower after hours or during study hall
- Late for Curfew
- Electronic device use after lights out
- this list is not exhaustive

A report of infractions will be reported to each student weekly if points are accrued and records will be kept with the Student Affairs Officer-PA' Office. It is the responsibility of the student to monitor their own infractions. Infractions are tallied weekly and reset Monday morning and have a connection to the school discipline system as follows:

- If a student commits four (4) Infractions or more in one week they will drop a PAL Level
- If a student commits four (4) Infractions in one week and they are at PAL Level Three then they will likely be assigned a Restriction and/or other consequences
- If a student is struggling in a certain area or is consistently earning Infractions various supportive steps may be taken to empower change

### **In Summation of the above:**

Students will be given Infractions for minor violations of the school's student expectations. These infractions are assigned or will be assigned certain point values. A student receiving four (4) or more Infractions in one week will drop a PAL Level. If a student exceeds four (4) infractions in one week they will be given a Disciplinary Grade One (see below). This is a more serious consequence which will affect their privileges and trigger punitive action. Certain infraction-able offenses carry consequences, such as unexcused absence from class or repeated tardiness. A pattern of behavior may be provided support.

## **Disciplinary Grades (DG) and Disciplinary Grade Levels (DGL)**

Whereas the disciplinary systems associated with Infractions are intended to provide a degree of latitude and guide student self-improvement some actions require a more immediate and tangible response given the extent to which they have the potential to injure the community or the individual.

A significant violation of: trust, values, respect, health and well being, and overall citizenship by or against a singular member, group, or the community in total will bring punitive action as deemed appropriate. Each Disciplinary Grade Level has clearly defined consequences



## St. John's Northwestern Academies Universal Standard

that are intended to serve as a guide to the student and families as well as provide a clear and transparent indication of the accretion of consequences.

Disciplinary Grade One: One Restriction and/or other consequences and PAL reduction of one level

Disciplinary Grade Two: Two Restrictions, to be served over two consecutive weekends, and/or other consequences and a PAL reduction of one level

Disciplinary Grade Three: Three Restrictions, to be served over three consecutive weekends, and/or other consequences and a PAL reduction of two levels

Disciplinary Grade Six: The student should expect to be dismissed

When a Grade level violation occurs the adult member of the community involved with the behavior when it occurred will inform the student that the incident will be reported (to the On Duty Point Person or AOD, as well as to the Student Affairs Officer-PA. The Student Affairs Officer-PA will discuss the issue with the members of the community deemed relevant and then process the next steps to be taken. In addition to or in place of the standardized consequences described above this may include: arriving at a custom made solution, treating the matter as a Disciplinary Grade matter, or activating the Judiciary Council (JC) to hold a Judicial Hearing. It is incumbent upon the Student Affairs Officer-PA to treat Grade One and Grade Two violations as consistently as possible. If used, the JC will move deliberately, using the process defined in the Judiciary Council section of this handbook, to a hearing and make a recommendation as to what Grade Level: Two, Three, or Six, should be assigned the violation. They may also make suggestions regarding the consequences to be imposed. The JC is automatically activated for violations of the community processed as a Disciplinary Grade Three or Six.

Some of these violations are defined by the following Disciplinary Grades. These lists, as with the preceding list of Infractions, is not meant to be exhaustive. Italicized terms are defined below.

### **In Summation of the above:**

Students that commit a serious violation of the community or its members are given a Disciplinary Grade (DG) based on its severity and/or potential to cause harm. Various consequences and actions by the school are associated with each DG. The number of DG's the student has amassed over time, unlike Infractions, does not reset and determines their Disciplinary Grade Level (DGL). A student that reaches a cumulative DGL of Six should expect to be dismissed.

Some DG's are listed below. This list is meant as a guide and not intended to be all-encompassing in terms of context or DGL rank. Actual circumstances may vary.



## St. John's Northwestern Academies Universal Standard

### Grade Six:

- Controlled Substance Distribution
- Firearms / Unapproved Knives / Incendiary or Explosive Devices
- Illegal Substance Distribution
- Open Flame or Heating Element in a campus building
- Reprehensible Behavior

### Grade Four and Grade Five:

A compilation of multiple Grade One, Two, and Three offenses.

### Grade Three:

- Actual Possession illegal or controlled substances
- Alcohol
- Drugs
- Premeditated Physical Violence
- Tampering with safety equipment

### Grade One, Two or Three:

- AWOL
- Behavior Deemed Unacceptable
- Bullying, Hazing, or Harassment
- Cheating
- Constructive Possession of illegal substances
- Contraband
- Curfew violation
- Drug Paraphernalia
- Graffiti: School Property
- Inappropriate Sexuality
- Insubordination
- Insolence
- Lack of Academic Integrity
- Littering
- Obscenity
- Profanity
- Theft
- Smoking paraphernalia
- Spontaneous Physical Violence
- Unapproved Visitation
- Unauthorized Key: Actual or Constructive Possession
- Vandalism

**During a school year, if a student's Disciplinary Grade Level equals the numerical equivalent of a Disciplinary Grade Six or greater, in any combination, then the student should expect to be dismissed.**

*To find more details on the information provided in the Universal Standard you may refer to each Academy's section of the Appendix.* 109

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# St. John's Northwestern Academies Universal Standard

Please also note:

A singular Disciplinary Grade Three violation will remain a part of the student's record for one full calendar year.

A singular Disciplinary Grade One or Two will remain a part of the student's record until the end of the academic year unless it takes place between March 23rd and the student's end of year departure. In this case it will remain in effect until the end of the first quarter the following year.

## Special Cases

### **Tobacco Use and/or Possession**

Students may not possess or use tobacco or nicotine delivery in any of its forms or conveyances. Students discovered to be using tobacco will receive a Disciplinary Grade One for their first offense, and a Judiciary Council Hearing (when active) for their second offense and may receive a hearing for each offense thereafter. Students that distribute tobacco may be considered in violation of a Controlled Substance Distribution offense.

Students may not arrive to school that smell of tobacco. This will be considered a violation of the dress code.

### **Early Departure or Late Arrival at Breaks**

The school has clearly established travel dates when students are expected to arrive and depart around major school recesses. Students who fail to arrive or depart within the prescribed timeframe and/or in the prescribed manner will be given a Disciplinary Grade One.

### **Some definitions:**

Singular Possession: One person ownership

Communal Possession: Two or more person ownership

Actual Possession (singular or communal): The student has physical control of the something at any given time around or on their person.

Constructive Possession (singular or communal): The student does not have actual possession of the something but does have the ability and intent to later take direct control over the something (and/or has in the past). E.g. in their backpack, or locker, or room, or car.

Some of the Disciplinary Actions that may be enforced include but are not limited to, in alphabetical order:

*To find more details on the information provided in the Universal Standard you may refer to each Academy's section of the Appendix.* 110

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**Abeyance** - The student will be sent away from campus for a designated period of time. Upon return a meeting with the students parents or legal guardians or legal guardian(s), advisors, and other administrators may be called. Unlike Suspension, the student will either not be responsible for work or the timetable for the submission of materials due will be adjusted.

**Clipboarding** - The student, day or boarding, will be required to check in with the on duty Point Person each hour on the hour from 10:00 am until 6:00 pm on Saturday at their direction. At 6:00 pm Day students are to leave campus promptly. Boarders are to return to their hall at 7:00 pm to serve restriction. The student is to repeat this check-in procedure on the following day, Sunday, at the direction of the on duty Point Person. Times may be adjusted to suit.

**SA Officer's Review** - The student will meet with the Student Affairs Officer-PA at a prescribed interval, e.g. daily or weekly, until their behavior(s) regarding their citizenship is deemed appropriate and sustained.

**Dismissal** - The student is permanently separated from the school with no possible return. Additional details below.

**In-School Suspension** - The student will serve a suspension with all similar manners and outcomes as described under "Suspension" to be served on campus in relative isolation.

**Penalty Crew** - The student will complete non-academic work for a set period of time and duration.

**Weekend Room Restriction** - (see chart) The student will serve this consequence from Friday through Sunday night. No outside food orders, off-campus activities, visitation, or overnights are allowed. The student will serve a two hour work detail at a designated time on Sunday. If a work detail is not assigned the student will serve a two hour restricted detention.

	Breakfast	Classes	Lunch	Classes	Dinner	7:00 PM	8:30 PM
Friday					Check-In with on duty Point Person	Mandatory in room Reflection Journaling and Letter of Apology to be turned in to RA	In room until checked off by RA: room cleaned, room organized, on dorm for remainder of evening
	Breakfast	Free	Free	Sports/ Free	Dinner	7:00 PM	8:30 - 10:30 PM
Saturday					Check-In with on duty Point Person	On dorm check in with RA	Screen Free. In room.

**To find more details on the information provided in the Universal Standard you may refer to each Academy's section of the Appendix.** 111

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		Brunch	Afternoon	3:00 PM	Dinner	7:00 PM	7:30 - lights out
Sunday		Check-In with on duty Point Person	Work Detail or Detention	Check-In with on duty Point Person. On dorm.	Check-In with on duty Point Person	In room until checked off by RA: room cleaned, room organized, on dorm for remainder of evening	7:30 - 9:15: SH 9:15 - lights out: Roomed Screen Free. In room.

**Rooming** - The Boarding Student is to report to their dorm for 7:00 pm, check in with their RA, and remain in their room until 6:00 am the following morning. They may not have visitors.

**Separation** - The student is sent home for the remainder of the academic year. Reinstatement is possible via a request process to the Headmaster. Colleges the student is applying to will be notified as deemed appropriate and/or necessary.

**Suspension** - The student will be sent away from campus for a designated period of time. Upon return a meeting with the student's parents or legal guardians or legal guardian(s), advisors, and other administrators may be called. Unlike Abeyance, the student is responsible for all work including the timely submission of materials due.

**Tier 1 Detention** - The student will serve a detention for the specified time and duration after the conclusion of the academic day on a Wednesday. The student may complete academic work under the guidelines set forth by the detention administrator.

**Tier 2 Detention** - The student will serve a detention for the specified time and duration on Sunday at the time indicated. The student may, or may not, complete academic work as specified under the guidelines set forth by the detention administrator.

## Invoking "Crisis"

The school values the health and safety of the students in its care above all else. To that end, should a student encounter another student that is in violation of school rules through the inappropriate use of legal or illegal substances or other harmful or potentially harmful activity and they bring it to the attention of adult members of the community, strong credence will be given to both the student that brings the information forward and the student(s) they are indicating needs help. Calling "crisis" to an adult member of the community is not a free pass, students will still be accountable for their actions, however their willingness to take appropriate steps to bring a dangerous situation under control will improve the light in which they are seen when the circumstances are discovered.





# St. John's Northwestern Academies Universal Standard

## Disciplinary Warning

A student who receives a cumulative Disciplinary Grade Level Two will be placed on Disciplinary Warning. The student's advisors and parents or legal guardians or legal guardian will be notified. There will be a follow-up conversation with the Student Affairs Officer-PA.

## Disciplinary Probation

A student who receives a cumulative Disciplinary Grade Level Three will be placed on Disciplinary Probation. The student's advisor and parents or legal guardians or legal guardian will be notified. There will be a follow-up conversation with the Student Affairs Officer-PA.

## Disciplinary Restriction

A student who receives a cumulative Disciplinary Grade Level Four will be placed on Disciplinary Restriction. The student's advisor and parents or legal guardians or legal guardian will be notified. There will be a follow-up conversation with the Student Affairs Officer-PA.

## Disciplinary Report

A student who receives a cumulative Disciplinary Grade Level Five will be placed on Disciplinary Report. The student's advisor and parents or legal guardians or legal guardian will be notified. There will be a follow-up conversation with the Student Affairs Officer-PA.

## Dismissal

The decision to dismiss a student is a weighty event for the individual student, their family, and the school community. This difficult decision may be arrived at by the Honor Council (HC) or Judiciary Council (JC) and must have approval of the President. If a residential student is dismissed the following conditions govern the student's departure:

1. The student may not remain on campus more than 24 hours
2. Travel arrangements must be made within 24 hours. The school may assist with these arrangements.
3. If parents or legal guardians or legal guardian(s) have not made arrangements that are acceptable to the school then the school shall return the student home by the means of its choice at the expense of the family.
4. If the school has a health or safety concern, the student will be traveled by an accompanying adult for a fee.
5. Once a student has been dismissed the school will not facilitate any additional forms of punitive action beyond the expulsion.

A student who leaves the school community through dismissal may not return to campus for two years or until his or her former class has graduated. SJNA faculty, staff and students



## St. John's Northwestern Academies Universal Standard

may not associate with the aforementioned student(s) while under the school's jurisdiction. Students who have stopped attending SJNA for other reasons must request prior permission to visit the school or participate in its programs from the Student Affairs Officer-PA' Office.

### Leave of Absence

Students that intend to be away from campus for more than three consecutive days need the approval of the Senior Student Affairs Officer.

### Voluntary Withdrawal

Students and families or legal guardian(s) who choose to withdraw from SJNA must notify the school in writing at the end of the year's academic cycle. Students will not be considered withdrawn if attempted while a school citizenship violation is being explored.

<b>Citizenship: Quick Reference Section</b>	
<b>Personal Accountability Level (PAL)</b>	
BRAG	Upper Echelon. Relatively liberal permissions and mechanisms to maintain Level in place
Level 2	Middle Tier. Ability to host and be hosted by friends and/or sign-off campus selectively
Level 3	Lowest Rank. Participating in school sponsored activities and trips
<b>Daily Life</b>	
<b>Infractions</b>	
	6+ / week = DG 1 & -1 PAL, if PAL = 3 → Restriction and/or other
<b>Significant Community Violations</b>	
<b>Disciplinary Grades (DG)</b>	
DG 1	PAL -1, Restriction and/or other
DG 2	PAL -1, 2 consecutive Restrictions and/or other, Disciplinary Warning
DG 3	PAL -2, 3 consecutive Restrictions and/or other, automatic JC hearing, Disciplinary Probation
[Cumulative DG 4]	Disciplinary Restriction, potential JC hearing
[Cumulative DG 5]	Disciplinary Report, potential JC hearing
DG 6	Automatic JC hearing, Dismissal anticipated



## St. John's Northwestern Academies Universal Standard

	<b>Special Cases</b>
Tobacco / Nicotine	use or possession = automatic DG 1
Depart / Arrival	early or late at school breaks = automatic DG 1
	This list is not meant to be all inclusive. See the Student Affairs Officer-PA for details.

To reiterate: We believe that making mistakes is part of the learning process. Students are expected to take responsibility for their actions, accept their consequences, and learn from their mistakes. In order to create and maintain an environment that is fair and consistent to all there are limits to the modicum of flexibility the school may make. Ultimately, whether on or off school grounds, the school cannot tolerate behavior that is contrary to its mission, disruptive or endangering, or incompatible with school culture and/or our expectations of its student citizens.

Helping students maintain good citizenship does not lie solely with the Student Affairs Office, but with each member of the student body, faculty, and staff. The job of the Student Affairs Officer-PA's Office oversees the adjudication of discipline.

### **Honor Council and Judiciary Council**

The Honor Council (HC) is a body of students and faculty that convenes to deliberate cases involving violations of the Honor Code.

It is designed to provide a balanced response to infractions and provides recommendations for consequences. The HC offers the students appearing before it with an opportunity to reflect on their behavior and, when possible, earn back the community's goodwill.

The Judiciary Council (JC) will function in much the same way. It will be convened when the Student Affairs Officer-PA feels peer to peer interaction would be useful for a student who is being assigned a consequence and seeks the advice of the council in making a recommendation for the weight of the consequences assigned. The JC will be convened for matters that do not fall under a violation of the Honor Code.

- The HC/JC consists of: five student members, two or three junior class members and two or three senior class members (with at least one day student and one boarding student representative), a faculty Chair, a faculty Co-chair, and the Student Affairs Officer-PA.
- Each year, elections take place in the spring to meet the full complement of student and faculty positions on the council.
- Junior members serve for two-year terms.
- Faculty members serve as Co-chair for one year, then progressing to Chair before cycling off the council
- All members of the JC sign a Confidentiality Pledge.

*To find more details on the information provided in the Universal Standard you may refer to each Academy's section of the Appendix. 115*

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## St. John's Northwestern Academies Universal Standard

- The HC/JC may hold a hearing in response to Disciplinary Grade violations of the Honor Code. These include, but are not limited to, the various infractions discussed in this Handbook.
- The HC/JC makes recommendations concerning their findings to the Student Affairs Officer-PA who, should the seriousness of the issue dictate, brings them to the Senior Student Affairs Officer.
- Another trusted adult may be present during any HC/JC hearing as a support of the student under review.
- Parents or legal guardians/legal guardians, legal counsel or others who are not part of the HC/JC may not attend the HC/JC hearing.

### Procedures

- At the HC/JC hearing, in the presence of the suspected student, the Student Affairs Officer-PA will present the circumstances of the infraction; witnesses, victims or complainants may be called to speak; and any evidence may be presented.
- The suspected student or any HC/JC member may question any person testifying, and may inquire about, or rebut, any of the evidence. The suspected student will then be given the opportunity to state his/her side of the issue, present relevant evidence and witnesses, and may be questioned by the HC/JC.
- The suspected student will then leave the room, and the suspected student's advisor or trusted adult may speak on that student's behalf. The advisor/trusted adult and the Student Affairs Officer-PA will then leave the room for the HC/JC to deliberate.
- There are no appeals to the HC/JC's recommendation. The HC/JC may reconvene if there is substantial new information.



# St. John's Northwestern Academies Universal Standard

## Section IX: Universal Dress Code and Appearance Policy

The SJNA dress code is based on traditional values of students wearing appropriate clothing in support of shared pride in an active school lifestyle. Faculty and administration reserve the right to determine the appropriateness of the dress code and appearance standards in any specific instance. Parents/guardians are expected to support the dress code.

Students are expected to maintain proper dress. If a support conversation or corrective measures are needed, prompt, and forthright cooperation of the student(s) and, by extension, family is expected. Students will be prohibited from attending classes, school events, and activities if they are not in adherence with the Code and Standards. Absences will be unexcused and may result in academic or disciplinary consequences.

In general:

- All clothing should be in keeping with the ethos of the Dress Code.
- Clothing should be free of tears, holes, fraying, and stains and clean.
- Clothing should not be tight fitting, revealing or diaphanous, and appropriate for the occasion.
- Held in place and worn appropriately, e.g. bottoms are worn at waist level; no undergarments are visible.
- Shirt tops must be tucked in if the length of the "top" is longer than the waistline of the "bottoms" when worn normally.
- Students must dress as instructed by the teachers. Examples: Safety goggles in science labs and smocks in art class.
- Students will be informed of dress code for off-campus events and recreational activities.

Specifics on appropriate dress will appear below in each academy's Appearance Standards section.

### **Military Academy Dress Code Ethos and Specifics**

A Cadet's appearance measures part of their professionalism. Proper wear of the Cadet uniform is a matter of personal pride for all Cadets. It is indicative of esprit de corps and morale within a unit.

Cadets have an individual responsibility for ensuring their appearance reflects the highest level of professionalism.

Leaders, at all levels, have a responsibility for implementing and applying the regulation standards to ensure the best interests of the Academy, including our shared traditions and customs.

Official guidelines are confirmed yearly by the cadet uniform committee and approved by the Senior Student Affairs Officer. Until which time the guidelines have been approved, the previous year's uniform guidelines will be effective for cadets.

*To find more details on the information provided in the Universal Standard you may refer to each Academy's section of the Appendix. 117*

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# St. John's Northwestern Academies Universal Standard

## Cadet Uniform Policy

### Haircuts

A neat and professional appearance is required of all cadets. St. John's Northwestern follows the Army JROTC program (governed by AR-670-1) guidelines for proper male and female haircuts. The following guidelines are highlighted for the proper wear of cadet headgear.

### Male specific information

- All male cadets will be clean shaven daily and have their hair properly cut and combed.
- Exotic, extreme or other fad-type hairstyles are prohibited.
- Hair length on the top must be a minimum of 1/4". Shaved heads and/or extreme crew cuts are not allowed.
- Coloring hair is prohibited.
- Cadets are not authorized to cut their own hair or that of other cadets.

### Female specific information

- Long hair will be secured with no loose ends and styled in a way that prevents loose ends from extending upward on head (rooster tail). Preferred way of styling long hair is in a bun.
- When wearing a ponytail it must be pulled all the way through the elastic band and must hang naturally downward not extending below the bottom of the collar. Hair must not exceed 3" in bulk and will not prevent proper wear of headgear. Bulk is defined as the distance that the hair projects from the scalp when groomed. Bangs (if worn) will not touch the eyebrows.
- Braids, micro-braids and cornrows are allowed, but they must be a solid color similar to the female's hair color.
- Hair must be a natural color. The color and cut of any hair will not be faddish or obscene. Coloring hair is prohibited, and females will not shave their heads.
- If worn, fabric ponytail holders, hair pins, combs, clips, headbands, elastic bands, and barrettes must match the hair color. Headbands or fabric ponytail holders will not exceed 1" in width. Ornaments are not authorized (i.e., ribbons, beads, jeweled pins).
- The following additional beauty guidelines apply to females:
- Earrings will only be worn in the dress uniform when specified by the Military Academy Student Affairs Officer. Earrings must be small, spherical, gold, silver, pearl, or diamond. If there are multiple holes, only one set of earrings will be worn in the lower earlobe. Earrings should match each other and not be larger than the bottom of the earlobe.
- Makeup must be conservative and tasteful.
- Fingernails will be cleaned and well-groomed. If using nail polish only clear coat and pale pink is permitted. Fake nails are not authorized. Males are not authorized to wear nail polish.

All cadets will wear appropriate undergarments that are conservative in nature. Undershirts are strongly recommended.



# St. John's Northwestern Academies Universal Standard

## Wearing of the Uniform

- Cadets must have leather equipment/goods and brass shined, uniforms neat and clean, name plate and rank properly affixed, and items fully buttoned.
- Cadets will wear only those items authorized by the Student Affairs Officer-MA and Senior Army Instructor.
- Cadets will wear only those uniform items that are in serviceable condition and adjusted properly.
- Cadets are required to own and maintain the minimum number of required uniform articles.
- Cadets will immediately replace any uniform item required that is missing regardless of account status at the Cadet Store.
- The following list of designations identify the various uniforms to be worn by cadets. These titles will be used to announce the specific uniform to be worn.

<b>FULL PARADE DRESS</b>	<b>DRESS WHITE</b>
<b>DRESS GRAY</b>	<b>CLASS GRAY</b>
<b>SJNA CIVILIAN ISSUED CLOTHING</b>	<b>ARMY COMBAT UNIFORM (ACU) OPERATIONAL CAMO PATTERN (OCP)</b>
	<b>SJNA ATHLETIC ATTIRE</b>

Official guidelines are confirmed yearly by the cadet uniform committee and approved by the Military Academy Student Affairs Officer. Until which time the guidelines have been approved, the previous year's uniform guidelines will be effective for cadets.

**The wearing of an accoutrement to include rank, ribbons or cords not earned is considered a breach of HONOR and will result in further action.**



# St. John's Northwestern Academies Universal Standard

## Prefect Academy Dress Code Ethos and Specifics

**The requirement and expectation of preparatory students is that they habiliment themselves via the SJNA Campus Store.** In terms of the philosophy behind our Dress Code and the presentation of themselves through dress, preps are invited to consider the following.

Because a dress code reflects a school's values, the formulation of an institution's dress code is a multifaceted and complex consideration. Issues of gender, race, ethnicity, status equity, generational expectations, religion, creed, and adjudication, among other concerns, are all important areas for thoughtfulness.

SJNA fosters and promotes self-expression and the individuality of its members. Our school is enriched by its cultural diversity, blending of personal ideologies, and tolerance. The Prefect Academy (PA) of St. John's Northwestern Academies strives for an amalgam of both values and standards in its dress code that serve as both a teaching opportunity and guideline for communal understanding.

When preparing for their day at SJNA, each student and, by extension, each family is asked to consider how they intend to be a part of the community, how they will improve it, and what they hope to gain from it. The choices they make in terms of how they will present themselves are a part of this thinking.

Some VALUES to consider are:

**Respect:** for one's self and in sensitivity to what may be considered off-putting by others. How might my dress affect both others and my ability to focus on our academic goals?

**Context:** Is the clothing chosen for this day space appropriate, safety appropriate, and weather / season / climate appropriate?

**Intentionality:** What am I trying to express when I choose these clothes? What message might my clothes send to others, and is this the message I want to send?

**Professionalism:** Does my dress reflect SJNA well to all others? Is my dress in any way contrary to what my goals should be? Does my clothing reflect a general seriousness of purpose that appropriately characterizes classroom life at SJNA?

Individual adherence to and acceptance of community values is important. In the Prefect Academy section of this handbook are some STANDARDS considered important in upholding those values, promoted to help reduce gray area around student dress.

When preparatory students are allowed to go into town with permission they are to maintain the PA dress code. When and if a choice of dress is allowable, for example on certain trips,





# St. John's Northwestern Academies

## Universal Standard

weekend engagement with activities or visits, downtime in the resident halls, et al. clothing should be in alignment with SJNA values.

A dress code and an appearance standard serves a number of purposes, including promoting unity and a learning environment free from unnecessary distractions. It also encourages habits that prepare students for entry into the world as young adults.

Students will be prohibited from attending classes, school events, and activities if they are not in adherence with the Code and Standards. Absences will be unexcused and may result in academic or disciplinary consequences.

### **Dress Code**

#### **In general:**

- Non-diaphanous
- Clothing should be free of tears, holes, fraying, and stains.
- Clothing should not be tight fitting or revealing.
- Bottoms are worn at waist level; no undergarments are visible.
- Shirts are to be tucked in and buttoned to a modest level.
- Students must dress as instructed by the teachers. Examples: Safety goggles in science labs and smocks in art class.
- Students will be informed of dress code for off-campus events and recreational activities.

#### **Classroom Dress**

Worn during weekdays when classes are in session, when attending off-campus events, or when required by Administration.

#### **Shirts**

- Short or long-sleeved with a collar and buttons.
- Polo or Oxford style.
- Solid color gray, light blue, or white with only school logo or lettering.

#### **Sweaters**

- Worn over an approved uniform shirt.
- Front button, zipper, or pull-over with round or v-neck, vest-style or with sleeves.
- Solid color navy or red with only school logo or lettering.

#### **Undershirts**

- Worn underneath a polo, Oxford, or sweater.
- Short or long-sleeved.
- Solid color gray with no school logo or lettering visible.
- Long-sleeved, solid navy color.

#### **Bottoms**

- Tan or gray khaki-style long pants with belt loops.

*To find more details on the information provided in the Universal Standard you may refer to each Academy's section of the Appendix. 121*

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# St. John's Northwestern Academies Universal Standard

- Skirt is plaid, pleated skirt at no higher than knee length. Knee socks, leggings, or tights must be worn underneath.

## Blazer

- The SJNA logo blazer is generally reserved for more formal events.

## Footwear

- Shoes must be closed-toed dress shoes or loafers.
- Shoes with laces must be fully laced up and tied.
- Shoes with flashing lights, wheels, character logos are not permitted.
- Slippers, clogs, sandals, crocs or similar, or flip-flops are not permitted.

## Accessories

- Belts must be worn when bottoms have belt loops.
- Solid brown or black without rivets or other adornments.
- Belt buckles must be small with no graphics or logos.
- Tie, if worn, is either black cross tie or SJNA issued tie.
- Headband, if worn, may be navy, red, white, light blue, or red and black plaid.
- Socks are solid color navy, black when worn with Classroom Dress or High Dress or as appropriate. **Downtime Dress** socks may be white.
- Tights or leggings, if worn, must be worn under the uniform skirt or pants and be an opaque solid color red, black, navy or gray.

## Downtime Dress

Appropriate times for this dress will be communicated to students.

- Clothing must be devoid of images or messages that may be considered offensive, obscene, or violent (i.e., depicting weapons, alcohol, tobacco, drugs, or foul language).
- Athletic pants, shorts, and shirts may be worn and must meet general dress code requirements. No denim is permitted.
- Undergarments must be covered.
- Hoodies and jackets that meet the requirements described above are permitted. Hoods may not be worn indoors. Jackets may not be worn indoors.
- Brand logos are permitted provided they are plain and understated.
- Pajama pants and "cut-offs" of any kind are not allowed.
- Sneakers must be worn while in the gym; no street shoes are allowed.

## Special Occasion Dress / "High Dress"

Dress for events such as formal dinners, award assemblies, and student government elections. Students should ask for guidance if unclear about appropriate attire for a given special occasion.

- Girls: Blouses, appropriate tie, skirts or pants, and a blazer as indicated.
- Boys: Dress shirts with ties, grey pants, dress shoes, and a blazer as indicated.

## Appearance Standards

*To find more details on the information provided in the Universal Standard you may refer to each Academy's section of the Appendix 122*

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# St. John's Northwestern Academies Universal Standard

## Hair

- Boys: Hair must be above the eyebrows in front, above the top of the ears on the sides, and above the bottom of the ears in back. Overall, it must be shorter than three inches, neat and uniform in appearance. Unnatural hair color or highlights are not permitted.
- Girls: Hair must not fall into the eyes and must be neat and uniform in appearance. Hair accessories such as clips and scrunchies are permitted. Unnatural hair color or highlights are not permitted.

## Jewelry

- A minimum amount of jewelry is acceptable.
- A single necklace may be worn underneath clothing and not visible.
- Girls may wear stud earrings, one in each earlobe. Boys may not wear earrings.
- Facial, tongue or body piercings are not allowed.

## Miscellaneous

- Girls may paint their nails in a uniform solid color devoid of patterns and other decorations. Nails should be of a natural length and rounded shape.
- Girls may wear understated make-up.
- Boys are to be clean-shaven unless for religious purposes.
- Students coming to SJNA with existing tattoos must cover them at all times. New tattoos are not permitted.
- Hats may not be worn indoors. When worn, they must adhere to the dress code.
- Sunglasses may not be worn indoors.

## Dress for Leaves and Permits

Uniforms for all leaves and permits are listed below.

Town/Day Pass	SJNA Civilian Attire (Khaki & Polo)
Leave	SJNA Civilian Attire (Khaki & Polo)
Medical Leave	SJNA Civilian Attire (Khaki & Polo)  NOTE: If the medical appointment requires unrestricted movement (i.e., broken bones, range of motion restrictions, open lesions) then SJNA athletic attire with permission.

The Senior Student Affairs Officer may authorize exceptions of this policy.

A panel of students will be convened at the end of each season (fall, winter, and spring) to review and provide feedback to the Student Affairs Officer-PA around issues and standards related to the dress code for consideration and possible implementation for the coming season. During the spring review, discussion will be fostered regarding values associated with the dress code for the coming year.



## St. John's Northwestern Academies Universal Standard

Faculty, staff, and peers may, and are expected to, appropriately confront dress code issues. Day students not able to comply with the dress code after being addressed may be sent to the Student Affairs Officer-PA Office to make arrangements for their parents or legal guardian(s) to deliver appropriate clothing. Boarding students will be sent back to their room to change. In certain situations, students should be prepared to wear temporary clothing provided by the school and/or asked to borrow appropriate clothing. Students will not be permitted to attend classes or other school activities until they are appropriately dressed. Absences will be unexcused and may result in academic consequences and/or disciplinary action. Students who repeatedly violate the school's modest dress code may receive more serious disciplinary consequences.



# St. John's Northwestern Academies Universal Standard

## Section X: Medical Policies and Procedures

The Health and Safety of our community is paramount. At the infirmary we aim to foster the health and educational success of all students through quality care and health education in a supportive environment. We are health advocates for our students, their families, and the school community.

### **Infirmary In-Patient Procedures**

Students admitted to the infirmary for in-patient treatment should bring their toiletries, books and PT or downtime clothing and should prepare to remain in the infirmary until formally discharged. While in the infirmary, patients will stay in bed and not walk about in the ward areas or treatment rooms. Students will not hold conversations outside of the infirmary or use telephones for inbound or outbound calls unless approved by infirmary personnel.

### **Students who need to see the provider or nurse will report to the infirmary.**

- Students reporting to the infirmary must obtain prior permission from their RA or teacher if during the school day.
- After receiving treatment, students will immediately report back to their scheduled duty area.
- Any cadet or student who fakes illness or injury to evade Academy requirements (malingering) will be subject to corrective action.
- Any student breaking medical orders will be subject to corrective action.

### **Illness at School/Infirmery Staff's Office**

The infirmary staff is available Monday through Friday from 7:00 am until 7:00 pm. St. John's Northwestern Academies infirmary staff has responsibility for maintaining pertinent student health records and for assisting students if they are ill or injured during the school day. Parents or legal guardians/Guardians of a student requiring medication during the school day must provide a physician's order, the medication in the labeled prescription bottle, and a signed parental consent form to the infirmary staff's office. If the physician consents to having the student take the medication independently, the order must state that. Otherwise, students will go to the infirmary staff, as needed, to receive their medication. Over-the-counter medications will be dispensed to a student by the infirmary staff or designated staff (permission is granted by completing the Permission for Medical Treatment form, available on the SJNA web site).

All students who become ill during the school day must report to the infirmary staff. In the absence of the infirmary staff, the Academic Office will contact parents or legal guardians and may ask that the student be picked up. Parents or legal guardians of day students must speak with the infirmary staff, or designated staff member, before making plans to pick up their child.



## St. John's Northwestern Academies Universal Standard

Any student who has gone home, or missed more than three classes, or has gone back to their residence hall room for reasons of health may not return to school that day and may not participate in any extracurricular activities that day or evening, except with the express permission of the Student Affairs Office as is appropriate.

### Medications at School

No medications are allowed to be carried by a student, or kept in boarding rooms, without permission from the school infirmary staff (physician medication order required).

- All students requiring medication during the school day must have a physician's order, the medication in the labeled prescription bottle, and a signed parental consent form on file in the infirmary staff's office. Please note, the school will not accept prescriptions written by a parent for their own child.
- If the physician consents to having the student take emergent medication independently, the order must state that. Otherwise, students will go to the infirmary staff or designated medication delegation trained staff to receive their medication. Only FDA approved medications for the use intended will be administered.
- The infirmary staff shall have the right, with just and reasonable cause, to refuse the administration of medication.
- Students may not share any medications with any other student.
- Over-The-Counter (OTC) Medications:
  - OTC medications will be dispensed to all students by the infirmary staff or designated medication delegation trained staff only.
  - OTC medications will be dispensed on a short term basis (maximum of 10 consecutive days), after which time the student will be required to purchase the OTC medication, and it will be stored in the infirmary staff's office unless it is deemed safe to keep in the student's dorm room.
  - Any OTC medication not listed on the "OTC Medication Authorization" form will require a Prescription Medication Authorization form from the student's physician.
  - All foreign OTC medications will be confiscated.

### Medication Distribution

Students are not authorized to have in their possession, in their rooms or the residence hall areas, drugs or pills of either a prescription or over-the-counter nature, including (but is not limited to) medications, vitamins, dietary supplements, herbs, and cough medicines. At no time are cadets or preps authorized to have their own, or any other student's medications.

Students will utilize the infirmary facilities for the dispensing of all approved medications.

Students must bring water or apple juice to drink when receiving medication and prepare for random mouth checks.

It is the personal responsibility of all individual students to take their required medications. It is considered a violation of regulations when students fail to report at the assigned time to the



## St. John's Northwestern Academies Universal Standard

infirmary for dispensing of prescribed medicines. Students may refuse their medication; however, it must occur in the presence of the attending/dispensing infirmary staff. No electronic usage without permission being granted (i.e., laptop, cell phone, tablet, Apple Watch, etc.) is allowed in the infirmary.

### Food Allergies

Students with life-threatening food allergies should be aware of the possible presence of food(s) items to which they are allergic in the mess hall or other school locations. Students are to notify their Advisor of their food allergies, and they will communicate with the dining hall staff to ensure alternate meals are provided, when/if, food containing their allergies are scheduled. The Infirmary should be notified of a student's life threatening food allergy.

### Other Medical Issues

Documentation of a yearly physical exam and a complete Wisconsin state-required immunization record must be submitted in order for students to attend school. If students arrive at school without being fully immunized, the student's parents or legal guardians will be responsible for the cost of the required vaccines. Arrangements will be made for students to receive those immunizations. For more information go to: [www.sjnademies.org/forms](http://www.sjnademies.org/forms).

Students requiring non-emergency medical care will be transported by staff to a local medical facility arranged by the infirmary staff or the Assistant to the Senior Student Affairs Officer. Pro-Health Urgent Care facilities are available at the following local facilities:

2750 Golf Road  
Delafield, WI 53018

1185 Corporate Center Dr.  
Oconomowoc, WI 53066

N16 W24131 Riverwood Dr  
Waukesha, WI 53188

Scheduling and transportation for routine appointments will be arranged by the School infirmary staff. The travel insurance carried by the student does NOT cover the cost of all medical care. Students/guardians will be responsible for any fees associated with care provided. Boarding students who are ill must report to the infirmary staff's office between 7:25 am and 7:40 am on Monday through Friday and to their Residential Advisor or on-duty staff during all other hours.

Wisconsin law states that all students requiring medication must provide a physician's order, the medication in the labeled prescription bottle, and a signed parental consent form to the infirmary staff's office. Students will go to the infirmary staff or designated staff, as needed, to receive their medication. Students must bring all over the counter and prescribed medications to the Infirmary office at the start of the year. Infirmary staff or designated staff members may search a student's belongings/room/person if there is a suspicion that there are medications being held inappropriately. If a student does not have a physician's order and permission to self-medicate on file, the medication will be confiscated and held in the Infirmary office. Consequences for having medications without an associated prescription will be determined by the Senior Student Affairs Officer in consultation with School infirmary staff as appropriate.



## St. John's Northwestern Academies Universal Standard

Most vision and dental care is not covered by the health insurance policy. Every effort should be made to have students receive vision and dental care over the summer and during school breaks.

Ongoing skilled nursing services are not routinely available. If prolonged skilled nursing services are required during the school year, parents or legal guardians will be responsible for the cost of that service.

### **Medical Information Release and Reporting**

Parents/legal guardian(s) and students agree, as a condition of continued enrollment, to consent to the release of any of the student's health related information, including information relating to drug treatment, testing, medical and mental health records, to employees or agents of St. John's Northwestern Academies, as determined by the head of school or his or her designee, to meet the medical or safety needs of the student and the community or the legal responsibilities of the Academies. SJNA will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of SJNA to safeguard student medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and well being of our students and our community. Thus, parents/guardians and students consent to allow employees and agents of SJNA who have a need to know medical and/or psychological information necessary to serve the best interests of the student and/or the community. In the event of a disclosure required by law, every effort will be made to notify the student and/or parents/guardians in advance.

Parents/Guardians and students are required to provide the Academies with a list of all medications that the student currently takes, including prescription and nonprescription medication. School policy prohibits students from self-administering any medication, prescription or over-the-counter. Certain limited exceptions may be made for emergency medications such as asthma inhalers, epinephrine autoinjectors, or insulin. In the case of a student who may require such medications, parents and students should consult with the clinical director or his/her designee to develop appropriate measures.

### **School Counselor**

The School Counselor provides crisis intervention, evaluation, and short-term counseling sessions as needed at the school for an additional fee. Students may arrange appointments with the Counselor, or a parent/guardian, advisor, faculty member, or administrator may refer students for consultation. The School Counselor provides advice and counsel with respect for privacy to students who find themselves in difficult personal situations. Confidentiality is always preserved unless an emergency situation warrants otherwise. If a student needs further counseling, the Counselor notifies the parents/guardians to discuss appropriate referral arrangements.





# St. John's Northwestern Academies Universal Standard

## Section XI: Computers and Technology Statement

### **SJNA Computer Policy**

The purpose of this policy is to inform the user of the expectations set forth by SJNA regarding the use of its computer network, Academy email account, and Internet access. It also serves to make the user aware that he is held accountable for his actions online just as he is in the classroom. These guidelines are similar to those found in other schools and in the workplace. The SJNA computer network supports the educational goals and mission of SJNA by allowing students to conduct research, complete assignments, and communicate with others. Your use of the network must be in support of and consistent with these objectives.

### **Privilege vs. Right**

The use of the network, an Academy email account, and access to the Internet is a privilege, not a right: access equals responsibility. Inappropriate use may result in cancellation of these privileges. SJNA, under this agreement, is given the authority to determine appropriate use and to deny, revoke, suspend, or cancel any access or Academy email account based upon a determination of inappropriate use.

### **Responsibility**

The academy's rules for behavior, conduct, and communications apply at all times. Students are responsible for their behavior on SJNA's computer network, in the classroom, on campus, or in public. The use of inappropriate or offensive language on the network or on the Internet is equivalent to exhibiting the same behavior in a public meeting.

### **Code of Conduct**

Students will be polite, use appropriate language, respect privacy and respect the rights of others.

### **Privacy**

Network storage areas and the SJNA.org, sjnacademies.org Google Apps domain are the property of SJNA and are treated like other school storage areas. Users should not expect that files stored on servers, computers, or Google Apps will be private. Network and school administrators may review files and communications to maintain system integrity and insure the system is being used responsibly; this includes email. Students are advised never to access, keep, or send anything that they would not want their parents or teachers to see. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.



# St. John's Northwestern Academies Universal Standard

## Violations

Violations may result in a loss of access. SJNA reserves the right to remove or restrict a user's access to the network, Internet, or Academy email. Additional disciplinary action, including dismissal, may be determined based on existing school policies and cadet regulations. When applicable, law enforcement agencies will be notified.

## Examples of Unacceptable Use

These are some examples of prohibited actions. This is not an exhaustive list and should only be used as a guide. Other, similar actions can be considered inappropriate and could result in disciplinary action, including limiting access, confiscation of devices, demerits, disciplinary tours, suspension, or dismissal. In all cases, SJNA reserves the right to determine inappropriate use.

The following are NOT permitted:

- Damaging, tampering with or altering computers, computer systems, or computer networks.
- Rebroadcasting any Academy wireless connection. You may not allow others to connect to the Academy wireless through your device.
- Attempting to use anonymous proxy servers, VPN connections, or any other means to bypass the network filters
- Using the network to play multiplayer games, both on and off campus with computers or game systems. No game systems should be connected to the SJNA network in any way.
- Streaming or broadcasting video or audio. Be aware that capturing or streaming video or audio of any kind on campus without written permission from and under the direction of an authorized SJNA adult staff member is strictly prohibited
- Accessing, sending, or displaying offensive messages or images, including pornography and any materials considered inappropriate in an educational setting
- Using obscene or offensive language, Harassing, insulting, or attacking others. This includes "spamming," "flaming", "email flooding," "email bombing," and any other sort of "cyberbullying."
- Using or modifying another person's password or allowing another person to use your password
- Copying or modifying files or data belonging to someone else.
- Trespassing in others' folders, work, or files or any unauthorized use of any network share or folder
- Misrepresenting other users on the network (such as sending email using another cadet's account)
- Violating copyright laws
- Accessing, viewing or sending any pornographic material.
- Plagiarism: copying or sharing someone else's intellectual property. This includes copying software or games, and copying documents written by another person, found in a book or magazine, or found online

*To find more details on the information provided in the Universal Standard you may refer to each Academy's section of the Appendix.* 130

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- Using the network to conduct financial transactions: this includes purchasing, selling, and investing, including transactions between fellow cadets
- Accessing or participating in any sort of bitTorrent (peer-to-peer file sharing) activity.
- Using the network for product advertisement or political lobbying
- Using the network in support of or to conduct illegal activities
- The following sites and functions are blocked on campus and efforts to get around the systems in place to block these sites/functions are considered unacceptable use and could result in disciplinary action:
  - Facebook and most other social networking sites
  - Skype - (Skype web site and making unsupervised Skype calls is prohibited from campus.)
  - Netflix and other high bandwidth, streaming services
- The following devices (or devices acting in such capacity) are not allowed on campus:
  - Wireless access points or routers
  - Networking switches, hubs, or routers
  - Any networking or computer equipment not specifically authorized by the SJNA IT department. Any equipment or devices brought on campus should be cleared and registered with the IT department. SJNA reserves the right to restrict, block, or confiscate any device deemed inappropriate.

### **Student Computer "Bring Your Own Laptop" (BYOL) Policy**

All students are required to bring their own laptop computer for use at SJNA. The primary purpose of this computer is for academic use in the classroom and for completing school work outside of the classroom. Computers are available in the library if a student does not have a computer. All other uses of the computer (personal, entertainment, etc.) are not supported by SJNA. The student and parents are exclusively responsible for such use and applications. Students are responsible for the acceptable use of their computer (see SJNA Acceptable Use Policy). Unacceptable and malicious use of their computer and/or the SJNA network could result in disciplinary action, including loss of computer privileges, possible suspension, and even dismissal from the Academy, depending on the severity of the infraction.

#### Conditions

1. Students are to bring only ONE computing device and it must be a laptop (only one device per student will be allowed on the SJNA network and be supported by the IT Department).
2. Students are required to register their laptop with the IT Department. Only registered devices will be granted access to the SJNA network.
3. The IT Department will not supply or sell computers to students.

#### Required Devices and Software

1. A PC-based laptop running Microsoft Windows operating system.



## St. John's Northwestern Academies Universal Standard

- The approximate retail price of an acceptable model should be between \$400 and \$600. More expensive models are unnecessary and strongly discouraged.
- 2. Integrated wireless card for network access.
- 3. Installed virus protection (Avast, AVG, Microsoft Security Essentials, etc.).
- 4. Installed Office Suite (MS Office, LibreOffice, OpenOffice, etc.).
- 5. Google Chrome Web Browser (strongly encouraged for best experience).
- 6. Flash drive to back up critical data (student is responsible for keeping backups of critical data).

### Optional Acceptable Device

Personal Printer (student will be responsible for printing supplies, toner/ink, paper, printer installation, and maintenance; IT Department can assist with printer configuration problems at a cost to student/parent).

### Unacceptable (Unsupported and Banned) Devices

Unsupported devices will not be allowed on the SJNA network and are completely unsupported by the IT Department. (users are completely "on their own"). Banned devices/equipment will be confiscated as contraband and returned to the parents at cost to the student/parent.

1. Desktop computers of any type [Banned]
2. Game systems of any type (Xbox, Playstation, Wii, etc.)  
*Exception: Authorized to be used on weekends only by students in good academic standing.*
3. All networking equipment of any kind (routers, switches, access points, modems, etc.) [Banned]
4. MacBooks (Mac laptops) [Unsupported]
5. iPads, iPods, iPhones [Unsupported]
6. Smart phones of any type [Unsupported]
7. Tablets of any type (Windowsbased, Androidbased, etc.) [Unsupported] Service and Repair Policy Information Technology Department (IT Dept.)

### Goals:

1. To provide a safe and secure environment for the use of technology in pursuit of educational goals.
2. To provide appropriate services in a prompt and effective manner.
3. To facilitate learning by providing modern resources and educational enhancements to students and teachers.



# St. John's Northwestern Academies Universal Standard

## Service and Repair Policy Overview

1. The IT Department will not conduct service on student-owned devices if they are under manufacturer warranty (this would void the warranty) unless given express permission to void the warranty by a parent.
2. The IT Department will not be responsible for submitting student-owned devices for warranty service. This is the responsibility of the student and his family. Assistance can be rendered to ship the device for warranty service, but the student and/or parent is responsible for initiating the service call, making the appropriate arrangements, and any shipping costs.
3. Parents are free to make their own repair arrangements at any time.
4. There are a small number of desktop computers available to students in the library for use during study hours if their computer is out for repair.

## Free Services Provided

1. Basic Diagnostic-Identify or verify the problem; 15 minutes or less
2. Configure or reconfigure Windows machines to connect to network
3. Install and maintain any applications required by the Academy
4. Small issues or problems fixed in 15 minutes or less

Please see the Appendix for SJNA's Acceptable Use Policy (AUP)



# St. John's Northwestern Academies Universal Standard

## Section XI: Subsection I: Computers and Technology Acceptable Use Policy (AUP)

St. John's Northwestern Academies has networked computers (PCs) available for student use in the Armer Family Learning Commons Computer Lab. Students may have access to these PCs for school-related projects with adult supervision. Each student is provided with a network user account, email account and storage space. School PCs are to be used solely for school work and under the supervision of school personnel.

The SJNA campus has Wi-Fi coverage in most areas. Connections to the Wi-Fi network are encrypted and require a passphrase. This may be obtained from the IT department.

***Students at SJNA must comply with the standards set forth in this Acceptable Use Policy (AUP). The AUP describes the rules, guidelines and appropriate use of SJNA computers and network resources. Students must sign and return the AUP before they may use the school's computers or network services.***

Below are some general notes and guidelines pertaining to computer use at SJNA:

- Access to the Internet is available from all PCs on campus. Students may not use school computer resources for personal use. Students should use the school computers only with permission and only under supervised conditions, in accordance with the School's AUP.
- SJNA PCs are mostly Microsoft Windows based, but may also be Chromebooks or Chromeboxes.
- All School Windows PCs have software installed that deletes any changes made to the system when they are rebooted. This means any files stored on a user PC will be deleted at the end of each day, if not sooner. Users must save their work to their Google Drive.
- Files stored on and communications routed through the SJNA network are not strictly confidential.
- Software may not be copied from school systems without express permission.
- Students are expected to provide their own removable storage devices (e.g. flash drives, external hard drives).
- Those using the School's PCs are responsible for leaving the work area and equipment in a clean and orderly state, which includes pushing in chairs and turning off the computer.
- No food or beverages are to be consumed on or around the School's PCs.
- Violations of the AUP may result in disciplinary consequences that, depending on the severity of the offense, could include consequences, suspension or even expulsion and reporting to the authorities when necessary.

### **Computer & Technology Acceptable Use Policy**

This policy creates a framework for users of these resources for acceptable and appropriate use at St. John's Northwestern Academies. It is based on the SJNA Honor Code and the principles of honesty and respect that are expected from each member of the SJNA community.



# St. John's Northwestern Academies Universal Standard

This policy applies to all users, software and equipment of St. John's Northwestern Academies' computing resources. Acceptable use rules apply to individually owned hardware that is connected to the school's network or used on school property. All students must read this document before entering into any online activity. Any use of St. John's Northwestern Academies technology resources implies agreement to abide by this policy.

## Authorized Use

An authorized user is any person who has been granted authority by St. John's Northwestern Academies to access its computing and or network systems and whose usage complies with this Policy. Unauthorized use is strictly prohibited. By accessing the school's network using school-owned or personally-owned equipment, you have consented to the school's exercise of its authority and rights as set out in this Policy and others with respect to any such equipment, as well as with respect to any information or communication stored or transmitted over such equipment.

Users in violation of this policy are subject to a full range of sanctions including, but not limited to, the loss of computer, telephone, or network access privileges, disciplinary action, and dismissal/termination from St. John's Northwestern Academies. Some violations may constitute criminal offenses as defined by local, state, and federal laws and St. John's Northwestern Academies may initiate or assist in the prosecution of any such violations to the full extent of the law.

Computer-related offenses are subject to the same rules and penalties applied to other offenses at St. John's Northwestern Academies. Offenders can expect violations to be handled in accordance with appropriate school rules covering, for example: plagiarism, theft, harassment, bullying, vandalism, cheating, etc.

Any computer found to be infected with viruses or malware to the extent that it may negatively affect St. John's Northwestern Academies' resources will have access to network services revoked until all viruses/malware have been removed and updated antivirus software has been installed.

## Privacy

We reserve the right to inspect the content of student accounts in the event of suspected misuse, including current and archival files. Due to the public nature of computer networks, all data and files, including e-mail, cannot be guaranteed to be secure and private. Users of the network may be monitored and have their files inspected by an authorized systems administrator if they are believed to be in violation of policies set forth in this statement, general policies of St. John's Northwestern Academies, or applicable state and federal laws. SYSTEM USERS HAVE A LIMITED PRIVACY EXPECTATION IN THE CONTENTS OF THEIR PERSONAL FILES ON THE SCHOOL SYSTEM. The school reserves the right to examine and take action on any information found on a device on school property, personal or school-owned, regardless of the purpose of the search during which it was initially found. Behavior identified in this process that is suspected to violate the Acceptable Use Policy will be investigated.

The contents of student sjnacademies.org (and sjnma.org) email accounts are ultimately the property of St. John's Northwestern Academies. All information created or stored on school resources is subject to review by school administration. Users are strongly encouraged to maintain a private email account for use with non-school related activities. Using a private account for

*To find more details on the information provided in the Universal Standard you may refer to each Academy's section of the Appendix.* 135

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## St. John's Northwestern Academies Universal Standard

activities such as online purchases, personal registration at websites, personal listserv memberships, etc. will help maintain privacy and minimize unwanted email (i.e. spam) being sent to an individual's sjnacademies.org (and sjnma.org) email account.

Electronic data may become evidence in legal proceedings. Messages or data may also be inadvertently viewed as a result of routine systems maintenance and monitoring. Any individual monitoring, except as required by law or in situations perceived as emergency, must be authorized in advance by the Director of Information Technology or the Director of Information Technology's designees.

All forms of electronic messaging facilitate the dissemination of information, often beyond intended recipients. Students should be aware that any message may end up in public view; accordingly every email, video, social media post, IM, or other electronic correspondence should be crafted with care.

### Expectations and Responsibilities

Students must adhere to the following guidelines when using technology resources provided by St. John's Northwestern Academies. The examples are not EXHAUSTIVE; when in doubt about the appropriateness of an action, one should apply the SJNA Honor Code.

Students must assume the following responsibilities:

- Follow the policies as stated in this Acceptable Use Policy (AUP).
- Check email at least once every twelve hours during normal school days while the Academy is in session and in the days leading up to a return from breaks or as needed.
- Use only the provided email address for Academy business and create a secure password.
- Maintain the privacy of their email address and password and respect the privacy of others.
- Students are responsible for any activity originating from their account or personal computer.
- Have updated virus protection software on their computers when connecting to the network.
- Report potential worm, trojan, malware, phishing attacks or virus infections to the Information Technology Department immediately.
- Comply with laws protecting copyright and intellectual property.
- All communication and work must be done for educational purposes only.
- Communicate with others in a courteous and respectful manner at all times.
- Report any incident of harassment, inappropriate material or message they receive to the supervising staff member.
- Passwords on individual accounts are required to have a minimum level of strength/complexity and are managed to expire at least once every 180 days, forcing the selection of a new password.
- Use caution when opening email attachments or other Internet files which may contain malicious software received from unknown sources.

Functionality and Availability - Responsible use of computing and network resources requires users to realize that any attempt to modify, add or remove software, equipment or functionality can





## St. John's Northwestern Academies Universal Standard

result in the decline of system performance and may restrict the availability of resources to other members of the community.

To ensure functionality and availability, students must not:

- Circumvent or alter software or physical protections or other restrictions placed on computers, networks, programs, files or Internet web sites in an attempt to access restricted content, e.g. but not limited to Proxies and VPN's.
- School-owned technology resources may not be taken from where they are placed on campus or designated for use as a resource without express permission.
- Consume computer and network resources for downloading or sharing music, movies, software, or other files not academically related.
- Consume computer and network resources for viewing or posting to social networking sites not academically related.
- Send frivolous or excessive messages, including chain letters, junk mail, spam, and other types of broadcast messages, either locally or over the Internet.
- Intentionally or irresponsibly introduce any computer viruses, worms, spyware, malware, or other rogue programs to school systems or networks.
- Use resources for entertainment or personal purposes that negatively affect academic uses for others.
- Inappropriately access the network, including but not limited to, the obtaining or sharing of passwords and access to data points (see below).
- Use Torrents as they may be infringing copyright laws and may be subject to fines from the copyright holders (the student will be responsible for these charges).

Computer Accounts and Information Security - Students are provided individual user accounts for the SJNA network, email and collaboration systems as well as personal and shared storage space. Personal accounts and any information saved under these accounts are the sole responsibility of the assigned student and may be subject to review by network administrators. Students are responsible for all actions that occur under their accounts. To ensure security and accountability, students must not:

- Allow others to use their user accounts.
- Use others' accounts, even if given permission.
- Share logins, passwords, or any other authentication information.
- Use appliances or programs which capture other users' information or network traffic.
- Engage in any activities for commercial, purchasing, financial gain or illegal purposes.

Plagiarism and Copyright - Students are responsible for ensuring that the use of software, music, movies, and information used, obtained, or published using the SJNA network is in compliance with all copyright and licensing laws. If a student is in doubt regarding copyrighted material, he/she should ask the librarian or the network administrator.

To ensure compliance students must not:

- Transmit or download information, audio, video or software in violation of copyright laws.

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- Plagiarize works found on the Internet or any network sources.

Personal Information, Security and Safety - Students should be cautious if they choose to make information about themselves and others available on the Internet. SJNA cannot protect students from invasions of privacy, identity theft, and other possible dangers that could result from the individual's distribution of personal information.

Students should assume that any information posted on the Internet can be viewed by the general public and therefore *should refrain from*:

- Posting personal information including name, address, phone number, age, e-mail address, or school on Instagram, Twitter, Facebook, and other online communities.
- Meet with someone they have met online without their parent's approval and participation.
- Send or post personal pictures or videos to websites or online communities.
- Initiate or accept a social network contact with teachers or staff outside the educational setting.
- Use a false identity in any communications or work.
- Use of personally-owned modems, wireless access points, hubs, switches, routers and other network devices.
- Alter electronic communications to hide your identity or impersonate another person.

Bullying, Harassment, and Unethical Behavior - Students must abide by the SJNA Honor Code at all times while using SJNA technology resources.

Students must not:

- Misrepresent or disparage St. John's Northwestern Academies, including its students, faculty or administration.
- Post, publish, or display defamatory, abusive, libelous, obscene, embarrassing, sexually oriented, racially offensive, harassing, or threatening material in any form.
- Access or transmit pornographic, sexually explicit, or other inappropriate material; if in doubt contact a network administrator.
- Post messages and attribute them to other users, or otherwise misrepresent themselves online.
- Use or transmit obscene, vulgar, socially offensive, sexist, or profane language while using SJNA technology systems.

Personal Computers, Laptops, Phones, Notepads and Tablets - Students are permitted, with restrictions, to use personal devices while on campus and may connect to the school wireless network. If the device does not have current operating system patches and up-to-date anti-virus software, it will be denied access to network resources until all problems are remediated. These checks may occur automatically every time a device is connected to the network. Any violations of this Acceptable Use Policy or the SJNA Honor Code while using a personal device may result in the device being banned from the SJNA network. Certain devices are not allowed for use at the school, e.g. Google Glass, and students should confirm with the Student Affairs Officer-PA if a non-standard or "cutting edge" device is appropriate.



# St. John's Northwestern Academies Universal Standard

## Administration and Implementation

While respecting confidentiality and privacy, SJNA reserves the right to examine all school and privately owned and operated equipment, computer systems, electronic and digital resources and data stored on those systems. This includes the right to remotely monitor and record, without notification, all activity on systems connected to the network and use video monitoring in public spaces. SJNA reserves these rights to aid in the enforcement of policies regarding harassment and the safety of individuals and security of personal belongings; to prevent unauthorized reproduction or distribution of proprietary software or digital texts, images (moving and still) or music; to safeguard the integrity of computers, networks, and data, and to protect the school against damaging consequences. SJNA also reserves the right to restrict users' navigation of the SJNA network and the Internet in order to improve security and protect users.

## Enforcement

SJNA may restrict the use of its computers and network systems for electronic communications if faced with evidence or suspicion of violation of school policies, federal and/or local laws. In addition, violations of this policy related to the school Honor Code will be treated as described in the Student Handbook.

## Cyber Safety

- Crooks are good at fooling people. They create fake emails and web pages that look real in a practice called phishing. Don't trust links or web pages sent by email. If you receive a communication from someone you do not know, do not or have not exchanged messages with, or is not expected, be sure to verify the sender address. Do not navigate the URL of the sender if unknown.
- Spam is unwanted advertising sent by email. Never reply to spam and never do business with a company that sends spam. Use the "report spam" button to get rid of spam.
- Copyright infringement occurs when an individual reproduces a work without permission that is protected by a copyright. Users will abide by all copyright and other laws governing intellectual property use. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner and give appropriate credit. Users are prohibited from using St. John's Northwestern Academies networks or equipment for the acquisition, storage, or transmission of any digital content which they do not have a legal right to use, including but not limited to copying and sharing images, music, and movies using P2P file sharing or unlicensed media.

## BYOD (Bring Your Own Device)

Students may use their own devices to access the internet and collaborate with other students. By allowing students to use their own technology on campus we are hoping to increase the access all students have to the technology they need to succeed. Internet access will be filtered just the same as if a student were to log onto a school owned computer.

**Please note: Students are allowed two devices on campus that connect to campus wi-fi, ideally a laptop and phone; desktops are not allowed.** Devices are the SOLE responsibility of the student

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who brought it to school. The Information Technology Department and teachers are not responsible for troubleshooting a student's personally owned device. The Acceptable Use Policy for St. John's Northwestern Academies remains in effect even when you are using your own device. There are consequences for violating this policy.

Students are responsible for the security of the devices they bring to school; teachers and other staff will not store nor hold onto student devices. It is always a good idea to record the device's serial number to have in case of theft. St. John's Northwestern Academies is not responsible for the theft of a device nor are we responsible for damage done to the device while at school. Anytime theft occurs, you should contact a school administrator to make him/her aware of the situation.

For the purposes of BYOD, "Device" means a privately owned wireless and/or portable electronic piece of equipment that includes (but is not limited to):

- Laptops
- Netbooks
- Tablets (e.g., iPad, Kindle Fire, Nexus 7)
- iPod Touch
- e-Readers (e.g., Kindle, Nook)
- phones/Smart Phones

Students are responsible for charging their own devices overnight before school so that they are fully charged at the beginning of the school day. They may bring the device's AC adapter if necessary; however outlets may not be available in every classroom.

### **These are the laws and policies that help to protect our students online:**

- **Child Internet Protection Act (CIPA)**

The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student email is filtered. Mail containing harmful content from inappropriate sites will be blocked.

- CIPA - <http://fcc.gov/cgb/consumerfacts/cipa.html>

- **Children's Online Privacy Protection Act (COPPA)**

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents or legal guardians in the collection of information within the school context. The school's use of student information is solely for education purposes.

- COPPA - <http://www.ftc.gov/privacy/coppafaqs.shtm>



# St. John's Northwestern Academies Universal Standard

## **PARENTS/GUARDIANS/STUDENTS KEEP THIS SECTION FOR FUTURE REFERENCE**

### **Parent/Guardian/Student Permission to Publish Student Work and/or Images**

Original student work, including but not limited to, written text, photographs, videotape, film or sound recordings, created by the student as part of a class project and/or other assignment, may appear in student projects such as websites or videotapes, and may be published as part of a school-sponsored website, newsletter, and/or visual presentation, and may also be included in the public news media.

Please be advised that students may be asked to complete assignments in the form of websites, and/or student work may be included as part of classroom and school-sponsored websites. Such websites may be published on the World Wide Web and will therefore be available to a potentially limitless global audience. All such websites must comply with the published guidelines established by the Board of Education. Please review the attached guidelines with your child.

Parental/Guardian consent is required for the publication of all student work and/or for the publication of student pictures or images if such pictures or images clearly identify individuals.

Parental/Guardian consent is also required for student participation in providing online information for educational related classroom assignments. (Students and parents or legal guardians are to use caution and good judgment if personally identifiable information appears on a website.) If you wish to provide consent only for the publication of your child's work and not for the publication of his/her picture or image, or vice-versa, you may do so by checking the appropriate statement.

### **Google Apps for Education** (*grant permissions for your student to participate*)

Google Apps for Education includes free, web-based programs like email, document creation tools, shared calendars, and collaboration tools which synchronize and flow together and integrate into existing course curricula. Google Apps for Education is provided free of charge to schools, colleges and universities across the United States and around the world. We believe these tools will provide the essential skills students will need to be adept in the global workplace of this century.

Google Apps for Education is also available at home, the library, on their mobile phones or anywhere with Internet access. School staff will monitor student use of Apps when students are at school. parents or legal guardians are responsible for monitoring their child's use of Apps when accessing programs from home. Students are responsible for their own behavior at all times.

Teachers can use Google Docs to facilitate group projects and use the history tool to see the level of participation of each student in a group. Teachers will be able to give feedback to students directly in documents shared with a teacher. Turning in assignments will be as easy as sharing the file in Google Docs with the teacher, or by emailing it to the teacher.

Because Google Docs runs in a web browser, students can work from almost any family computer without having to purchase new software. Easily upload and share files Google Docs works on PC, PA, and Linux computers, and supports popular formats such as .doc, .xls, .ppt, and .pdf. Files stored

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## St. John's Northwestern Academies Universal Standard

on Google Docs are always accessible and backed-up online. The owner is the only person who can delete a document. Once a document is deleted, no one can access it, including those with whom it was shared.

### **Access Restriction**

Access to and use of the Google Apps for Education domain is considered a privilege accorded to St. John's Northwestern Academies. The school maintains the right to immediately withdraw the access and use of the Google Apps for Education domain if there is reason to believe that violations of law or school policies have occurred. In such cases, the alleged violation will be referred to the Senior Student Affairs Officer for further investigation and adjudication.

### **Security**

The Google Apps for Education domain has strong content filters in place. However, St. John's Northwestern Academies cannot assure that users will not be exposed to unsolicited information and does not guarantee the security of the electronic files located on the Google servers.



# St. John's Northwestern Academies Universal Standard

## Section XII: Reference Section

### Parents' Club

#### Mission Statement

The St John's Northwestern Academies Parents Club offers support through activities that strengthen the Academy and enrich the educational and living experiences of the students.

#### Parents' Club Welcome and Invitation

Welcome to the SJNA family! As a member of a student enrolled at SJNA, you are automatically a member of the SJNA Parents Club. The SJNA Parents Club is run by volunteer parents and our purpose is to support SJNA students through the various activities and events that occur at the school during the academic year. The SJNA Parents Club is fully funded by donations to the Parents Club as well as through the fund raising events that we host during the year. Your time, treasure, and talent as a donor, volunteer or participant in these events helps us raise the funds we need to enrich the lives of all our children at the academy and is always gratefully received, especially by our children!

We strongly encourage you to attend our monthly meetings and take part in the events that take place at the school. A sample of some of the events that we help and volunteer in are listed below. We also assist the academy in any events that occur on an ad hoc basis.

#### Parents' Club Executive Board

President	April Prescott
Vice President	Kelli Belt
Secretary	Sarah Sengupta
Treasurer	Sarah Hamer
President Emeritus	Amy Choi

In addition, there are 12 board member positions for the Parents Club. Officers and board members are elected during Spring Families weekend and serve on the Parents Club board from the beginning of July to the following June of any given year. Parents wishing to take a seat on the Executive Board must have sat on the board of the Parents Club in the prior year.



# St. John's Northwestern Academies Universal Standard

## All School Traditions

- Homecoming and Fall Families Weekend
- Veterans Day Ceremony
- Thanksgiving Leave
- Lessons & Carols
- Boar's Head
- Christmas Leave
- St. Patrick's Day Parade
- Midwinter Ball
- Spring Break
- Spring Families Weekend
- Excalibur
- Armed Forces Day Ceremony
- Graduation and Commencement Weekend
  - Class Stone Ceremony
  - Founder's Day Remembrance

## Parents' Club Activities

- October
  - Fall Challenge
  - Fall Parents Golf Outing
- November
  - Holiday decorations in the Dining Hall
- December
  - Holiday decoration removal
  - Students Composing Holiday Cards for Veterans
  - Lessons and Carols / Desserts and Cookies
- March
  - Mardi Gras Party
  - St. Patrick's Day Parade in Chicago
  - Dodgeball and Pizza
- May
  - Staff Appreciation Meal

Please watch for invitations for Open House volunteers and other ad hoc opportunities. The list above is not exhaustive and does not cover other events or activities that the Parents Club supports. At all the above and ad hoc events held during the school year, a chairperson is appointed for each event and will coordinate with the school and other volunteer parents regarding logistics for the event and liaising with the relevant contact at the academy. All parents will be given opportunities and reminders throughout the school year prior to the events taking place so that they will have ample time to plan and participate as a volunteer. Contact the Parent's Club at: [ParentsClub@sjnAcademies.org](mailto:ParentsClub@sjnAcademies.org)





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## Car Pools, Automobiles, Parking

Car pools should drop-off/collect students in the parking lot at the front of the school. Drivers should exercise extreme caution while on the campus (campus speed limit: 10 mph). Parking is permitted only in the designated parking areas. In order to conserve energy and reduce air pollution, we ask that cars do not idle when waiting outside the school for students.

Juniors and seniors whose parents wish for them to drive themselves to school must register their vehicles with the academy. Students interested in this transportation plan will register with the Assistant to the Senior Student Affairs Officer before bringing their vehicle to campus. Each student driver will acknowledge receipt and understanding of the day student driving policy before receiving approval to drive to campus. Students must park in designated parking only.

All drivers should drive with extreme awareness of pedestrians, especially of other students. Juniors who drive to school may not return to their vehicles or the parking lot until they are leaving for the day. Driving to school and parking a car on campus are privileges, not rights. Students who violate the speed limit or other safety practices may have their privilege suspended or revoked. (Note: Boarding students may not miss school obligations to attend driving school lessons or tests, or operate a motor vehicle of any kind while attending SJNA.)

For school-sponsored functions, SJNA allows students to ride in vehicles rented for school use and with faculty members in school or private vehicles, as well as those of parents or legal guardians of SJNA students.

Any SJNA day student wishing to *transport* a SJNA student who is not a member of his or her immediate family must abide by the terms of the Wisconsin Licensing Law and leave a written permission form on file in the Student Affairs Office.

A SJNA student wishing to be a *passenger* in a motor vehicle driven by a SJNA student who is not a member of his/her immediate family must have written permission to do so from his/her parent or legal guardian on file in the office of the Assistant to the Senior Student Affairs Officer.

## Parent/Guardian Responsibility

St. John's Northwestern Academies believes that a positive and constructive working relationship between the school and a student's parent(s)/guardian(s) is essential to accomplish the school's educational mission. Parents or legal guardians/guardians therefore must also adhere to the Code of Conduct and to all sections in this Handbook. parents or legal guardians/guardians may certainly help students with homework assignments, but under no circumstances, should a parent/guardian do the homework for the student. The school reserves the right not to renew or terminate a student's enrollment contract if the school reasonably concludes the actions of a parent/guardian make a positive and constructive relationship impossible or otherwise seriously interfere with the school's ability to accomplish its educational purposes.



## St. John's Northwestern Academies Universal Standard

We welcome and invite parents or legal guardians to many school activities. However, there are times when the best interests of all students are served by not having parents or legal guardians in attendance. These include but may not be limited to assemblies, class meetings, elections, convening of the honor council, group/club meetings, and tutorial periods. When it is appropriate to have parents or legal guardians attend assemblies and other student activities they will be invited either via e-mail or through the school's parent bulletin. When parents or legal guardians arrive at school during regular school hours, they are expected to sign in and indicate the reason for their visit at the Main Entrance Reception Area. We ask that parents or legal guardians give proper notice by booking an appointment if they are seeking a meeting with a member of SJNA staff or faculty. There are times when additional staffing is needed for field trips and other activities and the "point persons" assigned to your child's grade may solicit your help. Families are an important part of our recruitment process, and often our students want to bring their friends to see their school. These visits should be scheduled in advance through the Office of Admissions.

### Respect for Diversity

St. John's Northwestern Academies prides itself on its nurturing and welcoming environment. We welcome students, faculty, and staff of any race, color, national or ethnic origin, gender, gender identity, gender presentation, age, body size, citizenship, religion, sexual orientation and disability. Our values emphasize accepting and celebrating the differences among us, whether they are racial, ethnic, religious, economic, or other cultural and personal distinctions that make us all unique individuals.

The use of homophobic terms, ethnic slurs, or other epithets and manifestations of insensitivity (e.g. micro aggressions, et al.) are breaches of SJNA's Code of Conduct and warrant a disciplinary response. We seek to instill in all students tolerance and respect for all individuals and to find positive ways to model and encourage behavior that is respectful of all. We also pride ourselves on being a safe school, where individuals are empowered and can learn, thrive and grow to their fullest potential.

SJNA faculty and staff have a responsibility to ensure that our school is safe for all individuals in our community. We require SJNA to be free of demeaning epithets and insensitivity or disrespect directed toward anyone's race, sexual orientation, economic status, or other personal or cultural differences.

Every member of the community has the responsibility to resist name-calling, epithets, insensitivity, and disrespect. Instead, we expect everyone to pro-actively respect each other's diversity and differences so that SJNA can be a safe and engaging learning environment for everyone.

### Policy on Transgender Residential Students

Boarding students who identify as transgender will be placed into a dormitory that corresponds to the gender with which they identify. Whenever possible, within the constraints of available facilities, students who identify as transgender will be placed into a single room with a private bathroom or a single room with access to a gender neutral bathroom and shower facility.



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### **Policy on Transgender Student Athletes**

In accordance with WIAA guidelines, St. John's Northwestern Academy will provide gender-preferred interscholastic sports opportunities for students who identify as transgender as long as we offer the sport, there is room on the roster, and the student is able to satisfy the athletic and physical criteria necessary to fully participate at the anticipated level of competitive rigor.

Wisconsin Interscholastic Athletic Association Transgender Participation Policy:

<https://www.wiaawi.org/Portals/0/PDF/Eligibility/WIAAtransgenderpolicy.pdf>

World Professional Association for Transgender Health:

<https://www.wpath.org/about/mission-and-vision>

### **Right to Privacy – Respect for Others' Property**

All students must respect each other's property and right to privacy. No one should ever handle another person's possessions unless that person is there and gives permission. No student should ever use another student's books, notes, or personal property or remove anything from the backpack, purse, residence hall room, locker, cubby, etc. of another student without the explicit and specific consent of the owner. Anyone who hides, destroys, or steals another person's property is violating SJNA's Code of Conduct and eroding the academic and social codes of the school. Any student who observes another student committing such an action should report this to the Student Affairs Officer, Senior Student Affairs Officer, an Advisor, or other adult.

NOTE: To ensure the safety of all students and staff, School Administrators may conduct searches of individuals, personal belongings, bags, lockers, residence halls, and vehicles if there are reasonable grounds to suspect the student has violated school rules. The search of a student's person may include the use of a breathalyzer if there is reasonable suspicion of alcohol consumption, or drug testing as warranted, at student's family expense. The refusal of a student to participate in a breathalyzer or drug test may result in discipline that is equal to the suspected offense.

### **Electronic Devices and Miscellaneous items**

Electronic devices and other items that are not of an educational nature should not be brought to school. The use of electronic devices, such as headphones/earbuds, are restricted to the Student Center, Daytime Study Halls, the Library with permission from the proctor and outside of the school buildings during free periods. At all other times, unless they are used for academic reasons, all such devices being used during the school day will be confiscated and may receive an Infraction. The school assumes no responsibility for personal items at any time.

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# St. John's Northwestern Academies

## Universal Standard

### Food and Drinks

Students should consume food in appropriate places, such as the Dining Hall, Mouso Hall, or outside the school buildings. There should be no unsupervised consumption of food inside the building, including the corridors, classrooms and offices. Students are responsible for disposing properly of all wrappers and uneaten food. Food, and drinks in open containers, must not be taken out from the cafeteria. Students may not chew gum in school.

### Rollerblades and Skateboards

Students wishing to use roller blades on campus must bring appropriate safety equipment, including but not limited to a helmet, along with a note of permission from their parent/guardian. Students may not use rollerblades inside the school buildings. Skateboards are only allowed on campus with special permission from the Student Affairs Officer.

### Hoverboards

For safety reasons, hoverboards of any type or manufacture are not allowed to be brought onto campus for any reason.

### Drones

Students may not possess and use drones on campus without the permission of the Student Affairs Officer. If approved students must comply with all federal and state laws pertaining to their use, as well as, best practice.

### Student Center, Mouso Hall

The Student Center is an area for students to relax between classes and after school. Additionally, boarding students have access to the Student Center during the evenings and weekends. Students are reminded that the Student Center is part of their shared space and should demonstrate communal respect in keeping with the school's Code of Conduct.

### Dining Hall

Meals are served daily in the dining hall. Boarding Students will receive breakfast, lunch and dinner each day, while Day Students will receive lunch during the school day. All Students are expected to behave responsibly at all times. The following are guidelines to assist with making sure every student has sufficient time to eat in a clean environment.

- Students should line up down the center of the dining hall and proceed along the serving line or as instructed by a student leader or member of staff.
- **All students are responsible for clearing their own tables of trash and dishes etc.** All used dishes and silverware should be taken to the washroom window with



## St. John's Northwestern Academies Universal Standard

- all uneaten food put in the trash barrel. All dishes should be placed inside the opening and away from the edge, and silverware in the tray.
- As a show of respect the following apply to all students while in the dining hall:
    - no hats/head coverings to be worn (except for religious exemption or medical need)
    - no ear buds/headphones to be worn or visible
    - phones must be turned off
  - Please use a clean plate when re-visiting the food serving areas.

### ID Key Card

All Students are issued an ID Key Card. This card is issued specifically to individuals that serve as a key to access various parts of the school building. Students are responsible for having their ID Key Card on them at all times. Students are not permitted to exchange cards with another student. Lost ID Key Cards should be reported immediately to the Sr. Community Life Officer Assistant. If necessary, a replacement ID Key Card will be issued at the student's expense.

### Lost And Found

Students should put their name on all books, clothing, and other personal items. Every effort is made to return to students any items that contain their name. All lost items with no clear owner identification will be retained until a school recess. Lost books are kept until the end of the semester and then returned to the Finance Office. Students may check the Lost and Found area or ask at the Student Affairs Officer. The school reserves the right to place any student's belongings left in the hallways in the appropriate collection location. The school assumes no responsibility for personal items at any time. All unclaimed items in good repair will be donated to charity or otherwise discarded.

### Student Organizations and Activities

St. John's Northwestern Academies believes in teaching to the whole student and building each individual's: mind, body, and spirit. Therefore, participation in extracurricular activities is an important part of the SJNA experience. However, such participation should not prevent a student from maintaining solid academic performance. To be eligible for participation in a major extra-curricular activity or performance that is not a course requirement, a student needs the permission of his/her parent(s)/guardian(s). Due to the time commitment that such extra-curricular activities require of students, it is important for the parent(s)/guardian(s) and the student's Advisor and/or Senior Academic Officer to discuss such participation. **Students whose academic standing puts them at risk of not being promoted will have their participation in all activities reviewed by the Senior Student Affairs Officer.**

### Activity Expenses

Students at SJNA have many opportunities to participate in extracurricular activities on and off campus. Student tuition partially covers the cost of required activities and special events.



## St. John's Northwestern Academies Universal Standard

Students may sign up for optional activities that entail additional expense. A student pays at the time s/he signs up for such an activity. Field trips may also require additional cost to families. The school is careful to keep these costs reasonable, but understands that there may be a hardship for some. Families are encouraged to speak to the Business Office in such circumstances.

### Clubs

SJNA's student clubs are an important part of the life of the school. Their success depends largely on the initiative and sustained effort of student leaders. In addition to gaining interesting opportunities to develop a vocation, students who are active members of clubs get leadership opportunities and learn the value of commitment. Any student who is free to attend meetings is encouraged to join a club. Students wishing to form new clubs are encouraged to do so, but must consult with the Student Affairs Officer and secure a faculty Advisor in advance of forming the club.

### Social Dances

Students and their guests must adhere to the following rules:

- Students who come to the dance must remain at the dance and are not permitted to return to the dance once they have left.
- SJNA students may usually invite two additional guests and must be present at the check-in table when the guest(s) arrive(s). Each visitor receives a visitor's pass at that time. The SJNA student is responsible for the actions of his or her visitor(s).
- SJNA's Code of Conduct and regulations applies to all students and guests.

### Requirements for Participation at "Dances"

The following are rules that must be followed:

1. All students who come to the dance will remain at the dance for its duration. If a student leaves, under no circumstances will that student be readmitted. If a student wishes to retrieve something from his or her car, a chaperone at the dance will escort that student to the car and back to the dance.
2. If any student appears to be under the influence of drugs or alcohol at a dance, the police will be notified, parents will be called, and the student will be required to leave the dance immediately accompanied by a police officer or a parent. Being under the influence of drugs or alcohol is against the law. Students and guests may be subject to search and or breathalyzer. In addition, school rules will apply and a student will either be suspended for a period of days or possibly face expulsion. The student handbooks outline these disciplinary actions. In the event of any issue with this provision or any other inappropriate action at the dance, the student and parent will be contacted by phone usually on the next school day following the dance by a school administrator.
3. Any student who wishes to bring a guest to the dance must sign the student up prior to the day or night of the dance when purchasing tickets. Only one guest is allowed for each SJNA student. If the guest misbehaves at the dance, the punishment by the school

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can apply to the SJNA student who is responsible for the guest at all times. No middle school students are allowed at any high school dance. No guests who have reached their twenty-first birthday will be allowed.

4. Any student caught smoking/vaping or in possession of tobacco or tobacco products on school grounds will be subject to the school disciplinary process. Any dance venue is considered school grounds.
5. Students must be present at school on the day of the dance in order to attend. Any student not present by the first day's activities may be excluded from the Dance/Ball/Mixer.

### Publications

SJNA's *Reveille* includes important dates and information and is a must read for the school community. The current edition may be found on the SJNA website.

### Athletics and Team Sports

Athletics and Physical Education is an integral part of our students' growth. We require all students to participate in Physical Education classes and interscholastic athletics.

Please see the Athletics section of the Universal Standard for more information about the SJNA Athletics Program and associated activities, procedures, protocols.

### Emergency Protocols

SJNA has developed a series of emergency protocols and drills as part of its Emergency Management Plan, which are explained to and practiced with students periodically during the school year. The purpose of such drills is to protect students in the case of a serious emergency.

#### Emergency Protocol - Fire Drills

Fire drills occur as frequently as needed to ensure everyone's preparedness for an emergency, according to the following procedures:

- If the fire alarm sounds, all must leave immediately through the exit nearest the room.
- Teachers make sure all students are out of the rooms, lights are out, and windows and doors are closed.
- Everyone proceeds to the designated area (primary link up site is the SJNA Rappel Tower on the west side of the Field of Flags/Parade Field) and lines up quietly by class. Teachers take attendance and report to through their Adult Chain of Command up to the most senior staff member on campus at that time.

St. John's Northwestern Academies works closely with the emergency services in providing regular training for all members of our community. Emergency drills such as 'Lock-Down' and 'Shelter in Place' are rehearsed at regular intervals throughout the year.



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## Section XIII: Appendix

### Inappropriate Substance Use Policy

It will be considered a significant violation of School rules to be willingly in the presence of someone who is drinking alcohol, taking illegal drugs, abusing a substance, or using smoking and/or tobacco-related materials for any length of time.

Substance abuse is defined as any unauthorized/unlawful possession, use, distribution, trafficking, and/or sale of any controlled substance, to include prescribed and/or over-the-counter medications, illegal drugs, drug paraphernalia, alcoholic beverages, and/or any chemical substance, including inhalants that could alter a student's physical, intellectual, or emotional state.

The use, sale, possession, or transfer of controlled substances, prescription medications not prescribed to a student in possession of the medication, and illegal drugs, are strictly prohibited and against the law.

The inappropriate use of a non-controlled substance and/or possession of items or paraphernalia that are suspected of being used inappropriately will be considered a violation of the School's policy on substance abuse.

Non-permissible substances also include natural or synthetic products for sale legally in this or another country, or the inappropriate use of any substance or material that is deemed harmful by the school.

In all instances of suspected substance abuse, the student(s) in question will be tested at parent/guardian expense. Parent/guardian notification is made as soon as possible.

### Ramifications of Alcohol and Drug Use

Students are expected to be completely drug and alcohol free while enrolled at St. John's Northwestern Academies. Misuse of prescription or over-the-counter medication, household cleaners and aerosol propellants is also prohibited. A student consuming, buying, selling, in possession of, or under the influence of such substances at St. John's Northwestern Academies or at, or preceding, any St. John's Northwestern Academies activity or event is subject to immediate dismissal and possible prosecution by local authorities. Being in the presence of the use and or possession of alcohol or any illegal substance is also prohibited. Even drug and alcohol violations during non-school time and/or off school premises may have ramifications; including loss of privileges or other disciplinary action. In the event of such offenses, St. John's Northwestern Academies reserves the right to require drug and/or alcohol testing, substance abuse counseling, or other counseling or education for the offending student. In addition, St. John's Northwestern Academies may require without prior notification that a biochemical test for drugs and/or alcohol be performed on a student at any time with or without parental permission.



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The cost of such testing is the responsibility of the parents/guardians. Failure to appear for testing, failure to provide a sample, or evidence of attempted adulteration may cause a test to be presumed positive. A positive test may result in disciplinary action including possible immediate dismissal.

### **Tobacco/Smoking Policy**

The possession, distribution or trafficking of all tobacco products, including vapes, cigarettes, cigars, chewing tobacco, snuff, etc., are strictly prohibited. These prohibitions are in effect at all times. Repeat violations, communal or actual possession, or distribution shall be considered a serious violation of Academy regulations.

The possession and use of e-cigarettes or nicotine (or similar) in any of its conveyances is prohibited. Students in violation may not only face serious consequences up to and including dismissal, but may be subject to urinalysis testing at parent/guardian expense.

Students are reminded that it is illegal in the United States for anyone under the age of 21 to purchase tobacco products.

See each Academy's section of this handbook for additional information associated with "smoking".

### **Policy on Alcohol**

Alcohol is strictly forbidden for student consumption anywhere on campus. It is also a violation of the School's rules to be in the presence of someone in possession of alcohol. In the United States the consumption or procurement of alcohol is against the law by persons under the age of 21.

### **Weapons**

Due to the uniquely serious threat posed by weapons in a school setting, SJNA has a zero-tolerance policy toward the possession of weapons of any kind by its students at any time, including anywhere on campus or at a school-sponsored activity off campus. For the purposes of this policy, a weapon is defined as any implement or device designed or used for inflicting bodily harm or physical damage, including: all firearms, air guns and soft air guns; knives, swords, and other edged weapons; as well as striking weapons, such as clubs and batons. If a student would like to possess, for a legitimate purpose, an item that could potentially be used to inflict bodily harm, such as a kitchen or craft knife, such items must be inspected and approved in advance by the Senior Student Affairs Officer or designee and Residential Life Advisors for boarding students.



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## **Relations, Displays of Affection or Sexual Activity**

Public displays of affection and sexual activity are not permitted anywhere on campus, during school outings, or at school-sponsored activities/events off campus. Evidence of such activity is referred to the Senior Student Affairs Officer's Office and will then proceed in conjunction with the student or students' families along with designated individuals such as advisors, counselors, and the infirmary staff. The safety and integrity of each student at SJNA is always a first concern.

Families are generally the first recommended place for discussion of sexuality. At school, we may discuss issues of human sexuality through advisory, in class discussions, in our residence halls, and in one-on-one conversations where adults are moderating in an age-appropriate, thoughtful and intentional manner.

## **Respect for Property, Public Space, and Safety**

Personal responsibility forms a large part of a SJNA education. Students should behave in a courteous and an orderly manner to all members of the community and should treat the school's property with care and respect. The school building and grounds are shared community space that must serve everyone. Accordingly, it is incumbent upon all community members to keep common areas clean.

The school may charge families for damage to property that goes beyond normal wear and tear or that is deemed to be malicious in nature. Students should keep all books and personal effects either in their appropriate storage areas or in a backpack. Backpacks must be with the student at all times or stored appropriately, and must not be left in hallways unattended. Any items left unattended in unauthorized places or during unauthorized times are removed and placed in the lost and found. Repeated offenses may receive consequences. Students may not endanger the personal safety of others or themselves by behaving recklessly, e.g. throwing objects (including snowballs).

Students are not allowed use of the elevator unless accompanied by a member of the SJNA faculty or staff. Certain provisions are made via the infirmary for students to have limited use for specific medical reasons. When this is the case, a note will be provided to the Student from the infirmary staff. The Student will be expected to provide that document at any time s/he is using the elevator.





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## Anti-Bullying and Hazing Policy

### Bullying

Bullying of any kind has no place at SJNA. This includes verbal or physical harassment and inappropriate exchanges via the internet, phones, or other electronic communications (cyberbullying). Individuals should be sensitive to camera use and how others may feel about images of them being taken. Individuals should not be filmed without their prior approval. Such acts may constitute harassment, whether intentional or unintentional, since the victim feels uncomfortable.

Showing respect for one another means that students do not make disparaging remarks based on race, ethnicity, religion, sexual orientation, or other personal characteristics.

SJNA will adhere to The State of Wisconsin's Anti-Bullying Laws. In accordance with the Law, the School has implemented a Bullying Prevention and Intervention Plan.

### St. John's Northwestern Academies Bullying Prevention and Intervention Plan

#### I. Introduction

At St. John's Northwestern Academies, all members of the school community are expected to adhere to the school's Code of Conduct. Of the Code's Five Basic School Standards of Behavior, the ones particularly applicable to the prevention of bullying are: Consideration of Others, Cooperation, and Respect. It is the policy of the School to provide and maintain a learning environment that is free of bullying and any other verbal or physical harassment that disrupts the learning environment or makes it unsafe. St. John's Northwestern Academies Bullying Prevention and Intervention Plan, set forth below, is published in response to Wisconsin Act 309 (Senate Bill 154). The Plan is an integral part of the School's efforts to promote standards of behavior based on respect, dedication to truth (veritas), and responsibility, as set forth in the Code of Conduct, and to prevent behaviors that can create a hostile environment or impede the learning process. To this end, the Plan spells out SJNA's comprehensive approach to addressing bullying, cyberbullying, and retaliation. This Plan is consistent with broader protections at SJNA against discrimination, harassment, bullying, and retaliation. It is important that this Plan be well understood by all members of the SJNA community. The President is responsible for the final implementation and administration of the Plan. Questions and concerns related to this Plan may be referred to the Senior Student Affairs Officer or any other member of the Administration.

#### II. Policy against Bullying, Cyberbullying, and Retaliation

Bullying of any kind has no place at St. John's Northwestern Academies. The School will not tolerate retaliation against any person who reports bullying, provides information during an



## St. John's Northwestern Academies Universal Standard

investigation of bullying, or witnesses or has reliable information about bullying. Bullying and cyberbullying are prohibited on school grounds and at school-sponsored events, activities, functions, and programs. Bullying and cyberbullying also are prohibited on school buses and vans and other vehicles owned, leased, or used by the School, and through use of technology or an electronic device owned, leased, or used by the School. In addition, bullying and cyberbullying are prohibited at a location, activity, function, or program that is not school-related or through the use of technology or an electronic device that is not owned, leased, or used by the School, if the bullying creates a hostile environment at school for a targeted student; infringes on the rights of a targeted student at the School; or materially and substantially disrupts the educational process or the orderly operation of the School.

### Definitions under the Law:

The following definitions are drawn from the State of Wisconsin's Statutes relative to bullying in schools and other sources.

#### Bullying:

Bullying may be defined as the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- causes physical or emotional harm to the targeted student or damage to the targeted student's property;
- places the targeted student in reasonable fear of harm to himself or herself or of damage to his or her property;
- creates a hostile environment at school for the targeted student;
- infringes on the rights of the targeted student at school; or
- materially and substantially disrupts the educational process or the orderly operation of the school.

#### Cyberbullying:

Cyberbullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, fax machines and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings, whether on a web page, in a blog, or otherwise.

#### Hostile Environment:

A hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.



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### Retaliation:

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

### Legal Definitions and School Policy:

It is important to bear in mind that stricter standards of behavior may apply under SJNA policies in order for the School to prevent inappropriate verbal and physical conduct before a student has been subjected to bullying as defined under the law. For example, although the law defines bullying as "repeated use" of certain expressions, acts, and/or gestures, the School reserves the right, in accordance with its Code of Conduct, to apply disciplinary measures and other corrective action in a case of a single expression, act or gesture, if the School determines that it is of sufficient severity to warrant disciplinary measures or other remedial action or that the repetition of that expression, act, or gesture might reasonably result in bullying as defined under the law.

### III. Prevention of Bullying and cyberbullying

From their first days at the School, students learn that as members of the SJNA community, they have a right to be treated with dignity and respect. The SJNA mission emphasizes high ethical standards and a respect for diversity, and faculty and staff are clear in their expectations for student behavior. Students and their parents or legal guardians agree to abide by the Code of Conduct and the School's other policies and rules. When necessary, parents or legal guardians are notified and asked to reinforce standards of behavior for membership in the SJNA community. Under the guidance of the Senior Student Affairs Officer, Advisors review the central provisions in the St. John's Northwestern Academies Student & Family Handbook with their advisees each fall. Both the students and their parents or legal guardians are expected to familiarize themselves thoroughly with the Handbook, and agree to abide by the School's policies and rules when they sign the Enrollment Contract. In addition to broad rules related to the SJNA standards of behavior and the Honor Code, the Handbook explicitly sets forth the Computer & Technology Acceptable Use Policy, including its relevant provisions for the prevention of cyberbullying and harassment. Assemblies, advisee and class meetings, et al. are utilized by advisors and administrators to make sure that students are well informed about what is expected of them and to reinforce positive conduct. By devising ways to build school spirit and contribute to a positive school climate, the Student Council, and other forms of student self-government have an important role to play in anti-bullying efforts and awareness, as do student-led groups. Placing a focus on peer relationships and empowering students to take action if they feel targeted or if they witness other students engaging in bullying or other unacceptable behavior will be reinforced.

Administration, faculty, and staff recognize that it is essential that expectations for student conduct extend to corridors, locker rooms, athletic fields, lunch, school vehicles and the like.

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The School strives to ensure that ample adult supervision is provided on School premises, and on School-provided transportation throughout the school day as well as at School-sponsored events. All school personnel are expected to promptly intervene in situations where bullying or harassment seems to be occurring. In addition to their oversight responsibilities, SJNA administrators, faculty, and staff recognize their central role in building a positive school climate. All School employees should recognize that students are continuously observing them and that their actions and demeanor will be reflected in the conduct of the students. They will therefore take seriously their responsibility to use and promote respectful behavior and language, positive communication and disciplinary practices, anger management, and empathy for others in all of their dealings with both students and adults.

For support in carrying out their oversight and reporting responsibilities, SJNA faculty and staff will receive annual training in the School's Bullying Prevention and Intervention Plan, as well as in recognizing and preventing bullying, cyberbullying, and harassment. The training will be carried out during in-service days and faculty meetings by School administrators.

### IV. Reports of Bullying, Cyberbullying, or Retaliation

Any student who is the target of bullying or cyberbullying or has witnessed an incident of bullying or cyberbullying or otherwise has relevant information about bullying or cyberbullying prohibited by this policy is strongly encouraged to promptly report the matter orally or in writing to the Senior Student Affairs Officer or to any other faculty or staff member with whom the student is comfortable speaking. Also, any student who is subject to retaliation in violation of this policy or who knows of another student who has been subject to retaliation is urged to report it as soon as possible. A parent/guardian of a student who is the target of bullying or cyberbullying or of a student who has witnessed or otherwise has relevant information about bullying or cyberbullying is strongly urged to promptly notify the Senior Student Affairs Officer. Furthermore, any parent who has him or herself witnessed bullying or cyberbullying or has relevant information concerning such an incident is strongly urged to come forward to the Senior Student Affairs Officer. A parent should also report any incident of retaliation in violation of this policy to the Senior Student Affairs Officer. Any member of the faculty or staff of the School who witnesses or otherwise becomes aware of bullying or cyberbullying in violation of this policy or who becomes aware of retaliation against a student who reported information concerning a violation of this policy is required to report it immediately to the Senior Student Affairs Officer. There are no exceptions. A member of the faculty or staff may not make promises of confidentiality to a student or parent who informs him/her of an allegation of bullying, cyberbullying, or retaliation. Faculty and staff may not make reports under this policy anonymously. The School also urges students and their parents or legal guardians not to make reports anonymously. Although there are circumstances in which an anonymous report may be better than none at all, it is far more difficult to determine the facts of what occurred if complaints are made anonymously. Students and parents or legal guardians are encouraged to bear in mind that the School takes its policy against retaliation seriously. Also, while the School cannot





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promise strict confidentiality, because information must be shared in order to conduct an effective investigation, the School releases information concerning complaints of bullying, cyberbullying, and retaliation only on a legitimate need-to-know basis.

### V. Responding to a Report of Bullying, Cyberbullying, or Retaliation

#### A. Preliminary Considerations.

When a complaint of bullying, cyberbullying, or retaliation is brought to the attention of the Senior Student Affairs Officer, an assessment is made as to whether any initial steps need to be taken to protect the well-being of students and to prevent disruption of their learning environment while the investigation is being conducted. As appropriate, strategies such as increased supervision may be implemented to prevent further bullying, cyberbullying, or retaliation during an investigation. Faculty and staff may be notified as an interim step to assist the investigation and prevent further bullying, cyberbullying, or retaliation while the investigation is taking place.

#### B. Obligation to Notify parents or legal guardians.

It is the policy of the School to promptly notify the parents or legal guardians of any student who is an alleged target of bullying, cyberbullying, or retaliation and the parents or legal guardians of any student who may have been accused of engaging in such behavior promptly after a complaint has been made.

#### C. Investigation

The following is an outline of the procedure that is pursued once a complaint has been brought to the attention of any member of the Administration: As in the case of other serious violations of the SJNA Honor Code, the Senior Student Affairs Officer and their designees investigate infractions and present findings to the Judiciary Council (when active) as needed. The investigation may include (but will not necessarily be limited to) interviews with the person who made the complaint, with the student who was the target of the alleged bullying, cyberbullying, or retaliation, with the person or persons against whom the complaint was made, and with any students, faculty, staff or other persons who witnessed or who may otherwise have relevant information about the alleged incident. Depending on the circumstances, the person or persons conducting the investigation also may choose to consult with other teachers and/or the School's counseling staff. Furthermore, and in accordance with the Administration and Implementation provisions of the Computer & Technology Acceptable Use Policy, the investigation may include examination of any school-owned and operated computer systems, electronic and digital resources, and data stored on those systems. This includes remotely monitoring and recording any activity on systems connected to the School network and the use of video monitoring on School property.



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### D. Resolution, Notification, and Follow-up

Following the investigation undertaken in accordance with the policies described above and in the Student & Family Handbook, the Senior Student Affairs Officer will make the final determination whether and to what extent the allegation of bullying, cyberbullying, or retaliation has been substantiated. If it is determined that the policy set forth in this Plan has been violated, the Senior Student Affairs Officer, in accordance with the procedures set forth in the Student & Family Handbook will determine what disciplinary action and/or other remedial action is appropriate and how it will be implemented. The goal of an investigation and any disciplinary or other remedial action that is imposed following that investigation is to correct the situation to the extent it is reasonably possible and to take such steps as can be taken to prevent there being a repetition of the incident and to prevent the student or students targeted and others who participated in the investigation from being subject to retaliation. In appropriate circumstances, such as when a crime may have been committed or a child may have been subject to abuse or neglect of the type that is reportable under law, law enforcement or another appropriate government agency may be notified. Upon completion of the investigation, the Senior Student Affairs Officer will meet individually with the student or students who were the target of the alleged incident and the student or students against whom the complaint was made and their parents or legal guardians, as readily able, to report the results of the investigation and, where disciplinary or other corrective action is determined to be appropriate, to inform the parties of the steps that will be taken to correct the situation. Confidentiality laws protecting student records may limit the amount of information provided in these meetings. Follow-up contacts will be made with any student found to have been targeted in violation of this policy and his/her parents or legal guardians to inquire as to whether there have been any further incidents.

### VI. Conclusion

This Plan is intended

- (1) to prevent bullying and cyberbullying within the SJNA community.
- (2) to encourage students and their parents or legal guardian(s) to have confidence in the School's procedures and to come forward promptly whenever a student is subject to conduct that is prohibited by this or any other School policy.
- (3) to implement procedures for appropriate discipline and other corrective measures when they are found to be warranted in cases of bullying, cyberbullying, and retaliation.



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## Section XIV: Disclaimers

The policies and procedures set forth in this handbook are not a right or part of the enrollment contract. The procedures herein do not confer any contractual rights on any student, but instead serve as an aid to the school - in total and per individual(s) - in its decision making responsibilities.

This handbook is intended to serve as a guide to help students and their families come to know St. John's Northwestern Academies' programs and opportunities as well as to set forth basic expectations and agreements. Please take the time to familiarize yourself with its contents. We are hopeful that the handbook will answer many questions you may have about various aspects of school life.

Please understand that no set of rules or guidelines can cover every conceivable situation that might arise at a school. The rules, policies and procedures set forth in this handbook are intended to apply under normal circumstances. However, there may be situations that require immediate or non standardized responses. This handbook does not limit the authority of St. John's Northwestern Academies to deviate from the normal rules and procedures set forth in this handbook, and to deal with individual circumstances as they arise in the manner deemed most appropriate by the school taking into consideration the best interests of the Academies, its faculty, employees, students and overall school community. The policies may also be revised or updated periodically, even during the school year. You will be made aware of any changes via electronic communication. Any student or parent who has a question about any handbook policy or statement should feel free to communicate with the Student Affairs Officer or Senior Student Affairs Officer.

### Cooperation with Investigation

Students are expected to cooperate in investigations. Students are expected to be honest, but honesty is not necessarily a mitigating factor and students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action. If a student refuses to participate or cooperate at any stage of an investigation for whatever reason, including, but not limited to, pending criminal charges, the school reserves the right to take action, including proceeding without a statement from the student, or to ask the student to leave school.

### Learning From Our or Other's Mistakes

The school reserves the right to raise at any school meeting any issue of discipline regarding a student for the purpose of furthering the educational and learning exposure of students and the school community overall.



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## Searches

A search of a student's room and/or any other item in a student's possession may occur when any member of the faculty or school administration has reason to believe that a disciplinary infraction or the existence of physical or other potential harm to the student or others will be discovered. In addition, in the school's ongoing efforts to ensure compliance with our rules and that students engage in appropriate behavior, and to maintain a substance free and safe school environment, the school may choose to conduct a random search of any area of the school premises as well as any item of a student's personal belongings or items in a student's possession at any time and without prior notice.

## Parent/Guardian/Family Behavior

As a parent or guardian, I agree to abide by the rules and regulations of the school as set forth in the handbooks. I understand that the school believes that a positive and constructive working relationship between the school and the parent or guardian is essential to the fulfillment of the school's mission. I understand and agree that the school reserves the right to terminate enrollment of my child if the school concludes in its sole discretion that the actions of a parent or guardian seriously interfere with the school's accomplishment of its educational purpose.

## Additional Statements on Bullying, Hazing, Sexual Harassment, Other Harassment, Violence

### Bullying

Bullying will not be tolerated at our school. Bullying occurs when a student is the target of negative actions usually in the form of intentional, repeated hurtful acts, words, or other behavior such as: Intimidation, such as name-calling or threatening; social alienation, such as shunning or spreading rumors; or physical aggression, such as spitting or pushing. Any student who believes that he/she has been the victim of bullying shall report the incident(s) to the head of school, Senior Student Affairs Officer, school nurse or your advisor. Any student found to have engaged in bullying shall be subject to appropriate disciplinary actions, which may include suspension or expulsion.

### Hazing

The term hazing means any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Wisconsin State Legislature Chapter 948.51 refers to the definitions of Hazing: "No person may intentionally or recklessly engage in acts which endanger the physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating in connection with a school, college or university. Under those circumstances, prohibited acts may include any brutality of a physical nature, such



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as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, forced confinement or any other forced activity which endangers the physical health or safety of the student.”

### Hazing Policy

SJNA takes allegations of hazing seriously and responds promptly to complaints of hazing.

Should the School determine that such inappropriate conduct has occurred, it will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a school environment that is free of hazing, the policy is not designed or intended to limit our authority to discipline or take remedial action for school conduct that we, the School, deem unacceptable, regardless of whether that conduct satisfies the definition of hazing.

Any incident of hazing would be considered a serious breach of the school's rules and should be reported immediately to a staff/faculty member, or other adult, who would notify the Senior Student Affairs Officer in confidence of the complaint.

Upon receipt of a hazing complaint, the school promptly investigates the allegation in a fair and expeditious manner. The investigation maintains confidentiality to the extent practicable under the circumstances. Our investigation may include a private interview with the person(s) filing the complaint and with witnesses. The School will also likely interview the person(s) alleged to have committed hazing. When we have completed our investigation, as appropriate we inform the person(s) filing the complaint and the person(s) alleged to have committed the conduct of the results of that investigation.

If we determine that inappropriate conduct has occurred, we act promptly to eliminate the offending conduct, and if/when it is appropriate we also impose suitable disciplinary action.

Disciplinary action may range from counseling to expulsion, and may include such other forms of disciplinary action as we deem appropriate under the circumstances.

**Hazing will not be tolerated at our school.** Hazing is defined as any conduct, coercion, or intimidation used as a method of initiation into a student organization or team which is likely to endanger the physical or mental health of any student. Reporting Requirements It is a crime to (1) participate as an actor in any student hazing, (2) knowingly submit to hazing, or (3) be present at or have direct knowledge of hazing and fail to report such hazing to law enforcement or school authorities. Every member of the school community must report hazing to the school principal or a vice principal. In addition, the school is required by law to report to the local police any hazing reported to it or of which it becomes aware. Keep in mind that, under the law, the



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implied or even express consent of any person toward whom any act of hazing is directed is not a defense to hazing.

### Examples of Hazing

Examples of behavior that could be considered hazing include being forced to:

- Destroy or steal property.
- Be tied up, taped, or confined in a small space.
- Be paddled, whipped, beaten, kicked, or beat up others.
- Do embarrassing, painful, or dangerous acts.
- Be kidnapped or transported and abandoned.
- Consume spicy or disgusting concoctions.
- Be deprived of sleep, food, or hygiene.
- Engage in or simulate sexual acts.
- Participate in drinking contests.
- Be tattooed or pierced.

### Consequences of Hazing

Hazing will not be tolerated at our school. Offending students will suffer appropriate disciplinary action including the possibility of suspension or expulsion. Any student who is witness to or the victim of hazing should report it immediately to your coach or group advisor, their Student Affairs Officer, or Senior Student Affairs Officer.

### Sexual Harassment

Title VII of the Civil Rights Act of 1964 makes it illegal to discriminate in employment based on race, color, religion, sex, or national origin. 42 USC § 2000e-2(a) et seq. Title IX of the Education Amendments of 1972 prohibits sex discrimination in schools and colleges receiving federal financial assistance. 20 USC §§ 1681-1688. Under state anti-discrimination laws, it is illegal to discriminate in employment on basis such as race, color, religion, sex, marital status, national origin, or sexual orientation.

A definition of the conduct that is prohibited, along with examples of the conduct.

- The statement that such conduct will not be tolerated and may subject offenders to disciplinary action.
- A clear and straightforward complaint procedure encouraging timely written complaints.
- A statement that all complaints will be investigated and a general definition of how the investigation will take place.
- Alternative reporting mechanisms, so that no employee or student could be forced to report harassment to the alleged harasser.

A statement that the school will attempt to protect the confidentiality of the investigation to the extent possible without stating a guarantee of confidentiality.

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- A prohibition against any retaliation.

**This school will not tolerate sexual harassment of students, employees, or other members of the school community by anyone, whether on school property, at school or work-related assignments or events off school property, or at school-sponsored social functions.** Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature or related to a person's sex when: submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, or academic standing, or opportunities; or submission to or rejection of such conduct by an individual is used as the basis for employment, or academic or school-related decisions affecting that individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating a hostile, intimidating, or offensive environment. Some examples of sexual harassment include: sexual innuendo; verbal harassment, including derogatory comments or slurs, or inappropriate comments about a person's body or appearance; physical harassment such as unwanted touching, patting, or pinching, or physical interference with movement or work; or visual harassment such as derogatory cartoons, drawings, posters, or graffiti. Any student who believes he/she has been harassed should report such actions to the head of school, Senior Student Affairs Officer, school nurse, or the student's advisor. Following a complaint of harassment, the school will conduct such an investigation as is necessary to appropriately respond to the complaint and ensure that no further harassment or retaliation occurs. Complaints will be maintained in confidence to the extent possible considering the school's obligation to take appropriate responsive action. Appropriate disciplinary actions will be taken against anyone found to have sexually harassed another. Some forms of sexual harassment are considered violations of criminal law or covered by mandatory reporting obligations, and may need to be reported to legal authorities. Students are also protected from any retaliation for making a good faith harassment complaint or for participating in a harassment investigation. Any student with a concern that he or she is being retaliated against should immediately bring it to the attention of the head of school, Senior Student Affairs Officer, school nurse, or the student's advisor.

Department of Education "Office of Civil Rights; Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students or Third Parties; Notice." (Final Policy Guidance in Federal Register, Vol. 62 No. 49, March 13, 1997.

### **Sexual Harassment**

SJNAs takes allegations of sexual harassment seriously and responds promptly to complaints of sexual harassment. Should we determine that such inappropriate conduct has occurred, we act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a school environment that is free of sexual harassment, the policy is not designed or intended to limit our authority to

*To find more details on the information provided in the Universal Standard you may refer to each Academy's section of the Appendix. 167*  
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discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

### Definition of Sexual Harassment

Wisconsin law defines sexual harassment as: “unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. It can be unwelcome actions taken by a person of the same or opposite gender” (WI State Stat. Sec. 111.32)

*Sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature occurs when:*

Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions, or, *Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's school performance by creating an intimidating, hostile, humiliating or sexually offensive school environment.*

Under these definitions, direct or implied requests by an administrator, teacher or student for sexual favors in exchange for actual or promised school benefits such as favorable reviews, unearned grades, or other favorable treatment, preference, or continued enrollment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually-oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a school environment that is hostile, offensive, intimidating or humiliating to male or female students may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that is unwelcome and may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- unwelcome sexual advances - whether they involve physical touching or not;
- sexual epithets, jokes, written or oral reference to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- displaying sexually suggestive objects, pictures, cartoons;
- unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- inquiries into one's sexual experiences;
- discussion of one's sexual activities.

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## Complaints of Sexual Harassment

A student or parent/guardian acting on a student's behalf, who believes that he or she has been subjected to sexual harassment, has the right to file a complaint with the school. This may be done in written or oral form. Students wishing to file a complaint may do so by contacting or having his or her parent/guardian contact in confidence any of the following persons, depending on with whom the student feels more comfortable discussing the matter: Senior Student Affairs Officer, Infirmary staff, the student's Advisors or other adult. These persons are also available to discuss any concerns the student may have and to provide information to him or her about our policy on sexual harassment and our complaint process.

## Sexual Harassment Investigation

Any of the persons receiving a complaint of sexual harassment filed by a student shall immediately notify the Senior Student Affairs Officer in confidence of the complaint.

Upon receipt of a sexual harassment complaint, the school promptly investigates the allegation in a fair and expeditious manner. The investigation maintains confidentiality to the extent practicable under the circumstances. Our investigation may include a private interview with the person filing the complaint and with witnesses. We will also likely interview the person alleged to have committed sexual harassment. When we have completed our investigation, to the extent appropriate we inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

If it is determined that inappropriate conduct has occurred, the school acts promptly to eliminate the offending conduct, and if/when it is appropriate also imposes suitable disciplinary action.

## Mandated Reporting

While SJNA will conduct its own internal investigation of any incidents that occur, it is important to note that in certain instances adult members of the community, following legal statutes while acting as a Mandated Reporter following Mandatory Child Abuse Reporting Laws, must report misconduct to external authorities. If a student is of legal age (eighteen years of age) and engages with a student who is still legally a minor, the eighteen year old is considered an adult and will be treated as such under the law.

## Other harassment

Other, nonsexual harassment may occur when someone tries to humiliate or intimidate another, such as:

- making racist comments
- making derogatory comments about your religion
- making cruel personal jokes



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- teasing you about your sexual orientation

No one should be allowed to harass you on the basis of your:

- Sex/gender
- Race
- Color
- Religion
- National origin
- Disability
- Sexual orientation
- Gender Presentation
- Ethnic background

Anyone who believes that he/she has been harassed as described above should report such action to their Student Affairs Officer, Senior Student Affairs Officer, school nurse or the student's advisor. The school will follow the complaint handling procedures set forth above regarding sexual harassment.

### Policy Against Violence

Students must never resort to physical confrontation to resolve their differences. Fighting for any reason will not be tolerated and may result in disciplinary action including possible suspension or expulsion, loss of athletic or extracurricular activities privileges, parental conference, behavior probations, or other disciplinary action as may be deemed appropriate. Fighting includes (without implied limitation) the throwing of punches or a serious physical struggle. Likewise, threatening another will not be tolerated. Threatening includes any behavior which purposely places or attempts to place another in fear of imminent bodily injury or physical contact. The possession of a weapon or other dangerous object in the school building or on school property, school buses, or at school functions is prohibited and may result in suspension, police intervention, and possible expulsion. Dangerous objects include without implied limitation items such as guns, firearms, explosive devices, knives, slingshots, batons, pepper spray, and chemical sprays.



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