HANDBOOK NUMBER: ______________________________________

This handbook is the property of St. Catherine's Academy. Cadets are expected to read the handbook in its entirety and fully understand all portions therein.

This Cadet Corps Military Program Handbook has been issued to the following cadet:

Name: ______________________________

Rank: ______________________________

Unit: ______________________________

Grade: ______________________________

* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *

Certification

I certify that I have fully read the St. Catherine's Academy Cadet Corps Military Program Handbook and understand its content with regard to the obligations, requirements, orders and regulations associated with the St. Catherine's Academy military program.

______________________________________________

Signature

______________________________________________

Date
July 16, 2012

Memorandum for: All St. Catherine’s Academy Cadets

Subj: SCA Cadet Military Handbook

This Cadet Military Handbook provides all of the essential information that you require in order to succeed in the military program at St. Catherine’s Academy. As a Cadet, you are charged with studying this handbook and becoming thoroughly familiar with all of the information in it. You will be required to apply yourself in the military program with the same diligence and professionalism that you are expected to apply in your academic program.

The SCA Cadet Military Handbook reflects the academy’s long and honored tradition of military, academic and spiritual excellence and commitment. The honor code, merit/demerit system, awards and promotion programs, and discipline system are integral parts of the military program and the academy’s commitment to helping all of our cadets reach their full potential. Every individual, as well as the entire Corps of Cadets as a whole, will benefit when every cadet is thoroughly familiar with and understands the military program at St. Catherine’s. It must be emphasized that the positive values and principles St. Catherine’s cherishes and teaches are a lifelong commitment to human and spiritual excellence and not just words.

We at St. Catherine’s Academy are a team. We are all here for one purpose; to ensure each cadet receives those tools necessary to reach their full potential in their academic careers and in life as a whole. We are here to assist each cadet in developing the strength needed to succeed; strength of character, strength of will, strength of spirit, and strength of knowledge.

Your parents are committed to giving you the finest education possible. We at St. Catherine’s are also committed to this worthy endeavor. Nevertheless, you must also be committed in that you must take advantage of this opportunity given you and strive for excellence as a Cadet at St. Catherine’s Academy.

Semper Fidelis,

Barry B. Bizzell
Colonel, USMC (Ret)
Commandant

215 North Harbor Boulevard
Anaheim, California 92805
(714) 772-1363
www.stcatherinesacademy.com
EIGHTH EDITION

June 25, 2013
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DOMINICAN BLESSING

May God Creator Bless Us
May God Redeemer Heal Us
May God the Holy Spirit Fill Us with Light

DOMINICAN SISTERS OF MISSION SAN JOSE

Three young Dominican Sisters were gathered in a little convent parlor in Williamsburg, New York on November 2, 1876. Sister Maria Pia Backes, 24, Sister M. Amanda Bednartz, 17, and Sister M. Salesia Fichtner, 21, were saying farewell. There were tears, a mother’s final handshake at the carriage door, and the pastor’s repeated counsel, “Have courage.” The Sisters were on their way to California to take up missionary work among the German-speaking Catholics. Sister Pia, superior of the young group, confided in her diary that the mission to the West “seemed extremely hard.” Rightly so! These were the birth pangs of the Dominican Sisters of Mission San Jose, the Congregation of the Queen of the Holy Rosary.

The journey of the young Sisters to teach in a distant, unknown place was rooted firmly in the mission of their Order’s founder, Dominic de Guzman. In thirteenth century Europe, Dominic saw a great need for combating heresy and preaching the Gospel. He responded by founding an Order of Preachers, women and men nourished by contemplation of the Word of God and study.

DOMINICAN CHARISM

In the spirit of Saint Dominic and Mother Maria Pia Backes, foundress of the Dominican Sisters of Mission San Jose, we are called to seek truth and to live and proclaim the Gospel message. We witness to this call through commitment to study, prayer, building of community and outreach to all people with special concern for the young, the poor and the vulnerable.

DOMINICAN CORE VALUES

Integrity and Truth – A commitment to the pursuit of truth and a respect for the dignity, uniqueness and value of each person and all of creation.
Catholic Identity – A commitment to fostering an integration embracing three interlocking dimensions: the message revealed by God, community as a concept that is taught and a reality that is lived, and service to the entire human community.

Excellence – A commitment to quality education and development of the whole person.

Compassion and Justice – A call to live the Gospel message of Jesus by reaching out to the local Church and civic community as well as addressing global concerns of our earth and its people.

HISTORY OF ST. CATHERINE’S ACADEMY

Invited by the pastor of St. Boniface Church to begin a parish school, Mother Maria Pia Backes, OP, foundress of the Dominican Sisters of Mission San Jose, came to Anaheim in 1887. On March 19, 1889, St. Catherine’s was dedicated, and on March 25, the school welcomed its first students.

From these early beginnings, St. Catherine’s has undergone many changes. Originally, the school was a resident academy for girls and parish school serving the families of Anaheim and Fullerton. Next, it became an orphanage for boys. Finally, the school became an all boys resident school. In 1924, St. Catherine’s adopted a military tradition in order to provide strong male role models for the boys and maintain a uniformity of approach. In 1925, it acquired the status of a private military academy with the approval of Bishop John J. Cantwell.

In 1936, an ESL class was instituted to meet the needs of the growing number of students coming from Mexico to learn the English language. Today, the ESL program continues that tradition and includes students from Asian countries as well.

In the 1950’s, St. Catherine’s opened its doors to day students in response to the tremendous growth of Orange County. A major building program allowed St. Catherine’s to meet the needs of its expanding enrollment. In 1958, the Saint Thomas Aquinas Chapel was built. The chapel is dedicated to Captain William Maguire, SCA chaplain from 1950 to 1953 and World War II hero. Over the years, St. Catherine’s has continued to build, remodel, and renovate to meet the changing needs of its cadets.

Today, 125 years since Mother Pia responded to the needs of a pioneer settlement, St. Catherine’s Academy continues to meet the needs of children, now in the 21st century. The Academy remains a testament to the spirit, dedication, and commitment of the Sisters, staff, alumni, and friends who have been a part of the St. Catherine’s family. To the young men who have been part of her history, St. Catherine’s is more than a school; it is a way of life.
ST. CATHERINE'S ACADEMY MISSION

St. Catherine’s Academy, a Catholic school with a military tradition, builds within young men a foundation for success through a formation program, rooted in the Dominican Charism, which emphasizes faith, leadership, academics, and service.

ST. CATHERINE’S MILITARY DEPARTMENT MISSION

The SCA military department’s supporting mission is to promote and foster self-discipline within each cadet. In keeping with the Dominican Order’s philosophy, the military department primary objectives are to develop within each cadet a keen sense of honor, commitment, cooperation, initiative, discipline, leadership and respect by use of proven military training methods and techniques.

ST. CATHERINE’S VISION, PHILOSOPHY AND VALUES

VISION. St. Catherine’s Academy will be an internationally recognized boarding and day student primary school for boys whose mission is to foster academic excellence, self-discipline, honor and faith in all boys attending the academy. The Academy’s military foundation will enable its cadets to develop leadership skills, discipline, and those positive character traits necessary to succeed in life.

PHILOSOPHY

Saint Catherine’s Academy, A Catholic resident/day school for boys in kindergarten through eighth grade, builds within young men a faith-filled foundation for success, rooted in the Dominican pillars of prayer, study, community, and ministry. On the foundation of these pillars, we along with their parents, the primary educators, strive to develop well-rounded cadets who are aware of the importance of faith in all aspects of their lives.

Through opportunities of prayer, community, worship, and religious instruction, students are taught that prayer is a significant part of everyday life and a means of growing in their respective personal relationship with God.

With the belief that study leads to a better understanding of God’s truth, academics are based on curriculum standards and Gospel values that will create a foundation for lifelong learning. Teachers work to recognize God-given talents of each student through a differentiated, student-centered approach. Furthermore, believing in the benefits of a single-sex education, teachers focus on the unique learning styles and interests of boys in developing lessons, activities, and projects.

The academic, military and resident programs teach cadets the importance of community and how to relate to others as leaders and team members responsible for
Success of one another. The military tradition also stresses honor, respect and self-discipline.

The importance and joy of ministry to others is inspired through opportunities for service to the local and global community. Teachers incorporate service-learning ideals into their curriculum to reinforce these experiences.

**DOMINICAN PILLARS.** The foundation from which St. Catherine’s Academy is based on is the Charism of the Dominican Sisters of Mission San Jose, which is rooted in the four pillars of the Dominican Order – prayer, study, ministry and community. These four pillars are foundational teaching goals of the military department and are continually reinforced and embraced by the staff, faculty and cadets in all aspects of St. Catherine’s Academy life. The four pillars are:

- A young man who embraces Prayer as he lives a life of faith
- A young man who lives Community based on leadership virtues supported by the military tradition
- A young man who commits to Study, to learn and grow in wisdom
- A young man who is willing to serve others through his Ministry.

**CORE VALUES.** To fulfill its mission, vision and philosophy, the military department of St. Catherine’s Academy will apply the following core values in all that we teach cadets: Leadership, Honor, Courage, Commitment, Responsibility, Community, Study, and Respect.

**HONOR CODE**

The St. Catherine’s Corps of Cadets are united by common threads; trust and confidence in each other and respect for one another. Such trust and confidence comes only from exercising personal integrity and adhering to the SCA Honor Code in both words and deeds. A St. Catherine’s Cadet is truthful because he realizes that knowing and speaking the truth is a power unto itself. A St. Catherine’s Cadet places a high value on personal integrity and honor and abhors those who lie, cheat or steal. A St. Catherine’s Cadet has self respect and respects all other people no matter who they are or what their beliefs may be. Therefore, we of St. Catherine’s Academy uphold a strict Honor Code by which we all live, work and play. That Honor Code is:

A SCA Cadet **Will Always** …

- **Tell the Truth**
- **Do His Own Work**
- **Respect Others’ Property & Retain Their Trust**
- **Respect All Other People**
CHARACTER, CITIZENSHIP AND SELF-DISCIPLINE

SCA provides the foundation for cadets to become educated young men of good character. This is learned through learning right behavior patterns and understanding that any decision made, whether right or wrong, has consequences. The consequences of a cadet's decisions while a member of St. Catherine's Academy come in the form of merits, positive reinforcement, demerits and extra military duty (EMD).

PEER PRESSURE. Peer pressure can come in two ways: positive peer pressure and negative peer pressure. In either case, a cadet has a decision to make when peer pressure is applied – either to follow the crowd or take his own path. Following positive peer pressure is a good thing. Conversely, following cadets who are in trouble or not following the rules and regulations of SCA will normally lead an otherwise good cadet into bad situations.

CONDUCT POINTS. Conduct points are issued for each quarterly reports period and are based on the cadet's demerit balance at the end of each quarter. Conduct points are NOT included in calculating a cadet's academic GPA. Conduct points, combined with other military program evaluation points, influence a cadet's future promotions, selection for positions of responsibility within the Regiment, and possibly whether or not a cadet will be invited to return to SCA in subsequent school years.

<table>
<thead>
<tr>
<th>CONDUCT POINTS</th>
<th>DEMERITS</th>
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<tr>
<td>15 points per quarter</td>
<td>0-8 Demerits</td>
</tr>
<tr>
<td>10 points per quarter</td>
<td>9-16 Demerits</td>
</tr>
<tr>
<td>5 points per quarter</td>
<td>17-24 Demerits</td>
</tr>
<tr>
<td>0 points</td>
<td>25 or more Demerits</td>
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EXPECTATIONS OF CADETS. This Cadet Handbook defines the rules, regulations and standards expected of cadets while attending St. Catherine’s Academy. These apply either on or off campus and whether in or out of uniform. The SCA discipline system is designed to teach and reinforce good decision making and consistency in positive behavior, no matter what situation one finds oneself. This Handbook is also written to allow character growth in a cadet’s life by him trying to follow the rules and regulations and meet the high standards of SCA, and knowing there will be consequences for not following the rules or achieving the standards set forth. The means used at St. Catherine’s Academy to enforce and reinforce the rules, regulations and standards used to instill discipline, character, positive decision making, leadership, and esprit de corps within each cadet is the Single Track Discipline System (STDS). The STDS is a system of rewards (merits and recognition) and discipline (demerits and extra military duty), and is one that has been successfully used at other U.S. Military Academies for decades.
HONORING THE RULES. Since its conception SCA has proven and time-tested rules that have helped to build boys into men of character. Each cadet can succeed by:

1. Keeping his dormitory and common areas clean, orderly, and ready for inspection. Common areas include the heads (latrines), showers, wash basins, passageways, stairs, locker rooms, and the campus grounds. Maintaining cleanliness and orderliness are signals cadets are proud of their Company, Battalion, their dormitory, and the Corps as a whole.

2. Wearing his uniforms correctly, maintaining a high standard of personal appearance, and always ready for inspection. Maintaining a squared away appearance is a signal that a cadet takes personal pride in himself and is setting a positive example for others to follow. If a cadet looks sharp he will be sharp and represent himself and his Corps in a worthy manner.

3. Being on time and in the right place at the right time. Honor is ensuring your word is your bond. This means keeping commitments by attending formations, classes, meals, and other scheduled events according to the SCA published schedule. This is a signal that a cadet is taking responsibility for his own actions and desires to achieve and maintain the high standards set at SCA.

4. Always being prepared. This means completing all academic and military assignments on time, completing all homework assignments, and allotting an appropriate amount of time to group and self-study. This is a signal that a cadet seeks to achieve success and displays maturity and sound judgment.

SCA MERIT SYSTEM

The SCA merit system is used to recognize superior performance in each military and academic discipline. It is a system used to reward those cadets whose performance is in keeping with the high standards set forth by the Academy and is used as a measure of success in cadet character building. Merits are also used as a measure for future promotion and/or assignment into command or staff leadership positions.

The following Merit Table applies to all cadets, whether resident or day students. However, due to differences in resident and day students certain merits, as annotated in *italics*, will apply only to resident cadets. Additionally, the prescribed merits listed below can be adjusted by those staff members awarding the merits (a higher or lower number) depending on the circumstances surrounding the awarding of the merits. Note that the final approving authority for awarding a modified number of merits rest solely with the SCA Commandant.
## SCA Merit Table

**Type and Level of Performance** | **Earned Merits**
--- | ---
**Conduct**<sup>1</sup> | 15, 10, or 5 merits / Qtr
Superior Academic Achievement (per subject) | 10 merits / reporting period
Satisfactory Academic Achievement | 5 merits / reporting period
Study skills / Homework Completion | 5 merits / reporting period
Classroom work habits | 5 merits / reporting period
Classroom Cooperation | 5 merits / reporting period
Timeliness | 3 merits / reporting period
**Uniform Inspection**<sup>2</sup> | 3 merits / reporting period
   - Outstanding for all inspections during week
   - Satisfactory for all inspections during week
**Bunk Inspection (Passing)** | 2 merits
**Dorm Locker Inspection**<sup>3</sup> | 3 merits / inspection
   - Outstanding for all inspections during week
   - Satisfactory for all inspections during week
**Dorm common area clean and orderly (Note 3)**<sup>3</sup> | 2 merits / inspection
   - (Incl. TV & recreation areas and latrines)
**PE locker inspection**<sup>3</sup> | 3 merits / inspection
   - Outstanding for all inspections during week
   - Satisfactory for all inspections during week
**Unannounced Uniform and/or Locker Inspections**<sup>3</sup> | 5 merits / inspection
   - Outstanding inspection results
   - Satisfactory inspection results
**Academy participation**<sup>3</sup> | 9 merits / quarter
   - (Drill Tm. / Band / Altar Servers / Honor Guard)
**Organized sports participation**<sup>3</sup> | 9 merits / quarter
**Volunteers for extracurricular academy activities** | 8 merits / activity
**Community Service** | 8 merits / activity
**Assigned Company area clean and orderly**<sup>4</sup> | 2 merits / week
   - (Note 4)
**Company mess hall area clean and orderly**<sup>4</sup> | 2 merits / week
   - (Note 4)
**Demonstrated leadership**<sup>5</sup> | 5 merits / occurrence
   - (Note 5)
**Excellent personal appearance / military bearing**<sup>6</sup> | 3 merits / week
   - (Note 6)
**Military courtesy**<sup>7</sup> | 2 merits / day
   - (Note 7)
**Military knowledge**<sup>8</sup> | 2 merits
   - (Note 8)
**Sets positive example / positive attitude** | 5 merits / reporting period
**Personal involvement / team spirit** | 5 merits / reporting period
**Demerits received during academic quarter**<sup>9</sup> | 15 merits / quarter
   - 0-8 (Outstanding)
   - 9-16 (Excellent)
   - 17-24 (Satisfactory)
   - 10 merits / quarter
   - 5 merits / quarter

---

SCA Merit Table Notes:

---

1. Conduct: 15, 10, or 5 merits / Qtr
2. Uniform Inspection:
   - Outstanding: 3 merits / reporting period
   - Satisfactory: 1 merit / week
3. Dorm Locker Inspection:
   - Outstanding: 3 merits / inspection
   - Satisfactory: 1 merit / inspection
4. Dorm common area clean and orderly:
   - Outstanding: 2 merits / inspection
   - Satisfactory: 1 merit / inspection
5. PE locker inspection:
   - Outstanding: 3 merits / inspection
   - Satisfactory: 1 merit / inspection
6. Unannounced Uniform and/or Locker Inspections:
   - Outstanding: 5 merits / inspection
   - Satisfactory: 2 merits / inspection
7. Academy participation:
   - (Drill Tm. / Band / Altar Servers / Honor Guard): 9 merits / quarter
8. Organized sports participation: 9 merits / quarter
9. Volunteers for extracurricular academy activities: 8 merits / activity
10. Community Service: 8 merits / activity
11. Assigned Company area clean and orderly:
    - (Note 4): 2 merits / week
12. Company mess hall area clean and orderly:
    - (Note 4): 2 merits / week
13. Demonstrated leadership:
    - (Note 5): 5 merits / occurrence
14. Excellent personal appearance / military bearing:
    - (Note 6): 3 merits / week
15. Military courtesy:
    - (Note 7): 2 merits / day
16. Military knowledge:
    - (Note 8): 2 merits
17. Sets positive example / positive attitude: 5 merits / reporting period
18. Personal involvement / team spirit: 5 merits / reporting period
19. Demerits received during academic quarter:
    - 0-8 (Outstanding): 15 merits / quarter
    - 9-16 (Excellent): 10 merits / quarter
    - 17-24 (Satisfactory): 5 merits / quarter
(1) Individual cadet merits may be awarded by the faculty and staff without review and approval by the military staff unless a modified number of merits are awarded. The Regimental Commander, Battalion Commanders and Company Commanders may only submit merit recommendations and only on cadets assigned to their respective command. Cadet Commanders (Regiment, Battalion and Company) will submit recommended merits through the chain of command to the Deputy Commandant for review and final approval.

(2) Under special circumstances only the Commandant may award merits for performance not listed above or increase the number of earned merits for performance listed in the table. Recommendations for awarding additional merits can only be submitted by the military staff, academic staff, and resident care providers. The Deputy Commandant will review and endorse all such requests prior to submission to the Commandant for final approval.

(3) All resident cadets living in a dormitory that have received a passing inspection grade will receive the number of merits listed except those directed by the resident care providers.

(4) All cadets assigned to the Company(s) whose assigned company area and/or mess hall area is clean and orderly during the award period will receive the number of merits listed except those recommended by the Company Commanders and approved by the Deputy Commandant.

(5) Demonstrated leadership is not to be necessarily associated with command leadership positions within the Regiment. Each cadet who demonstrates positive leadership traits at any time may be awarded the merits listed within the table whether he is assigned to a command leadership position or not.

(6) Personal appearance is not necessarily associated with uniform inspections. A cadet that is squared away and takes pride in his uniform and personal appearance at all times may be awarded the merits listed. Only the Commandant and Deputy Commandant may award merits for personal appearance. Commanders may recommend cadets under their command receive personal appearance merits to the Deputy Commandant who will have final approving authority. Military bearing is defined as wearing your uniform with pride and knowing that you are not just wearing it but you believe in it. Bearing also includes how a cadet conducts and carries himself when dealing with superiors and subordinates.

(7) Military courtesy merits are awarded to those cadets who display the proper military courtesy to all SCA personnel whether they are part of the military department, academic department, administration, maintenance and support departments, fellow cadets who are of senior rank or in superior leadership positions, or cadets who are of junior rank and/or position. A good rule of thumb that best defines military courtesy is the golden rule: “Do unto others as you would have others do unto you.”

(8) Military knowledge are those essential military topics that each cadet must know, to include: General Orders, drill procedures, Cadet Corps chain of command, military courtesy, SCA Core Values, the Cadet Honor Code, Leadership traits, leadership principles, Cadet rank structure and insignia, first aid, and heat related casualties. Normally military knowledge will be tested through use of “spot quizzes” during inspections or when conducting military training. Only the military staff will conduct such quizzes and award military knowledge merits.

**MERITS AND CONDUCT RECOGNITION / AWARDS**

**Merits Recognition.** When a cadet first joins St. Catherine’s Academy he will immediately begin earning merits and/or demerits based on his performance as measured by the SCA Merit and Demerit Tables provided. After each quarterly reports period merits earned will be tallied and posted. Cadets that have earned 800 or more merits during the academic year will be awarded a permanent merit ribbon signifying his excellent performance throughout the year.
**Conduct Recognition.** During each monthly reporting period, cadets who have received less than the maximum number of demerits allowed during that month, depending on the cadet’s status (Day, R5 or R7), and have been nominated by the academic department, military department and, in the case of resident cadets, the Resident Care Provider will be allowed to wear the green Citation Cord for the entire subsequent month. Continuous wearing of both the green citation cord will be authorized as long as the cadet continues to earn the privilege every month as indicated above. Cadets will no longer be authorized to wear the green Citation Cord if, during the month of authorized wear, he receives demerits in excess of the number of demerits authorized during the current reporting period. If this occurs then the cadet will not be authorized to wear the citation cord until the next reporting period and only then if the cadet has worked off all demerits received through Extra Military Duty (EMD) and is again recommended to receive it.

**BREAKING THE RULES**

When cadets break the rules and/or do not follow orders and regulations directed by the military department, they receive demerits. Some mistakes are tolerable while others are intolerable (Class 1 Offenses). If a cadet continues to fail to learn from mistakes and continues to accumulate excessive demerits and/or continually displays unsatisfactory conduct, he is identified as not conforming to the SCA program and may be suspended or permanently expelled from the academy.

**DISCIPLINE OFFENSE TABLES**

**Levels of Discipline Offenses.** Class 1 discipline offenses are the most severe with Class 5 offenses being the least severe. Each class carries different levels of discipline based on nature of the offense and the cadet’s overall behavior. Inappropriate behavior not specifically categorized but judged to be of the same type listed in the various categories shall carry the same penalty. The President, Principal and Commandant are the sole authorities to judge and categorize Class 1 offenses and any Special Order offense. Special Order offenses automatically produce an unsatisfactory conduct grade for the grading period. Multiple unsatisfactory conduct grades will necessitate a review of a cadet’s suitability for continued enrollment at SCA. Select Class 3 and all Class 4 and 5 offenses are judged by the SCA staff member(s), i.e. teacher, staff, etc.

*Class 1 offenses constitute unacceptable behavior and are dismissal offenses without appeal*. The President or Principal of SCA is the sole authorities to authorize dismissal of a cadet.

*Class 2 Offenses include both dangerous and offensive behavior*. Repeated Class 2 offenses can lead to dismissal from SCA

*Class 3 Offenses constitute non-destructive disruptive behavior.*

*Class 4 Offenses are lesser violations of cadet orders and regulations which are considered harmful in maintaining good order and discipline within the cadet corps.*

*Class 5 Offenses constitute poor behavior and/or poor judgment that are contrary to overall good order and discipline.*
## DISCIPLINE OFFENSE TABLE

### CLASS 1 DISMISSAL OFFENSES
(Unacceptable Behavior)

<table>
<thead>
<tr>
<th>Offense</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possession, use or distribution of illicit drugs; possession, use or distribution of drug paraphernalia; possession, use or distribution of alcohol; distribution or use of legally prescribed drugs illegally possessed or not under the control of the SCA Medical Department; glue sniffing, etc.</td>
<td>Dismissal</td>
</tr>
<tr>
<td>Violation of California State Law (any class of felony to include but not limited to: assault; battery; arson or acts leading to fire damage; robbery/grand theft; hate crimes/speech, etc.</td>
<td>Dismissal</td>
</tr>
<tr>
<td>Hazing (of all manners or forms)</td>
<td>Dismissal</td>
</tr>
<tr>
<td>Involvement in unlawful / anti-social acts; participation in gangs or racists groups; in a group causing civil unrest on or off campus</td>
<td>Dismissal</td>
</tr>
<tr>
<td>Possession, use or distribution of firearms, explosives, knives, slingshots, or any type of weapon/instrument capable of killing or maiming</td>
<td>Dismissal</td>
</tr>
<tr>
<td>Sexual misconduct to include, lewd/lascivious actions against another person/cadet; taking photos or displaying indecent photo images of other cadets by any means</td>
<td>Dismissal</td>
</tr>
<tr>
<td>Attempting to hack into the Academy’s computers / server for the purpose of stealing, cheating, damaging, disrupting, or deleting or modifying sensitive files</td>
<td>Dismissal</td>
</tr>
<tr>
<td>Multiple, repeated or aggravated Class 2 offenses</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

### CLASS 2 OFFENSES
(Dangerous or Offensive Behavior)

<table>
<thead>
<tr>
<th>Offense</th>
<th>Demerits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honor Code violation (lying, cheating, stealing, disrespect)</td>
<td>SO + 100</td>
</tr>
<tr>
<td>Tampering with academy fire alarm systems or other fire suppression devices; use of an open flame, or possession of any flammable materials, fireworks, etc.</td>
<td>SO + 90</td>
</tr>
<tr>
<td>Physical harassment that causes injury to another and brings into question the safety/security of others</td>
<td>SO + 90</td>
</tr>
<tr>
<td>Disrespectful, disruptive, or disobedient behavior (language, gestures, etc.) toward Academy administration, faculty, staff, or fellow cadets at all times</td>
<td>SO + 90</td>
</tr>
<tr>
<td>Verbal harassment of another cadet surrounding race, national origin, disability, etc.; communicating a threat that brings into question the security and safety of others</td>
<td>SO + 90</td>
</tr>
<tr>
<td>Possession of obscene, violent, demeaning or hateful material (literature, magazines, videos, DVDs, CDs, etc.)</td>
<td>SO + 90</td>
</tr>
<tr>
<td>Fighting, aggravated roughhousing; throwing objects; out-of-control horse play</td>
<td>SO + 90</td>
</tr>
<tr>
<td>DISCIPLINE OFFENSE TABLE (cont.)</td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>CLASS 2 OFFENSES</strong></td>
<td></td>
</tr>
<tr>
<td>(Dangerous or Offensive Behavior)</td>
<td><strong>DEMEREITS</strong></td>
</tr>
<tr>
<td>Use of profanity</td>
<td>SO + 80</td>
</tr>
<tr>
<td>Bullying (requires mandatory counseling)</td>
<td>SO + 70</td>
</tr>
<tr>
<td>Purposely defacing or damaging Academy, academy staff, or cadet property; writing or displaying profane words, images, graffiti, etc.</td>
<td>SO + 70</td>
</tr>
<tr>
<td>Knowingly receiving, buying, contributing, or transacting in any manner, stolen property</td>
<td>SO + 60</td>
</tr>
<tr>
<td>Selling or attempted selling of personal items to other cadets without authorization from the SCA administration.</td>
<td>SO + 60</td>
</tr>
<tr>
<td>Improper possession of otherwise legal drugs (over-the-counter drugs) without approval from the SCA Medical Department</td>
<td>SO + 60</td>
</tr>
<tr>
<td>Defiant, abnormal behavior; possession of items presenting a danger to oneself or others</td>
<td>SO + 50</td>
</tr>
<tr>
<td>Possession, use, or distribution of tobacco products</td>
<td>SO + 50</td>
</tr>
<tr>
<td>Possession of any prohibited items on campus, to include cell phones, video or audio recorders, iPads, CD players, tablets, IPads, or any other unauthorized electronic media devices</td>
<td>SO + 50</td>
</tr>
<tr>
<td>Unauthorized absence from campus (UA)</td>
<td>SO + 50</td>
</tr>
<tr>
<td>Attempting to use SCA and/or personal computers without permission; attempting to access obscene or unauthorized websites on Academy and/or personal computers</td>
<td>50</td>
</tr>
<tr>
<td>Dereliction of duty (including failure to report violations of the rules and regulations set forth in this handbook)</td>
<td>45</td>
</tr>
<tr>
<td>Possession of facsimile firearms or other replicas or toys that appear like an actual weapon</td>
<td>45</td>
</tr>
<tr>
<td>Unauthorized guests on campus whether during or after normal duty hours</td>
<td>45</td>
</tr>
<tr>
<td>Entering into any SCA facility without authorization or without a SCA staff member present; unauthorized possession of SCA facility keys</td>
<td>45</td>
</tr>
</tbody>
</table>

Class 2 Notes:

1. SO = Special Order. A Special Order is issued when a cadet commits a Class 2 offense as either a Letter of Caution or Letter of Reprimand. The order will become part of the cadet’s official military file. The cadet will receive an automatic unsatisfactory Conduct grade for the grading period of the offense. Depending on the circumstances, the Commandant can waive the issuance of a Special Order with just the associated demerits being given to a cadet for the offense.

2. Circumstances surrounding specific Class 2 offenses or repeated Class 2 offenses may also lead to immediate suspension or dismissal.

3. Any electronic devices confiscated from cadets or any other items confiscated will not be returned to the cadet until deemed appropriate by the Commandant.
## DISCIPLINE OFFENSE TABLE

### CLASS 3 OFFENSES
(Disruptive Behavior)

<table>
<thead>
<tr>
<th>Offense</th>
<th>Demerits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expelled from the classroom for disruptive behavior during class</td>
<td>45</td>
</tr>
<tr>
<td>Attempting to use SCA and/or personal computers without permission but no attempt to access unauthorized websites</td>
<td>40</td>
</tr>
<tr>
<td>Misconduct, slurs or inappropriate jokes</td>
<td>40</td>
</tr>
<tr>
<td>Conduct unbecoming of a cadet</td>
<td>30</td>
</tr>
<tr>
<td>Wearing an improper uniform; arriving on campus in an improper uniform</td>
<td>25</td>
</tr>
<tr>
<td>Unauthorized absence from an appointment, class, tutorial, Study Hall, Physical Training (PT), Military Training (MT), assembly, chapel, Medical Department appointment, Extra Military Duty (EMD), or scheduled formation <em>(A Special Order will be issued if there are more than 5 offenses for the school year)</em></td>
<td>25</td>
</tr>
</tbody>
</table>

Class 3 Notes:

1. A Special Order will be issued if a cadet receives more than five (5) Class 3 offenses during the academic year.

2. Demerits received for violations of computer privileges will be accompanied by confiscation of personal computing devices and loss of computer privileges for the remainder of the quarter. Continued violations of computer privileges will result in confiscation of personal computing devices and loss of computer privileges for the remainder of the academic year.

### CLASS 4 OFFENSES
(Harmful Behavior)

<table>
<thead>
<tr>
<th>Offense</th>
<th>Demerits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leaving personal valuables unsecured</td>
<td>10</td>
</tr>
<tr>
<td>Possession of any prohibited items not categorized under a Class 2 offense</td>
<td>10</td>
</tr>
<tr>
<td>Failure to follow orders; respond to fire alarms; etc.</td>
<td>10</td>
</tr>
<tr>
<td>Violation of TAPS in any way</td>
<td>10</td>
</tr>
<tr>
<td>Failure to read or know the Cadet Handbook</td>
<td>10</td>
</tr>
<tr>
<td>Bunk, lockers, or common areas not ready for inspection</td>
<td>10</td>
</tr>
<tr>
<td>Failure to report to Extra Military Duty (EMD); failure to comply/carry out EMD assigned.</td>
<td>10</td>
</tr>
<tr>
<td>Academic neglect; failure to bring required books/materials to class; do homework; participate in Study Hall; do academic assignments</td>
<td>10</td>
</tr>
<tr>
<td>Skipping class after having reported in (i.e. not returning to class after seeking and receiving permission to leave)</td>
<td>10</td>
</tr>
<tr>
<td>Unauthorized, gross tardiness to formation or class (6 minutes or more)</td>
<td>8</td>
</tr>
<tr>
<td>Unauthorized wearing of civilian clothing when on duty</td>
<td>8</td>
</tr>
</tbody>
</table>
## DISCIPLINE OFFENSE TABLE

<table>
<thead>
<tr>
<th>CLASS 5 OFFENSES EXAMPLES (Cont.) (Behavior Contrary to Good Order and Discipline)</th>
<th>DEMERITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>During SCA sanctioned events or outings - wearing of civilian clothing that slurs another race, color, creed, or religion; that degrades or denounces the United States of America or other countries; that professes use (through words or pictures) the possession or use of illegal substances (drugs, weapons, etc.), alcohol, or tobacco products; that may be considered immoral or offensive to others, etc.</td>
<td>8</td>
</tr>
<tr>
<td>Gross personal appearance / hygiene violation (i.e. non-conforming, faddish haircut, unwashed hair or body, uncut / unkempt fingernails / toenails, etc.)</td>
<td>8</td>
</tr>
<tr>
<td>Abuse of Cadet Officer privileges</td>
<td>8</td>
</tr>
<tr>
<td>During SCA sanctioned events or outings - wearing of civilian clothing that is excessively dirty or worn (i.e. holes in clothing, unclean shirt or trousers, etc.)</td>
<td>7</td>
</tr>
<tr>
<td>Major uniform violations (i.e. torn, ill fitted, unserviceable, dirty, improperly worn or altered uniforms; wearing unauthorized/unearned ribbons, awards and devices</td>
<td>7</td>
</tr>
<tr>
<td>Failing to prevent, report, or discourage any act contrary to good order and discipline</td>
<td>6</td>
</tr>
<tr>
<td>Courtesy infractions (i.e. rudeness, interrupting, ignoring, failing to render proper military courtesies)</td>
<td>6</td>
</tr>
<tr>
<td>Tardy to class, tutorial, formation, assembly, chapel, study hall, or other mandatory scheduled events (1 to 5 minutes late)</td>
<td>5</td>
</tr>
<tr>
<td>Chewing gum or littering on campus</td>
<td>4</td>
</tr>
<tr>
<td>Minor personal appearance/uniform violation; personal hygiene infraction (failure to keep body clean)</td>
<td>4</td>
</tr>
</tbody>
</table>

**Class 4 Notes:**

1. Continuous gross tardiness for morning formation (3 or more offenses in a given quarter) will constitute a Class 2 offense (Unauthorized Absence).
2. A Special Order and 50 demerits will be issued to cadets who are tardy for morning formations 3 or more times in any given quarter.

### CADET OFFICERS AND STAFF NON-COMMISSIONED OFFICERS

Cadet Officers and Staff Non-Commissioned Officers in Charge (SNCOIC) are subject to the same orders and regulations as all other junior cadets are. However, by taking the oath of leadership and assuming a position of leadership and responsibility within the Corps of Cadets, both cadet officers and SNCOICs are too held to a higher standard of behavior, decorum, self-discipline and performance than those subordinate cadets whom they lead. Therefore, those cadet leaders who violate standing orders and regulations, whether written or verbal, will oftentimes receive a different but greater punishment than those subordinate cadets having the same offense.
EXTRA MILITARY DUTY (EMD)

Extra Military Duty (EMD) is the consequence of breaking the rules and regulations governing the Corps of Cadets at St. Catherine's Academy. EMD is not, in any measure, a form of corporal punishment. EMD is solely used as a positive reinforcement in the development of positive character and leadership traits in each SCA Cadet. It is used to reinforce the fact that with any decision made, whether good or bad, there are associated consequences that one must face.

Cadets receiving demerits for disciplinary offenses or infractions are assigned EMD so they may "work off" the demerits received. The cadet may not earn the privilege of wearing the conduct cord until all demerits received have been worked off. Depending on the nature of the offense and the associated number of demerits received, those cadets not residing on campus may be required to perform EMD after hours or on the weekend. In such instances the military department will contact the parents of the cadet and coordinate a suitable period for the cadet to either remain on campus or report for weekend EMD.

EMD Rules and Restrictions. The following rules and restrictions will apply to Extra Military Duty. No members of the academic or military staffs may deviate from these rules and restrictions.

a. EMD will only be used to work off demerits received for disciplinary offenses. It will not be used as a form of corporal punishment under any circumstances.

b. Only the types of EMD listed in the table below will be used unless others are expressly approved by the Commandant.

c. The type of duties assigned to a cadet during EMD periods will be recommended either by the Deputy Commandants or academic staff and only approved by the Commandant.

d. Supervisors will ensure there is no risk to a cadet’s health or safety while conducting EMD.

e. All EMD will be conducted under the supervision of either a military or academic staff member. The only exception to the rule is when a cadet is assigned to a guard post as extra military duty. In this instance the cadet will report to and be directly supervised by the Officer of the Day (OOD) with the Deputy Commandant providing peripheral supervisory support.

f. EMD requiring outdoor activity will not be conducted during inclement weather (rain, storms, excessive winds, etc.). EMD missed due to inclement weather will be rescheduled, not dismissed.

g. During the summer months EMD requiring outdoor activity will not be conducted and be rescheduled when either the BLACK or RED FLAG are posted due to an excessive wet-bulb heat index. EMD requiring outdoor activity may be conducted with a YELLOW FLAG posted but will not exceed 1 hour in duration. (See Wet-Bulb Heat Index Chart)

h. EMD requiring any outdoor physical activity is limited to 30 minutes with the Air Quality Index (AQI) is between 101 to 150 points. If the AQI falls between 151 to
200 points, no EMD will be conducted requiring any type of physical activity (Sentry duty or indoor activity only). When the AQI exceed 200 points (201 to 500), no EMD or any other outdoor activity of any sort is authorized. (See AQI Chart)

i. During the winter months, EMD requiring outdoor activity will not be conducted (rescheduled) if the temperature drops below 55 degrees Fahrenheit.

j. Normally, outdoor EMD will not exceed 1 ½ hours in duration. However, during any season, the longest duration of outdoor EMD will never exceed 2 hours (i.e. when conducting community service projects). Additionally, a 15 minute rest period will be incorporated into any EMD session lasting more than 1 hour.

k. No matter what the season and whether conducting EMD on or off campus (community service), supervisors will ensure cadets are wearing proper seasonal attire and drinking water is available and used by the cadets.

l. EMD supervisors:

(1) Academic related EMD, including additional Study hall, will be supervised by the Military Staff.

(2) Military and outdoor related EMD will be supervised by the military staff and or designated representatives from the coaching staff.

m. EMD will not interfere with the posted academic schedule. EMD can be scheduled during physical fitness periods if endorsed by the Head Coach and authorized by the Commandant. Scheduling EMD for cadets that participate in organized sports will be coordinated through the head coach. The Commandant is the sole authority in deciding whether or not a cadet will be allowed to participate in a scheduled sporting event or be assigned to EMD.

n. Off Campus EMD (i.e. community service projects) will not be conducted unless endorsed by the Commandant and approved by the President.

Authorized EMD. The following table lists only those Extra Military Duties authorized when a cadet is required to participate due to receiving demerits for a disciplinary offenses or infractions.

<table>
<thead>
<tr>
<th>DUTY</th>
<th>MAXIMUM DEMERITS VACATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Community Service</td>
<td>20 demerits / hour</td>
</tr>
<tr>
<td>Additional Study Hall</td>
<td>10 demerits / hour</td>
</tr>
<tr>
<td>Sentry Duty</td>
<td>10 demerits / session</td>
</tr>
<tr>
<td>Area Police</td>
<td>10 demerits / half hour</td>
</tr>
<tr>
<td>Mess Hall Police (within assigned Company areas)</td>
<td>10 demerits / half hour</td>
</tr>
<tr>
<td>Common Latrines Police</td>
<td>10 demerits / half hour</td>
</tr>
<tr>
<td>Community Boot Polishing Detail</td>
<td>10 demerits / half hour</td>
</tr>
<tr>
<td>Extra Drill (Group)</td>
<td>10 demerits / hour</td>
</tr>
<tr>
<td>Marching the Line</td>
<td>10 demerits / half hour</td>
</tr>
</tbody>
</table>
EXTRA MILITARY DUTY TABLE (continued)

<table>
<thead>
<tr>
<th>DUTY</th>
<th>MAXIMUM DEMERITS VACATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extra Physical Fitness Training</td>
<td>5 demerits / half hour</td>
</tr>
<tr>
<td>Classroom Police / Teacher’s Aide</td>
<td>5 demerits / half hour</td>
</tr>
<tr>
<td>Military Office Assistant</td>
<td>5 demerits / half hour</td>
</tr>
<tr>
<td>Coaches Assistant</td>
<td>5 demerits / half hour</td>
</tr>
<tr>
<td>Extra Military Instruction (EMI)</td>
<td>5 demerits / hour</td>
</tr>
</tbody>
</table>

CADET OFFICERS AND STAFF NON-COMMISSIONED OFFICERS EMD

Cadet Officers and SNCOICs are subject to the same extra military duty (EMD) listed above when deemed appropriate. However, in most cases, a separate type of EMD will be assigned that is commensurate with the rank and position being held by the violator. Doing so will allow appropriate punishment to be served without the Officer or SNCOIC losing leadership credibility amongst the junior cadets. It will also provide a means by which measured peer pressure and mentoring can be implemented from only within the select leadership group to which the offender belongs. Officer and SNCOIC specific EMD will include the following:

<table>
<thead>
<tr>
<th>OIC / SNCOIC EXTRA MILITARY DUTY TABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUTY</td>
</tr>
<tr>
<td>Officer of the Day</td>
</tr>
<tr>
<td>Military Equipment / Canteen Inventory Support</td>
</tr>
<tr>
<td>Military Office Assistant</td>
</tr>
<tr>
<td>Silent Company Officer in Charge (OIC)</td>
</tr>
<tr>
<td>Day Student Dismissal OIC</td>
</tr>
<tr>
<td>Canteen Support</td>
</tr>
<tr>
<td>Military Awards Preparation</td>
</tr>
<tr>
<td>Extra Military Instruction (EMI) - Student</td>
</tr>
<tr>
<td>Extra Military Instruction (EMI) - Instructor</td>
</tr>
</tbody>
</table>

SILENT COMPANY

Silent Company is another form of discipline imposed on cadets that have received demerits for one or more violations of standing orders and regulations. Cadets are assigned to the Silent Company when they receive demerits and are required to work off those demerits through EMD. They remain in Silent Company until all demerits are worked off or until vacated by the Commandant. While assigned to the Silent Company cadets are stripped of all rank and cords. They are not allowed to talk nor associate with other members of the Regiment. Cadets undergo additional military instruction while assigned to the Silent Company and well as conduct team building exercises and conduct EMD as a team. Lastly, cadets assigned to Silent Company are not
allowed to eat with the other cadets and participate in any extracurricular, physical or sports activities until reassigned back to their parent company. Cadet Officers and Staff Non-Commissioned Officers in Charge (SNCOIC) will not normally be assigned to Silent Company. Officer and SNCOIC disciplinary issues will normally be handled separately.

**SPECIAL ORDERS AND PROGRESSIVE DISCIPLINE PROCESS**

**Special Orders (SO’s).** When a serious incident occurs the discipline is classified as a Special order (SO) with demerits issued. The impact of an SO is:

- Possible suspension or dismissal.
- An unsatisfactory Conduct Grade for the grading period of the offense.
- Demerits awarded.
- Publishing an order that lists the offense(s) and punishment imposed, (i.e. demerits awarded, reduction in rank, etc.).
- The possibility of mandatory counseling.
- A copy of the Special Order (SO) sent to the parents of the cadet.
- Posting of the SO on the Regimental Bulletin Board (for 48 hours).
- Placing the cadet on Disciplinary Probation, making the cadet ineligible for promotion or conduct awards until removed from probation.

**Actions Leading to Dismissal.** Cadets are dismissed for committing any Class 1 offenses. Class 2 and 3 offenses signal the cadet is becoming ‘at risk’. The circumstances surrounding and the severity of a Class 2 offense could lead to immediate suspension or dismissal. Persistently bad decisions and/or conduct will result in mandatory counseling. If actions continue where the cadet fails to conform to SCA standards, the Commandant of Cadets may recommend retention (with corrective action) or dismissal to the Principal/President.

**SUSPENSION POLICY**

Suspension may be used as discipline or as a means to ensure the safety and security of the campus. A cadet may be suspended in order to:

- Allow time to investigate the situation.
- Execute discipline that serves the Academy’s interests.

The length and location of a suspension shall vary depending upon the nature of the offense or the time required to complete an investigation or decide on different / further disciplinary actions. Cadets suspended for any reason shall receive a zero for class work during the period of suspension unless previously waived by the Principal. Suspensions will factor into the evaluation process for future attendance at St. Catherine’s Academy.

**STUDENT ASSESSMENT MEETINGS (SAM)**

At the end of each month, grade level meetings are held by the administration, faculty, military staff, and resident care providers to discuss those cadets for whom academic or disciplinary probation may be advisable. Parents will be informed in writing concerning academic and/or disciplinary issues and/or be invited to participate in a formal conference with the staff and administration.
PROBATION

Academic Probation. A cadet is placed on academic probation if he has earned a “D+” or lower in two or more major subject areas with corresponding “N’s” or “D+’s” or lower in work habits / study skills or responsible behavior.

Disciplinary Probation is assigned to ‘at risk’ cadets for failing to conform to the Academy Program. A cadet is placed on disciplinary probation if he has displayed unsatisfactory conduct in either the academic program, dormitory or military program or below average conduct in two or more responsible behavior areas.

While on probation, whether it is academic or disciplinary, a cadet will not be considered for promotion. If a cadet improves sufficiently by mid-quarter or the next report card, he will be removed from probation with the parents notified in writing. A cadet on probation at the end of the year is not eligible for financial aid until he is off probation. Cadets who remain on probation for several successive quarters may not be invited to return for the next academic year.

DEMOTION / LOSS OF RANK

A cadet who is suspended will be demoted at least one rank. An officer who is suspended will be demoted at least two ranks or stripped of all rank, depending on the circumstances and nature of the offense. He may also be removed from a leadership position held or reassigned to another position. A cadet who is demoted must be demerit free for at least two monthly report periods before he can be considered for promotion again.

AWARDS

In addition to merits, cadets can qualify for individual awards. Receipt of individual recognition awards authorizes cadets to wear the applicable ribbon for the time period specified in the following Awards Table. Wearing of all earned ribbons is mandatory when wearing the Service Alpha (Dress) uniform. Wearing of personal (permanent and non-permanent) ribbons is optional on the Service Charlie uniform unless otherwise directed by the Commandant.

The following table outlines the personal and unit awards a cadet may earn, to include a picture and title of the award, how it is earned, and how long it may be worn.
<table>
<thead>
<tr>
<th>AWARD</th>
<th>HOW EARNED</th>
<th>WEARING TIMEFRAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Effort</td>
<td>Good effort in academic subjects and behavior; recommended by Academic Instructor.</td>
<td>Entire month following achievement recognition. Continuous authorized wearing for follow-on months based on same prerequisites listed. No longer authorized for wear during award month if recommended by Academic Instructor due to substandard performance.</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Responsible behavior and good progress in Physical Education; recommended by Physical Education Supervisor.</td>
<td>Entire month following achievement recognition. Continuous authorized wearing for follow-on months based on same prerequisites listed. No longer authorized for wear during award month if recommended by Physical Education Supervisor due to substandard performance.</td>
</tr>
<tr>
<td>Band</td>
<td>Responsible behavior and good progress in Band; recommended by Band Leader.</td>
<td>Entire month following achievement recognition. Continuous authorized wearing for follow-on months based on same prerequisites listed. No longer authorized for wear during award month if recommended by Band Leader due to substandard performance.</td>
</tr>
<tr>
<td>Piano</td>
<td>Responsible behavior and good progress in Piano; recommended by Piano Instructor.</td>
<td>Entire month following achievement recognition. Continuous authorized wearing for follow-on months based on same prerequisites listed. No longer authorized for wear during award month if recommended by Music Instructor due to substandard performance.</td>
</tr>
<tr>
<td>Guitar</td>
<td>Responsible behavior and good progress in Guitar; recommended by Music Instructor.</td>
<td>Entire month following achievement recognition. Continuous authorized wearing for follow-on months based on same prerequisites listed. No longer authorized for wear during award month if recommended by Music Instructor due to substandard performance.</td>
</tr>
<tr>
<td>Computer</td>
<td>Responsible behavior and good progress in computer classes; recommended by Computer Instructor.</td>
<td>Entire month following achievement recognition. Continuous authorized wearing for follow-on months based on same prerequisites listed. No longer authorized for wear during award month if recommended by Computer Instructor due to substandard performance.</td>
</tr>
<tr>
<td>Dormitory</td>
<td>Resident Cadets only; responsible behavior in Dormitory; recommended by Resident Care Provider.</td>
<td>Entire month following achievement recognition. Continuous authorized wearing for follow-on months based on same prerequisites listed. No longer authorized for wear during award month if recommended by Resident Care Provider due to substandard performance.</td>
</tr>
<tr>
<td>Best Company</td>
<td>Company selected as the best overall company for the reporting period (monthly).</td>
<td>Authorized for wear by all cadets assigned to the designated Best Company for the entire month following achievement recognition. Exceptions are those cadets recommended by the academic, military or support staff not to receive Company recognition.</td>
</tr>
<tr>
<td>AWARDS TABLE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AWARD</td>
<td>HOW EARNED</td>
<td>WEARING TIMEFRAME</td>
</tr>
<tr>
<td><strong>QUARTERLY AWARDS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholastic Achievement</td>
<td>Awarded to cadets who have maintained a 3.0 or better scholastic average for the quarter in major academic areas; individual bronze star added for every sequential (unbroken) quarter superior scholastic average is achieved; cadet disqualified if receives an ’N’ or ’D+’ or lower in any academic area or has displayed substandard performance in Work Habits, Study Skills, or Homework.</td>
<td>Entire quarter following achievement recognition. No longer authorized for wear during award quarter if recommended by Academic Instructors due to substandard performance.</td>
</tr>
<tr>
<td>Responsible Behavior</td>
<td>Awarded to cadets who have displayed consistent responsible behavior in the classroom; individual bronze star added for every sequential (unbroken) quarter performance is continued; cadet disqualified if receives an ’N’ or ’D+’ or lower in any academic area or has displayed substandard performance in Work Habits or Study Skills.</td>
<td>Entire quarter following achievement recognition. No longer authorized for wear during award quarter if recommended by Academic Instructors due to substandard behavior or performance.</td>
</tr>
<tr>
<td>Work Habits / Study Skills</td>
<td>Awarded to cadets who have displayed exceptional academic work habits and study skills; individual bronze star added for every sequential (unbroken) quarter performance is continued; cadet disqualified if receives an ’N’ or ’D+’ or lower in any academic area or has displayed substandard academic performance or irresponsible behavior in the classroom.</td>
<td>Entire quarter following achievement recognition. No longer authorized for wear during award quarter if recommended by Academic Instructors due to substandard performance.</td>
</tr>
<tr>
<td><strong>JUNE AWARDS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Merits</td>
<td>Personal award; awarded to cadets receiving over 800 merits during the academic year; recommended by academic, military and support staff; individual bronze star added for every sequential (unbroken) year meritorious performance is continued (gold star for 6th consecutive year).</td>
<td>Permanent award.</td>
</tr>
<tr>
<td>Conduct</td>
<td>Personal award; awarded to cadets who have sequentially received (unbroken) an excellent conduct ribbon for all four quarters of the academic year; recommended by academic, military and support staff; gold numbers in lieu of star awarded for every subsequent academic year the cadet receives this top award.</td>
<td>Permanent Award.</td>
</tr>
<tr>
<td>Scholastic Achievement</td>
<td>Personal award; awarded to cadets who have been recognized for scholastic achievement for all four quarters of the academic year; recommended by academic staff; individual bronze star added for each sequential (unbroken) year superior scholastic achievement is continued (gold star for 6th consecutive year).</td>
<td>Permanent Award.</td>
</tr>
<tr>
<td>Responsible Behavior</td>
<td>Personal award; awarded to cadets who have been recognized for outstanding responsible behavior for all four quarters of the academic year; recommended by academic staff; individual bronze star added for each sequential (unbroken) year superior scholastic achievement is continued (gold star for 6th consecutive year).</td>
<td>Permanent award.</td>
</tr>
<tr>
<td>AWARD</td>
<td>HOW EARNED</td>
<td>WEARING TIMEFRAME</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Work Habits / Study Skills</td>
<td>Personal award; awarded to cadets who have been recognized for scholastic achievement for all four quarters of the academic year: recommended by academic staff; individual bronze star added for every sequential (unbroken) year superior scholastic achievement is continued (gold star for 6th consecutive year).</td>
<td>Permanent award.</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Responsible behavior and good progress in Physical Education throughout academic year; recommended by Physical Education Supervisor; individual bronze star added for every sequential (unbroken) year awarded (gold star for 6th consecutive year).</td>
<td>Permanent award.</td>
</tr>
<tr>
<td>Band</td>
<td>Responsible behavior and good progress in Band throughout academic year; recommended by Band Director; individual bronze star added for every sequential (unbroken) year awarded (gold star for 6th consecutive year).</td>
<td>Permanent award.</td>
</tr>
<tr>
<td>Music</td>
<td>Responsible behavior and excellent progress in Piano and/or Guitar classes throughout academic year; recommended by Piano Teacher and/or Guitar Teacher; individual bronze star added for every sequential (unbroken) year awarded (gold star for 6th consecutive year).</td>
<td>Permanent award.</td>
</tr>
<tr>
<td>Community Service</td>
<td>Superior community service during academic year. Includes numerous individual acts of service not affiliated with SCA and also those affiliated with the school, i.e. altar serving at locations other than the SCA chapel; recommended by any department.</td>
<td>Permanent award.</td>
</tr>
<tr>
<td>Military Skills (3rd Class)</td>
<td>Recurring Qualification Award.; awarded to cadets who have demonstrated passing knowledge and met the minimum physical standards of the military program. Annual requalification required to rate this award.</td>
<td>Permanent award.</td>
</tr>
<tr>
<td>Military Skills (2nd Class)</td>
<td>Recurring Qualification Award.; awarded to cadets who have demonstrated superior knowledge and has exceeded the minimum physical standards of the military program but does not qualify for the 1st Class award. Annual requalification required to rate this award.</td>
<td>Permanent award.</td>
</tr>
<tr>
<td>Military Skills (1st Class)</td>
<td>Recurring Qualification Award.; awarded to cadets who have demonstrated outstanding knowledge and has surpassed the advanced physical standards of the military program. Annual requalification required to rate this award.</td>
<td>Permanent award.</td>
</tr>
</tbody>
</table>
### AWARDS TABLE

<table>
<thead>
<tr>
<th>AWARD</th>
<th>HOW EARNED</th>
<th>WEARING TIMEFRAME</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JUNE AWARDS (continued)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Top Cadet (Regiment)</td>
<td>To best overall cadet of the year for the entire Regiment. Selected by cadet leaders and based on overall performance, attitude, discipline, and contributions to the Regiment.</td>
<td>Permanent award.</td>
</tr>
<tr>
<td>Top Cadet (Company)</td>
<td>To best overall cadet of the year for each Company. Selected by cadet leaders and based on overall performance, attitude, discipline, and contributions to their Companies.</td>
<td>Permanent award.</td>
</tr>
<tr>
<td>Best Overall Company</td>
<td>Awarded to all cadets belonging to the Company selected as the best the academic year. Recommended by academic, military and support staffs; individual bronze star added every time a cadet belongs to a Company selected as the best Company.</td>
<td>Permanent award.</td>
</tr>
</tbody>
</table>

### SPECIAL AWARDS / RECOGNITION RIBBONS

<table>
<thead>
<tr>
<th>AWARD</th>
<th>HOW EARNED</th>
<th>WEARING TIMEFRAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Command Recognition (Co)</td>
<td>Presented to cadets for having successfully completed a Company Command tour; recommended by the military staff.</td>
<td>Permanent ribbon.</td>
</tr>
<tr>
<td>Command Recognition (Bn)</td>
<td>Presented to cadets for having successfully completed a Battalion Command tour; recommended by the military staff.</td>
<td>Permanent ribbon.</td>
</tr>
<tr>
<td>Command Recognition (Rgt)</td>
<td>Presented to cadets for having successfully completed a Regiment Command tour; recommended by the military staff.</td>
<td>Permanent ribbon.</td>
</tr>
<tr>
<td>Sergeant Major</td>
<td>Presented to cadets for having successfully completed a tour as a Command Sergeant Major; recommended by the military staff.</td>
<td>Permanent ribbon.</td>
</tr>
<tr>
<td>First Sergeant / Staff NCOIC</td>
<td>Presented to cadets for having successfully completed a tour as a First Sergeant or a Staff NCO In-Charge; recommended by the military staff.</td>
<td>Permanent ribbon.</td>
</tr>
<tr>
<td>Cadet of the Month</td>
<td>Awarded to the cadet selected as the Cadet of the Month; recommended by the academic, military and support staffs and selected by the Administrator; cadets receiving follow-on, multiple recognition will receive a Certificate of Commendation for each additional occurrence.</td>
<td>Permanent ribbon.</td>
</tr>
<tr>
<td>Award</td>
<td>How Earned</td>
<td>Wearing Timeframe</td>
</tr>
<tr>
<td>-----------------------</td>
<td>----------------------------------------------------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td><strong>SPECIAL AWARDS / RECOGNITION RIBBONS (continued)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCA Service Ribbon</td>
<td>Cadet satisfactorily completes SCA military department introductory course of instruction.</td>
<td>Permanent ribbon.</td>
</tr>
<tr>
<td>Color Guard</td>
<td>Awarded to the cadets for the successful completion of a tour of duty (one academic year) with the Color Guard.</td>
<td>Permanent ribbon. One bronze star for every year participated (up to 4 stars). Single gold star for drill team participation for 5 or more years.</td>
</tr>
<tr>
<td>Drill Team</td>
<td>Awarded to the cadets for the successful completion of a tour of duty (one academic year) with the drill team.</td>
<td>Permanent ribbon. One bronze star for every year participated (up to 4 stars). Single gold star for drill team participation for 5 or more years.</td>
</tr>
<tr>
<td>Competitive Drill</td>
<td>Awarded to members of the Drill Team for participating in competitive drill competitions throughout the academic year.</td>
<td>Permanent ribbon.</td>
</tr>
<tr>
<td><strong>PARADE RIBBONS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anaheim Fall Parade</td>
<td>Signifies cadet has participated in the annual Anaheim Fall Parade.</td>
<td>Permanent ribbon. Subsequent participation earns one bronze star for every year participated (up to 4 stars). Single gold star for participation in 6 or more parades.</td>
</tr>
<tr>
<td>Burbank Parade</td>
<td>Signifies cadet has participated in the annual Burbank Parade.</td>
<td>Permanent ribbon. Subsequent participation earns one bronze star for every year participated (up to 4 stars). Single gold star for participation in 6 or more parades.</td>
</tr>
<tr>
<td>Torrance Armed Forces Day Parade</td>
<td>Signifies cadet has participated in the annual Armed Forces Day Parade.</td>
<td>Permanent ribbon. Subsequent participation earns one bronze star for every year participated (up to 4 stars). Single gold star for participation in 6 or more parades.</td>
</tr>
<tr>
<td>Placentia Heritage Parade</td>
<td>Signifies cadet has participated in the annual Placentia Heritage Parade.</td>
<td>Permanent ribbon. Subsequent participation earns one bronze star for every year participated (up to 4 stars). Single gold star for participation in 6 or more parades.</td>
</tr>
<tr>
<td>Memorial Day Parade</td>
<td>Signifies cadet has participated in the annual Memorial Day parade in Washington, D.C. and/or La Canada-Flintridge, or participated in one of many community service Veteran’s Day events during a given year.</td>
<td>Permanent ribbon. Subsequent participation earns one bronze star for every year participated (up to 4 stars). Single gold star for participation in 6 or more parades.</td>
</tr>
</tbody>
</table>
### AWARDS TABLE (Cont.)

<table>
<thead>
<tr>
<th>AWARD</th>
<th>HOW EARNED</th>
<th>WEARING TIMEFRAME</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MISCELLANEOUS RECOGNITION RIBBONS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Civil War Reenactment</td>
<td>Signifies cadet has participated in the annual Civil War Reenactment.</td>
<td>Permanent ribbon. Subsequent participation earns one bronze star for every year participated (up to 4 stars). Single gold star for participation in 6 or more events.</td>
</tr>
<tr>
<td>Leadership Camp</td>
<td>Signifies cadet has attended the annual Summer Leadership Camp.</td>
<td>Permanent ribbon. Subsequent participation earns one bronze star for every year participated (up to 4 stars). Single gold star for participation in 6 or more camps.</td>
</tr>
<tr>
<td>Recruiting</td>
<td>Presented to cadets who, through individual effort and displaying a positive, professional image within the community, has worked to successfully recruit new cadets and their families in joining the honored ranks of St. Catherine’s Military Academy; selected by the Principal.</td>
<td>Permanent ribbon.</td>
</tr>
<tr>
<td>Knight Challenge</td>
<td>Presented to cadets who have successfully completed the annual Knight Challenge (summer school).</td>
<td>Permanent ribbon. Subsequent participation earns one bronze star for every year participated (up to 4 stars). Single gold star for participation in 6 or more Challenges.</td>
</tr>
</tbody>
</table>

**Graduation Ceremony Awards** (Announced during June Drill)

- Principal’s Award
- Golden Knight Award
- Saint Catherine’s of Siena Scholastic Award (8th Grade)
- Presidential Award for Educational Excellence
- Presidential Award for Educational Achievement
- Rueben Hughes Scholarship Award
- SSgt. Marc A. Arizmendez Memorial Award for Excellence
- Dominican Pillars Award (Grade 8)

**June Drill Awards**

- Saint Catherine’s of Siena Scholastic Award (Grades 3-7 and ELL)
- Howard & Helen Wiederholt Memorial Scholarship Award
- Military Order of the Purple Heart Foundation Scholarship
- Colonel Atcheson Spirit Award
- St. Catherine’s Plank Holder Recognition
- California Association Certificate of Recognition
- Major C. A. Schmitt Commandant’s Award
- Command Recognition Award
- American Legion Award
- Association of Military School and Colleges of the U.S. (AMCSUS) Award
- Reserve Officer Association Award
- Military Order of World Wars Award
- Sons of the American Revolution Award
June Drill Awards (continued)

National Sojourners Award
Military Officers of America Association Award
SCV H.L. Hunley JROTC Award
Commander Wiederholt Memorial Leadership Award
St. Martin de Porres Service Award
Dominican Pillars Award (Grades 3-7 and ELL)
MSJ Dominican Sisters Christian Peace Award
Meritorious Service of the Altar Award
Colonel Schneider Sportsmanship Award
Major L. P. Zaborowski Athlete of the Year Award
Physical Education Most Improved Award
John Phillip Sousa Band Award
Robert Resta Musicians Award
Director’s Award
Band Proficiency Award
Band Practice Award
Best Cadet (Regiment and Company Recognition)
Plank Holder
Dog Handler

AWARDS / RIBBON PRECEDENCE

All ribbons will be worn in a specific order of precedence. There will be no deviation from this rule when earned ribbons are worn. Permanent ribbons will be worn over the left breast shirt pocket and non-permanent ribbons will be worn over the right breast shirt pocket as shown.

<table>
<thead>
<tr>
<th>Non-Permanent</th>
<th>Permanent</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 2 1</td>
<td>1 2 3</td>
</tr>
<tr>
<td>6 5 4</td>
<td>4 5 6</td>
</tr>
<tr>
<td>9 8 7</td>
<td>7 8 9</td>
</tr>
</tbody>
</table>

The order of precedence for display of earned ribbons, both non-permanent and permanent is as follows.

<table>
<thead>
<tr>
<th>NON-PERMANENT RIBBONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarterly Scholastic Achievement</td>
</tr>
<tr>
<td>Quarterly Responsible Behavior</td>
</tr>
<tr>
<td>Quarterly Work Habits / Study Skills</td>
</tr>
<tr>
<td>Monthly Classroom Effort</td>
</tr>
<tr>
<td>Monthly Physical Education</td>
</tr>
<tr>
<td>Monthly Band</td>
</tr>
<tr>
<td>Monthly Piano</td>
</tr>
<tr>
<td>Monthly Guitar</td>
</tr>
<tr>
<td>Monthly Computer</td>
</tr>
<tr>
<td>Monthly Dormitory</td>
</tr>
<tr>
<td>Monthly Best Company</td>
</tr>
</tbody>
</table>
### PERMANENT RIBBONS

<table>
<thead>
<tr>
<th>Academic Year - Merits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Year – Superior Conduct</td>
</tr>
<tr>
<td>Academic Year – Scholastic Achievement</td>
</tr>
<tr>
<td>Academic Year – Responsible Behavior</td>
</tr>
<tr>
<td>Acad. Year – Work Habits / Study Skills</td>
</tr>
<tr>
<td>Academic Year – Military Skills</td>
</tr>
<tr>
<td>Academic Year – Physical Education</td>
</tr>
<tr>
<td>Academic Year – Band</td>
</tr>
<tr>
<td>Academic Year – Music</td>
</tr>
<tr>
<td>Academic Year – Best Company</td>
</tr>
<tr>
<td>Annual Top Cadet (Regiment / Company)</td>
</tr>
<tr>
<td>Academic Year – Community Service</td>
</tr>
<tr>
<td>Cadet of the Month</td>
</tr>
<tr>
<td>American Legion</td>
</tr>
<tr>
<td>Command Recognition (Regt / Bn / Co)</td>
</tr>
<tr>
<td>Sergeant Major Recognition</td>
</tr>
<tr>
<td>First Sergeant / SNCOIC Recognition</td>
</tr>
<tr>
<td>Drill Team</td>
</tr>
<tr>
<td>Competitive Drill</td>
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<td>Leadership Camp</td>
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</tr>
<tr>
<td>Burbank Parade</td>
</tr>
<tr>
<td>Memorial Day Parade / Support</td>
</tr>
<tr>
<td>Civil War Reenactment</td>
</tr>
<tr>
<td>Recruiting</td>
</tr>
</tbody>
</table>

### SUPERIOR CONDUCT CORDS

Individual good conduct is essential for the good order and discipline of the entire Cadet Corps. Superior conduct is achieved when a cadet adheres to the Cadet Honor Code, follows all other written and verbal regulations and orders, work hard to achieve success in all facets of St. Catherine’s Academy life, and receives 8 or less demerits in any given month (Day Student), 12 or less demerits in a given month (5-day Resident), or 15 or less demerits in a given month (7-day Resident) during month prior to award given; all demerits worked off through EMD; and recommended by academic, military and resident care staff.
Every month and every quarter cadets are recognized for superior conduct during the monthly and quarterly awards ceremony (Reports). In comparison, receiving recognition for superior conduct is considered one of the highest award a cadet can receive during Reports. In order to best recognize cadets for superior conduct, each receives a monthly/quarterly Conduct Cord, which is required to be worn continuously on both the Alpha and Charlie uniforms (see uniform section).

There are three separate Conduct Cords that signify different levels of superior conduct. Monthly and first quarter conduct cords are solid green which signifies that the cadet wearing it has displayed superior conduct for the month and/or the entire first quarter of the academic year. Second quarter conduct cords are green and silver which signifies that the wearer has maintained superior conduct for two full quarters of the academic year. Third quarter conduct cords are green and gold which signifies the wearer has maintained superior conduct for three full quarters of the academic year.

If during any given month a cadet receives demerits in excess of the 8, 12 or 15 demerits specified previously the cadet will lose the privilege of wearing any one of the three conduct cords and is not eligible to receive another superior conduct cord until the following month. Once a two or three quarter conduct cord is lost due to poor conduct, the cadet must start over in trying to gain recognition in quarterly superior conduct. There will be no exceptions to this rule.

PROMOTION POLICY AND PROCEDURES

Promotions are conducted monthly throughout the academic year. To be considered for promotion, the cadet must:

- Maintain an “outstanding” or “excellent” in military conduct and effort throughout the period preceding the promotion.
- Have his Green Conduct Cord.
- Not be on Probation.
Promotions are not based on tenure or position. Promotions are based on the cadet’s overall military and academic records. Those cadets who maintain only the highest standings in the military and academic programs will be considered for promotion. Additionally, promotions are not solely based on performance but also based on a demonstrated capability and desire to assume a greater leadership role in the Corps of Cadets. Though it applies more so to officer and senior non-commissioned officer ranks, all cadets must understand that promotions are not something rated but something earned through consistent superior performance. Only those cadets who have demonstrated the capability, drive and desire to assume a greater leadership role in the Corps of Cadets will receive promotions.

The Commandant will convene a military conduct and promotions board monthly where the records of all cadets are reviewed. Promotion recommendations are submitted by the academic department, resident care providers and the military department (including Band) to the Commandant at the same time as the monthly award recommendations are received. Normally, all promotions through Sergeant require progression from the next lower rank. However, the Commandant, at his discretion, may promote deserving cadets at a faster rate. Promotions within the officer ranks will always require progression from the next lower officer rank. Note: Failure to maintain minimum standards within the current rank may be grounds for reduction.

COMPANY POINTS GUIDELINES

The purpose of a company points and recognition system is to help develop a sense of responsibility to others, camaraderie, loyalty, and teamwork within the Corps of Cadets. Cadets must realize that phrases like “Esprit de Corps”, “A team is only as fast as the slowest man”, “We never leave a soldier behind”, and “Mission First… People Always” are not just words but are those indispensable attributes that have always been key in taking a Hodgepodge of individuals and turning them into a cohesive, undefeatable team. Such is the case with each Cadet Company and their parent Battalions. As members of the St. Catherine’s Corps of Cadets, each cadet will soon see their Company as the best in the Regiment and will want to ensure they do nothing to let his fellow Company Cadets down. His Company will become like a second family that he will want to protect, nurture and support.

Company Points System. From the beginning of the academic year each Company will be competing against the others in order to gain the recognition of being the BEST in the Regiment. To be given this distinct honor, a Company must earn points. The Company with the most points at the end of the reporting period will earn the title of “BEST COMPANY”. The following table lists how Company points are earned throughout the academic year.
### COMPANY POINTS TABLE

<table>
<thead>
<tr>
<th>CATEGORY OF EVENT / ACTION</th>
<th>SUBCATEGORY / DEFINITION</th>
<th>POINTS EARNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drill</td>
<td>Practice – desire to learn; good progress in mastering all drill movements; enthusiasm; teamwork; command presence; discipline</td>
<td>5 / session</td>
</tr>
<tr>
<td></td>
<td>Monthly Review – good progress in mastering all drill movements; enthusiasm, competitive spirit; teamwork; command presence; discipline; appearance &amp; bearing; knowledge</td>
<td>10 / session</td>
</tr>
<tr>
<td></td>
<td>Parades – mastery of drill movements; enthusiasm, competitive spirit, teamwork; command presence; discipline; appearance &amp; bearing</td>
<td>15 / parade</td>
</tr>
<tr>
<td>Military Subjects Training</td>
<td>Knowledge; command presence; enthusiasm; initiative; teamwork; camaraderie; loyalty; professionalism; bearing</td>
<td>5 / session</td>
</tr>
<tr>
<td>Company Field Competition</td>
<td>Teamwork; enthusiasm; camaraderie; team spirit; courage; tact; professionalism; loyalty; unselfishness</td>
<td>5 / event</td>
</tr>
<tr>
<td>Mess Hall</td>
<td>Company area – Clean and orderly; pride in keeping the area squared away; teamwork; command presence; discipline; professionalism</td>
<td>1 / meal</td>
</tr>
<tr>
<td>Company Common Area</td>
<td>Clean and orderly at all times; pride in keeping the area squared away; teamwork; command presence; discipline; enthusiasm; loyalty</td>
<td>5 / week</td>
</tr>
<tr>
<td>Dormitory</td>
<td>Clean and orderly at all times; pride in keeping the area squared away; teamwork; command presence; discipline; enthusiasm; loyalty; dependability; unselfishness; integrity</td>
<td>5 / week</td>
</tr>
<tr>
<td>Formations / Movement</td>
<td>Orderly; professionalism; obedience; leadership; and discipline during daily formations</td>
<td>1 / day</td>
</tr>
<tr>
<td>Inspections</td>
<td><strong>Outstanding</strong> - Company as a whole displays exemplary dedication, professionalism, discipline and leadership in preparing for both unit and individual inspections</td>
<td>5 / inspection</td>
</tr>
<tr>
<td></td>
<td><strong>Average</strong> – Company as a whole displays sufficient effort, discipline and leadership in preparing for both unit and individual inspections</td>
<td>1 / inspection</td>
</tr>
</tbody>
</table>

### CADET CORPS ORGANIZATION

Since 1926 the SCA Cadet Corps has been organized in a standard military formation. Cadets are organized into a regiment, which is comprised of two battalions. Each battalion is comprised of two companies with the companies comprised of three platoons.

**Cadet Leaders.** During military orientation cadets meet the cadet leaders. Cadet leaders are selected by the Military Department and approved by the Administration prior to the end of each academic year.
Military Instructors (MI). The MI’s instruct cadets in how to become better citizens. They teach the Cadet Handbook, leadership, military history, and military essential subjects. Though the MI’s teach the principles of leadership, leadership learning happens outside of the classroom through observation, emulation, application, and practice.

CORPS OF CADETS ORGANIZATION STRUCTURE

CADET OFFICERS

The Military Department nominates cadets for officer positions according to their maturity and leadership ability. The Academy expects exemplary conduct and performance from cadet officers at all time (both on and off duty). The Cadet Officer rank structure is as follows:

<table>
<thead>
<tr>
<th>Rank</th>
<th>Icon</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECOND LIEUTENANT</td>
<td><img src="image1.png" alt="Icon" /></td>
</tr>
<tr>
<td>FIRST LIEUTENANT</td>
<td><img src="image2.png" alt="Icon" /></td>
</tr>
<tr>
<td>CAPTAIN</td>
<td><img src="image3.png" alt="Icon" /></td>
</tr>
<tr>
<td>MAJOR</td>
<td><img src="image4.png" alt="Icon" /></td>
</tr>
<tr>
<td>LIEUTENANT COLONEL</td>
<td><img src="image5.png" alt="Icon" /></td>
</tr>
</tbody>
</table>
The following cadet officer privileges are put into effect upon recommendation from the Commandant and the discretion of the Principal. These privileges are afforded only to cadet officers.

- Command units at the platoon, company, battalion, and regimental level.
- Wearing of appropriate officer rank insignia.
- Writing demerit recommendations for infractions of the Cadet Handbook.
- Eating at the Cadet Officer tables in the mess hall.
- Attend officer leadership training.
- Exempt from standing post.

CADET NON-COMMISSIONED OFFICER & ENLISTED RANKS

The Military Department nominates cadets for non-commissioned officer (NCO) positions according to their maturity and leadership ability. The Cadet NCO is the backbone of good order, discipline and training in his unit. The Cadet NCO carries out the orders of his Commanding Officer, advises the Commanding Officer in matters relating to the cadets of his unit, ensures the well being of all cadets in his unit, trains the cadets in his unit, and ensures his cadets adhere to all the rules and regulations. The Academy expects exemplary conduct and performance from cadet non-commissioned officers at all times (both on and off duty). The Cadet Enlisted and Non-Commissioned Officer rank structure is as follows:

<table>
<thead>
<tr>
<th>CADET NCO RANK TABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRIVATE FIRST CLASS</td>
</tr>
<tr>
<td>LANCE CORPORAL</td>
</tr>
<tr>
<td>CORPORAL</td>
</tr>
<tr>
<td>SERGEANT</td>
</tr>
<tr>
<td>STAFF SERGEANT</td>
</tr>
<tr>
<td>SERGEANT FIRST CLASS</td>
</tr>
<tr>
<td>MASTER SERGEANT</td>
</tr>
</tbody>
</table>
CADET NCO RANK TABLE  
(continued)

<table>
<thead>
<tr>
<th>RANK</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST SERGEANT</td>
<td></td>
</tr>
<tr>
<td>SERGEANT MAJOR</td>
<td></td>
</tr>
<tr>
<td>COMMAND SERGEANT MAJOR</td>
<td></td>
</tr>
</tbody>
</table>

CADET LEADERSHIP ASSIGNMENTS & BILLET DESCRIPTIONS

All prerequisites for leadership positions listed are highly desirable. However, due to the nature of the academy and when cadets have displayed an extraordinary ability and desire to successfully assume a leadership role in the Corps of Cadets, the Commandant may waive any prerequisites listed below when selecting cadets for leadership positions.

REGIMENT

Regiment Commander

(a) Rank: Lieutenant Colonel / Major  
(b) Prerequisites: 8th Grade Cadet / Must have attended SCA a minimum of one year prior to assignment.  
(c) Chosen by the Military Department and approved by the Administration.  
(d) Answers directly to the Commandant / Deputy Commandants.  
(e) Supervises subordinate Battalion Commanders and responsible for their actions.  
(f) Responsible for all routine regimental formations.  
(g) Commands all formal regimental drill formations and ceremonies.  
(h) Ensures Company Points are collected and passed to the Deputy Commandant.  
(i) Ensures all merits and demerits recommended by the subordinate commanders are screened and passed to the Deputy Commandant.
Regiment Executive Officer

(a) Rank: Major / Captain
(b) Prerequisites: 8th Grade Cadet / Must have attended SCA a minimum of one year prior to assignment.
(c) Chosen by the Military Department and approved by the Administration.
(d) Responsible to the Regiment Commander for cadet compliance with cadet orders, rules, regulations, directives, and military department instructions.
(e) Acting Regimental Commander when the actual is not on campus.
(f) Supervises the actions of the Regiment Staff (S-1, 2, 3, and 4)
(g) Supervises the Band Drum Major and ensures the band is properly trained and equipped.
(h) Responsible for the collection from subordinate battalions and turn in of accumulated Company Points.
(i) Responsible for the collection from subordinate battalions and turn in of merits and demerits recommended by the battalions and their subordinate commands.
(j) Responsible for the collection from subordinate battalions and turn in of all inspection results.
(k) Responsible for the collection from subordinate battalions and turn in of Company Ribbons at the conclusion of each reporting period.
(l) Assists the Battalion Commanders in the performance of administrative duties.
(m) Performs other duties as may be assigned.

Regiment Adjutant

(a) Rank: Captain / First Lieutenant / Second Lieutenant
(b) Prerequisites: 7th or 8th Grade Cadet / Must have attended SCA the previous year.
(c) Chosen by the Military Department.
(d) Manages all administrative functions of the Regiment.
(e) Assists in the collection and turn in of scheduled inspection results.
(f) Assists in the administrative details of formal parades, ceremonies and other special events involving the entire Regiment.
(g) Assists the Regimental Executive Officer in the performance of his duties.
(h) Performs other duties as may be assigned by the Regiment Executive Officer.

Regiment Administration & Logistics Officer

(a) Rank: Captain / First Lieutenant / Second Lieutenant
(b) Prerequisites: 7th or 8th Grade Cadet / Must have attended SCA the previous year.
(c) Chosen by the Military Department.
(d) Assists Regiment Executive Officer and Adjutant in all administrative functions of the Regiment.
(e) Responsible for all logistical needs of the Regiment.
(f) Responsible for running and maintaining the Canteen.
(g) Works directly for the Deputy Commandant in matters pertaining to the Canteen.
(h) Responsible for inventory control in the Canteen.
(i) Performs other duties as may be assigned by the Regiment Executive Officer.
**Regimental Command Sergeant Major**

(a) Rank: Command Sergeant Major / Sergeant Major / First Sergeant  
(b) Prerequisites: 8th Grade Cadet / Must have attended SCA the previous year.  
(c) Chosen by the Military Department and approved by the Administration.  
(d) Acts as the senior Non-commissioned Officer (NCO) at the Regiment Level.  
(e) Responsible to the Regiment Commander for the execution of assigned duties.  
(f) Acts as the senior Enlisted Advisor to the Regiment Commander.  
(g) Responsible for the actions and training of the Battalion Sergeants Major.  
(h) Acts as the senior Enlisted Advisor to the Regiment Commander.  
(i) Supervises the Regimental Color Guard and ensures they are properly trained and posted and on time for all required events.  
(j) Ensures cadet personal appearance is maintained to the highest standards.  
(k) Ensures Battalion Sergeants Major properly supervise Regiment and Battalion events.  
(l) Responsible for the collection from subordinate battalions and turn in of the daily muster sheets.  
(m) Ensures the Regiment properly prepares for scheduled inspections.  
(n) Performs other duties as may be assigned by the Regiment Commander.  
(o) Performs other duties as may be assigned by the Regiment Executive Officer.

**Regiment Guide**

(a) Rank: Master Sergeant / Sergeant First Class / Staff Sergeant  
(b) Prerequisites: 6th, 7th or 8th Grade Cadet / Must have attended SCA a minimum of one year.  
(c) Chosen by the Military Department and approved by the Administration.  
(d) Carries the Regimental Guidon during all formations.  
(e) Responsible to the Regiment Sergeant Major for the execution of assigned duties.  
(f) Assists the Regiment Sergeant Major in the performance of his duties.  
(g) Performs other duties as may be assigned by the Regimental Sergeant Major.

**BATTALION**

**Battalion Commander**

(a) Rank: Captain / First Lieutenant  
(b) Prerequisites: 8th Grade Cadet / Must have attended SCA the previous year.  
(c) Chosen by the Military Department and approved by the Administration.  
(d) Takes direction from the Regimental Commander.  
(e) Directs and supervises subordinate Company Commanders and responsible for their actions and the actions of their companies.  
(f) Responsible for all Battalion formations.  
(g) Commands Battalion for all formal drill formations and ceremonies.  
(h) Ensures Company Points are collected and passed to the Regiment.  
(i) Ensures all merits and demerits recommended by the subordinate commanders are screened and passed to the Regiment.
Battalion Executive Officer

(a) Rank: First / Second Lieutenant
(b) Prerequisites: 7th or 8th Grade Cadet / Must have attended SCA a minimum of one year.
(c) Responsible to the Battalion Commander for cadet compliance with cadet orders, rules, regulations, directives, and military department instructions.
(d) Acting Battalion Commander when the actual is not on campus.
(e) Responsible for the collection and turn in of accumulated Company Points to the Regiment Executive Officer.
(f) Responsible for the collection of merits and demerits recommended by the subordinate companies and turn in to the Regiment Executive Officer.
(g) Responsible for the collection of inspection results from the subordinate companies and turn in to the Regiment Adjutant.
(h) Responsible for the collection Company Ribbons from subordinate companies at the conclusion of each reporting period and turn in to the Regiment Adjutant.
(i) Assists the Company Commanders in the performance of administrative duties.
(j) Performs other duties as may be assigned.

Battalion Sergeant Major

(a) Rank: Sergeant Major / First Sergeant / Master Sergeant
(b) Prerequisites: 7th or 8th Grade Cadet / Must have attended SCA a minimum of one year.
(c) Chosen by the Military Department and approved by the Administration.
(d) Acts as the senior Non-commissioned Officer (NCO) at the Battalion Level.
(e) Responsible to the Battalion Commander for the execution of assigned duties.
(f) Acts as the senior Enlisted Advisor to the Battalion Commander.
(g) Responsible for the actions and training of the Company First Sergeants.
(h) Ensures highest standards of cadet personal appearance within his battalion.
(i) Ensures Company First Sergeants properly supervise Regiment, Battalion and Company events.
(j) Responsible for the collection from subordinate companies and turn in of the daily muster sheets.
(k) Ensures the Battalion properly prepares for scheduled inspections.
(l) Performs other duties as may be assigned by the Battalion Commander

Battalion Guide

(a) Rank: Sergeant First Class / Staff Sergeant / Sergeant
(b) Prerequisites: 6th, 7th or 8th Grade Cadet / Must have attended SCA a minimum of one year.
(c) Chosen by the Military Department and approved by the Administration.
(d) Carries the Battalion Guidon during all formations.
(e) Responsible to the Battalion Sergeant Major for the execution of assigned duties.
(f) Assists the Battalion Sergeant Major in the performance of his duties.
(g) Performs other duties as may be assigned by the Battalion Sergeant Major.
COMPANY

Company Commander

(a) Rank: Captain / First Lieutenant / Second Lieutenant
(b) Prerequisites: 7th or 8th Grade Cadet / Must have attended SCA the previous year.
(c) Chosen by the Military Department and approved by the Administration.
(d) Takes direction from the Battalion Commander.
(e) Directs and supervises subordinate Platoons and responsible for their actions and the actions of all cadets in their company.
(f) Responsible for all Company formations.
(g) Commands Company for all formal drill formations and ceremonies.
(h) Ensures all recommended merits and demerits are passed to the Battalion.
(i) Keeps Company personnel informed.
(j) Directs and supervises the Company Executive Officer and First Sergeant.
(k) Ensures good order and discipline are maintained throughout the company and its assigned spaces.
(l) Coordinates all company activity in the assigned dormitory spaces with the Resident Care Provider.
(m) Coordinates all company activities outside the dormitory with the Battalion Commander.
(n) Maintains accountability of all cadets assigned to his company.
(o) Conducts weekly meetings with the Resident Care Provider to ensure strict compliance with dormitory rules and regulations by all resident cadets belonging to their company.
(p) Reports all disciplinary problems to the Battalion Commander as they occur.

Company Executive Officer

(a) Rank: First / Second Lieutenant
(b) Prerequisites: 7th or 8th Grade Cadet / Must have attended SCA a minimum of one year.
(c) Chosen by the Military Department and approved by the Administration.
(d) Responsible to the Company Commander for cadet compliance with cadet orders, regulations, directives, and military department instructions.
(e) Acting Company Commander when the actual is not on campus.
(f) Responsible for the turn in of recommended merits and demerits to the Battalion Executive Officer.
(g) Ensures company personnel are prepared for scheduled dorm locker room inspections.
(h) Assists the inspecting officer and acts as scribe during dorm locker room inspections.
(i) Responsible for the collection Company Ribbons at the conclusion of each reporting period and turn in to the Battalion Executive Officer.
(j) Responsible for random locker room inspections to ensure neatness, cleanliness, and proper storage of personal sports equipment.
(k) Reports all disciplinary problems to the Company Commander as they occur.
(l) Assists the Company Commander in the performance of administrative duties.
(m) Performs other duties as may be assigned by the Company Commander.
**Company First Sergeant**

(a) Rank: Master Sergeant / Sergeant First Class / Staff Sergeant  
(b) Prerequisites: 7th or 8th Grade Cadet / Must have attended SCA a minimum of one year.  
(c) Chosen by the Military Department and approved by the Administration.  
(d) Acts as the senior Non-commissioned Officer (NCO) at the Company Level.  
(e) Responsible to the Company Commander for the execution of assigned duties.  
(f) Acts as the senior Enlisted Advisor to the Company Commander.  
(g) Responsible for the actions and training of the Company Platoon Sergeants.  
(h) Ensures dormitory latrines and showers remain clean and orderly after use.  
(i) Ensures cadet personal appearance is maintained to the highest standards.  
(j) Ensures the mess hall remains clean and orderly after use.  
(k) Directly supervises cadets while in the mess hall to ensure good order, discipline and courtesy during mess periods.  
(l) Organizes and supervises company cleaning details used to clean dormitory facilities, the company common area, and the company mess hall area.  
(m) Ensures Platoon Sergeants properly supervise all cadets within the Company at all times.  
(n) Reports all disciplinary problems to the Company Commander or Company Executive Officer as they occur.  
(o) Responsible for the submission of the daily muster sheets.  
(p) Ensures the Company properly prepares for all scheduled inspections and Brigade events.  
(q) Performs other duties as may be assigned by the Company Commander.

**Battalion Guide**

(a) Rank: Staff Sergeant / Sergeant / Corporal  
(b) Prerequisites: 5th, 6th, 7th or 8th Grade Cadet / Must have attended SCA a minimum of one year.  
(c) Chosen by the Military Department and approved by the Administration.  
(d) Carries the Company Guidon during all formations.  
(e) Responsible to the Company First Sergeant for the execution of assigned duties.  
(f) Assists the Company First Sergeant in the performance of his duties.  
(g) Performs other duties as may be assigned by the Company First Sergeant.

**DRILL TEAM**

The Drill Team will consist of 5th through 8th Grade volunteer members from within the entire Corps of Cadets. The team will be the Corps' premier close order drill unit and, with that title, always be expected to set only the highest example of discipline and esprit de corps whether on or off campus.

Cadets from all ranks and positions may be members of the Drill team except those assigned to the Regimental command element. Exceptions to these rules will only be authorized by the Commandant. The team will practice and conduct close order drill in support of scheduled drill and awards ceremonies, parades and drill competitions against other schools.
The Drill Team will consist of a Drill Team Commander, First Sergeant, Guide, and three 6 to 10 man squads.

Drill Team Commander

(a) Rank: Captain / First Lieutenant / Second Lieutenant
(b) Prerequisites: 8th Grade Cadet / Must have attended SCA the previous year.
(c) Chosen by the Military Department and approved by the Administration.
(d) Takes direction from the Regiment Commander.
(e) During non-drill periods, forms as part of the Regimental staff and supports the Regimental Commander and Executive Officer in the performance of their duties.
(f) Directs and supervises members of the Drill Team during drill periods. Responsible for the training of the Drill Team and for the actions of all cadets on the Drill Team when formed.
(g) Leads the Drill Team during all scheduled ceremonies, parades, drill competitions and special events as directed by the Commandant.
(h) Submits award and promotion recommendations on members of the drill team to the Regimental Adjutant during each reporting period.
(i) Submits demerit recommendations on members of the drill team to the Regiment Executive Officer when warranted.
(j) Keeps drill team personnel informed.
(k) Directs and supervises the Drill Team First Sergeant and Guide.
(l) Conducts weekly uniform and equipment inspections when the drill team is formed for practice.
(m) Maintains accountability of all cadets assigned to the drill team.

Drill Team Guide

(a) Rank: Sergeant First Class, Staff Sergeant / Sergeant
(b) Prerequisites: 7th or 8th Grade Cadet / Must have attended SCA a minimum of one year.
(c) Chosen by the Military Department and approved by the Administration.
(d) Carries the Regimental Guidon during all ceremonies, parades, competitions, or special events where the drill team performs.
(e) During non-drill periods, forms as a member of the company assigned to.
(f) Assists the Drill Team First Sergeant in the performance of his duties.
(g) Performs other duties as may be assigned by the Drill Team First Sergeant.
**BAND**

The St. Catherine’s Academy Band, under the direction of the Music Director, will be comprised of those cadets who wish to participate in the band and is accepted by the Music Director. Because of continual overlapping requirements, band members will not be allowed to voluntarily participate as members of either the drill team or color guard. Cadets from 4th to 8th Grade may participate as members of the Corps’ military band. The band will practice under the leadership of the Music Director and the Band Drum Major and participate in all special awards assemblies, parades and other special events as directed by the Music Director.

The purpose of the Regimental Band is to provide the military and marching music necessary for the SCA Corps of Cadets to carry out its military functions. Its primary role is to support the military program with its secondary roles being to provide aesthetic enrichment for the cadets in the band as well as providing practical application experience for those who wish to pursue music in the future.

The Regiment Band’s primary function is to provide marching music for the Academy’s military program. Secondary functions include supporting the liturgy, presenting musical assemblies for other schools, performing occasionally at a requested community or Parents’ Guild function, and/or participating in Band Festivals when and if time allows.

The Band will consist of a Band Drum Major, Band First Sergeant and approximately 15 or more cadet band members depending on the number of cadets who wish to participate.

**Drum Major**

(a) Rank: Captain / First Lieutenant / Second Lieutenant
(b) Prerequisites: 8th Grade Cadet / Must have attended SCA the previous year. Also must have participated as a member of the band for a minimum of one year.
(c) Chosen by the Music Director and approved by the Military Department.
(d) Takes direction from and supports the Music Director.
(e) During non-playing periods, forms as part of the Regimental staff and supports the Regimental Commander and Executive Officer in the performance of their duties.
(f) Directs and supervises members of the Band during practice and drill periods. Responsible for the training of the band in close order drill and for the actions of all cadets in the band when formed.
(g) Leads the band during all scheduled ceremonies, parades and special events as directed by the Music Director.
(h) Submits award and promotion recommendations on members of the band to the Regimental Adjutant during each reporting period.
**Drum Major** (continued)

(i) Keeps band members informed.
(j) Directs and supervises the Band First Sergeant and.
(k) Conducts weekly uniform and equipment inspections when the band is formed for practice.
(l) Maintains accountability of all cadets assigned to the band.

**Band First Sergeant**

(a) Rank: Master Sergeant / Sergeant First Class / Staff Sergeant
(b) Prerequisites: 6th, 7th or 8th Grade Cadet / Must have attended SCA and participated as a band member the previous year.
(c) Chosen by the Music Director and approved by the Military Department.
(d) Acts as the senior Non-commissioned Officer (NCO) for the Band.
(e) Responsible to the Band Drum Major for the execution of assigned duties.
(f) Acts as the senior Enlisted Advisor to the Band Drum Major.
(g) Assumes the duties of the Drum Major when absent or unavailable.
(h) During non-drill periods, forms as a member of the company assigned to.
(i) Ensures highest standards of members personal appearance.
(j) Reports all disciplinary problems to the Drum Major.
(k) Performs other duties as may be assigned by the Drum Major.
(l) Responsible for checking out, distributing, collecting and returning all band equipment.

**Band Uniforms, Advancement, Awards, and Promotion**

**Uniforms.** Band members will have all prescribed cadet uniforms except members will wear white chin straps on their barracks covers (issued by the military department).

**Advancement and Awards**

*BAND GOLD LYRE:*

Permanent Award – worn on left sleeve of Service Alpha uniform.

- Recommended by the Music Director and approved by the Commandant.
- Satisfactory band grade.
- Demonstrated performance during formal drill.
- Maintains satisfactory performance in Conduct throughout quarter.

*BAND GOLD CORD:*

Non-permanent award – worn on Service Alpha uniform and turned in at the end of the academic year.

- Recommended by the Music Director and approved by the Commandant.
- Excellent to outstanding band grade for at least two consecutive quarters.
- Demonstrated performance during formal drill.
- Maintains excellent to outstanding performance in Conduct throughout quarter.
Promotion. Members of the Regimental Band will be promoted as per the Cadet Corps promotion policies set forth in this handbook.

**Table of Organization**

<table>
<thead>
<tr>
<th>UNIT</th>
<th>MEMBER</th>
<th>STRENGTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Band Headquarters</td>
<td>Drum Major</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Brigade Bugler</td>
<td>1</td>
</tr>
<tr>
<td>Brass Section</td>
<td>Section Leader</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Assistant Section Leader</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Section Members</td>
<td>3 – 10 *</td>
</tr>
<tr>
<td>Reed Section</td>
<td>Section Leader</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Assistant Section Leader</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Section Members</td>
<td>3 – 7 *</td>
</tr>
<tr>
<td>Percussion Section</td>
<td>Section Leader</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Assistant Section Leader</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Section Members</td>
<td>3 – 6 *</td>
</tr>
</tbody>
</table>

* Strength dependent on overall strength levels within the Band.

**COLOR GUARD UNIT**

The Color Guard Unit consists of two separate formations; the Color Guard and the Honor Guard. Both are formations of honor due to the fact that they carry and present the symbols of our great nation, other visiting nations, our state, St. Catherine’s Academy, and our nation’s military services.

The Color Guard unit will consist of both a Color Guard and Honor Guard with each team having their own specific responsibilities and requirements. The Color Guard is responsible for daily colors support as well as supporting ceremonies, parades, and other special events as required. The Color Guard consists of five members: two guards (arms bearers) and three flag bearers.
The Color Guard uniform consists of the dress uniform (Service Alphas) white gloves, white ascot, black leather flag harness, and either the green Service Cover, black beret or chrome helmet liners, as directed. All Color Guard uniform items, minus the Service Alpha uniform, are controlled by the Deputy Commandant.

The Honor Guard consists of five volunteer members with each carry the colors of each United States Military Service.

The Honor Guard uniform consists of the dress uniform (Service Alphas) white gloves, black leather flag harness, and either the green Service Cover or chrome helmet liners, as directed. All Honor Guard uniform items, minus the Service Alpha uniform, are controlled by the Deputy Commandant.

**Color Guard Commander**

(a) Rank: Captain / First Lieutenant / Second Lieutenant  
(b) Prerequisites: 7th or 8th Grade Cadet / Must have attended SCA the previous year.  
(c) Chosen by the Military Department and approved by the Administration.  
(d) Takes direction from the Regiment Commander.  
(e) During non-Color Guard activity, forms as part of the Regimental staff and supports the Regimental Commander and Executive Officer in the performance of their duties.  
(f) Directs and supervises members of the Color Guard and Honor Guard. Responsible for the training of both the Color Guard and Honor Guard and for the actions of all cadets on each team when formed.  
(g) Supervises daily color detail during the both raising and retiring of the colors.  
(h) Leads the Color Guard and Honor Guard during all scheduled ceremonies, parades, and special events as directed by the Commandant.  
(i) Submits award and promotion recommendations on members of the teams to the Regimental Adjutant during each reporting period.  
(j) Submits demerit recommendations on members of the teams to the Regiment Executive Officer when warranted.  
(k) Keeps members of both teams informed.  
(l) Maintains accountability of all cadets assigned to the Color Guard and Honor Guard when active.
REGIMENTAL BUGLER

The Regiment Bugler is an integral part of the Military Program at SCA. He is used to sound all required bugle calls throughout each academic day and night, and during special events. For this reason the Regiment Bugler holds a place of honor and distinction within the Corps of Cadets, and will be identified by the distinctive red and gold cord worn on his Service Alpha uniform.

(a) Rank: Sergeant First Class / Staff Sergeant / Sergeant
(b) Appointed by the Music Director.
(c) Prerequisites: 6th, 7th or 8th Grade Cadet. Must have attended SCA a minimum of one year. Member of the Cadet Band.
(d) Supervised by the Regiment Drum Major.
(e) During special events (when not part of a Regimental Band event), the uniform will consist of the dress uniform (Service Alphas) white gloves, white parade belt, and the Service Cover with white chin strap. All uniform items, minus the Service Alpha uniform and service cover, are controlled by the Deputy Commandant and Music Director.
(f) Thoroughly knowledgeable of all required bugle calls.

- Reveille
- Mess Call
- Assembly
- Tattoo
- Attention
- Recall
- To the Colors
- Retreat
- Mass Call
- Taps

Regimental Leadership / Organizational Cords. Leadership cords will be worn by both officers and non-commissioned officers holding leadership or staff positions within the Regiment. Each cord is of a different color to signify what position the officer or non-commissioned officer holds. Leadership cords will be worn with both the Service Alpha (Dress) uniform and the Service Bravo (daily) uniform. They are worn on the left shoulder and may be worn in conjunction with the Conduct Cord, which is worn on the right shoulder. Organizational cords will be worn by members of the Drill Team, Color Guard and Honor Guard. Unless supporting a special event as a member of the Drill Team, Color Guard or Honor Guard, cadets who have both types of cords will wear the leadership cord in precedence over the organizational cord. The Leadership and Organizational Cords used with the SCA Corps of Cadets are as follows:

<table>
<thead>
<tr>
<th>Cord</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black</td>
<td>Regiment Commander *</td>
</tr>
<tr>
<td>Yellow</td>
<td>Regiment Executive Officer</td>
</tr>
<tr>
<td>Grey</td>
<td>Regiment Sergeant Major</td>
</tr>
<tr>
<td>Red</td>
<td>Regiment Adjutant/Log Officer</td>
</tr>
<tr>
<td>Green</td>
<td>Regiment Guide</td>
</tr>
<tr>
<td>Orange</td>
<td>Drill Team Commander *</td>
</tr>
<tr>
<td>Red</td>
<td>Drill Team</td>
</tr>
<tr>
<td>Green</td>
<td>Color Guard Commander *</td>
</tr>
<tr>
<td>Yellow</td>
<td>Color Guard / Honor Guard</td>
</tr>
<tr>
<td>Orange</td>
<td>Band Drum Major *</td>
</tr>
</tbody>
</table>
| * Denotes Citation Cord with nickel tip

<table>
<thead>
<tr>
<th>Cord</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black</td>
<td>Band First Sergeant</td>
</tr>
<tr>
<td>Blue</td>
<td>Battalion Commander</td>
</tr>
<tr>
<td>Blue</td>
<td>Battalion Executive Officer</td>
</tr>
<tr>
<td>Blue</td>
<td>Battalion Sergeant Major</td>
</tr>
<tr>
<td>Blue</td>
<td>Battalion Guide</td>
</tr>
<tr>
<td>Purple</td>
<td>Company Commander</td>
</tr>
<tr>
<td>Purple</td>
<td>Company Executive Officer</td>
</tr>
<tr>
<td>Purple</td>
<td>Company First Sergeant</td>
</tr>
<tr>
<td>Purple</td>
<td>Company Guide</td>
</tr>
<tr>
<td>Red</td>
<td>Regimental Bugler</td>
</tr>
</tbody>
</table>

* Denotes Citation Cord with nickel tip
CADET SENTRY POSTS

Cadets in Grades 6, 7, 8 and ESL are assigned to stand post (extra duty) during various times of the school year. Standing post aids in a cadet’s personal leadership development by requiring proper behavior, responsibility, self-discipline, knowledge, bearing, attention to detail, and building the ability to control the actions of others. Standing post will also be used as a means for cadets to work off demerits received. It must be remembered that a sentry has no friends and every cadet assigned to a sentry post must take his responsibilities seriously at all times. On average, cadets will receive an extra duty assignment approximately once every four to five weeks. Cadet Officers are exempt from the duty roster.

The purpose of the Watch Posts is to:
- Assist in maintaining good order and discipline and safety during recess periods.
- Help safeguard academy property.
- Enhance overall security of the Academy and fellow cadets.
- Support special events as directed by the Commandant.

The Watch Program is monitored by the Deputy Commandant and carried out on a daily basis by the Officer of the Day and the Sergeant of the Guard.

Watch Duty Positions. Each watch will consist of an Officer of the Day (OOD), Sergeant of the Guard (SG), and four sentry posts. Not all sentry posts will be required to be manned at the same time. Special orders for each post will dictate when a sentry will be on duty. Watch duty positions will be identified by red arm bands as depicted below.

OFFICER OF THE DAY

SERGEANT OF THE GUARD

SENTRY

Notes
(1) Arm bands will be worn by all watch personnel until relieved, at which time they will be collected and returned to the OOD for storage.
(2) Duty Arm Bands will be affixed to the left sleeve of the duty uniform and be plainly visible.

Watch Command Post. The OOD will be posted either in the Military Office or just outside the Military Office when on duty. The Sergeant of the Guard will also use the Military Office but will primarily be on roving patrol between active sentry posts when on duty.

Sentry Posts. There are six primary sentry posts on the academy grounds. Each will be manned at different times and events during each academic day. Refer to the special orders for each post as to when each post will be manned. Additionally, special sentry posts, each with special orders, may be activated when required. These posts will only be manned during special events or when directed by the Commandant. OOD and primary sentry posts are located as depicted.
Watch Posting Hours. The hours each watch post is active will differ each day and are subject to modification by the military staff when deemed appropriate. The following lists the standard times each post will be active during regular academic days.

<table>
<thead>
<tr>
<th>EVENT / SCHEDULE</th>
<th>OOD</th>
<th>SOG</th>
<th>SENTRY POST(S)</th>
<th>ACTIVE SENTRY POST(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning Formation</td>
<td>0750-0800</td>
<td>0750-0800</td>
<td>0750-0800</td>
<td>1, 2, 5, 6</td>
</tr>
<tr>
<td>Alpha Schedule</td>
<td>1025-1040</td>
<td>1025-1040</td>
<td>1025-1040</td>
<td>2, 3, 4, 5, 6, RP</td>
</tr>
<tr>
<td></td>
<td>1450-1530</td>
<td>1450-1530</td>
<td>1450-1530</td>
<td>1, 2, 5, 6</td>
</tr>
<tr>
<td>Bravo Schedule</td>
<td>1015-1030</td>
<td>1015-1030</td>
<td>1015-1030</td>
<td>2, 3, 4, 5, 6, RP</td>
</tr>
<tr>
<td>Charlie Schedule</td>
<td>1100-1115</td>
<td>1100-1115</td>
<td>1100-1115</td>
<td>2, 3, 4, 5, 6, RP</td>
</tr>
<tr>
<td>Delta Schedule</td>
<td>1105-1120</td>
<td>1105-1120</td>
<td>1105-1120</td>
<td>2, 3, 4, 5, 6, RP</td>
</tr>
<tr>
<td>Echo Schedule</td>
<td>1035-1050</td>
<td>1035-1050</td>
<td>1035-1050</td>
<td>2, 3, 4, 5, 6, RP</td>
</tr>
<tr>
<td>Foxtrot Schedule</td>
<td>0930-0945</td>
<td>0930-0945</td>
<td>0930-0945</td>
<td>2, 3, 4, 5, 6, RP</td>
</tr>
<tr>
<td>Gulf Schedule</td>
<td>0930-0945</td>
<td>0930-0945</td>
<td>0930-0945</td>
<td>2, 3, 4, 5, 6, RP</td>
</tr>
<tr>
<td>Hotel Schedule</td>
<td>1010-1025</td>
<td>1010-1025</td>
<td>1010-1025</td>
<td>2, 3, 4, 5, 6, RP</td>
</tr>
<tr>
<td>Afternoon Dismissal</td>
<td>Class Dismissal until 1530</td>
<td></td>
<td></td>
<td>1, 2, 5, 6</td>
</tr>
</tbody>
</table>

Note: Changes to the standard times and possible sentry posts locations, due to inclement weather, will be posted by the Deputy Commandant as required.
General Orders. The general orders do not change. As part of military training, cadets are required to memorize and know these general orders (*bold, italic* lettering) and be able to recite them whenever called upon to do so.

1. **To take charge of this post and all academy property in view.**
   - The post limits are defined to include every place to which the sentry must go to execute the post’s special orders. Within these limits, the sentry has the authority over all cadets.
   - The sentry reports immediately to the Sergeant of the Guard all unusual or suspicious occurrences noted.
   - The sentry halts all cadets on or near the post who are violating cadet regulations or the post’s special orders, or whose presence or actions are subject to suspicion.

2. **To stand my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.**
   - Special orders will prescribe the manner in which a sentry shall post (walk, stand, sit).
   - Sentries will always conduct themselves in a military manner and remain vigilant and attentive to their duties.

3. **To report all violations of orders I am instructed to enforce.**
   - A sentry will report all violation of orders to the Sergeant of the Guard at the first opportunity and to the Officer of the Day, Deputy Commandant, or Commandant if being inspected by them.
   - The sentry will log (in writing) all violation of orders that has occurred on their post, to include offense, name of offender, and time of the offense. The log will be turned over to the Sergeant of the Guard when being inspected or immediately prior to being relieved from watch.

To quit my post only when properly relieved.

- The sentry will not abandon his post until properly relieved by either the Sergeant of the Guard or the Officer of the Day.
- At the time scheduled for relief, sentries will proceed to the Sergeant of the Guard and make their final report. After being relieved, sentries will continue with the Academy Plan of the Day.

5. **To talk to no one except in the line of duty.**
   - While posted, sentries will only have conversations with other persons only if it relates to enforcing the special orders of the post assigned.
   - Sentries will no participate in casual conversations with any other cadets while on duty.
6. **To give alarm in case of fire or disorder.**
   - As part of a sentry's standard equipment, cadet sentries will carry a whistle. In case of fire or disorder, the posted sentry will blow the whistle in order to summon the Sergeant of the Guard and alert cadets and academy personnel of a fire or other significant hazard.

7. **To call the Sergeant of the Guard in any case not covered by instructions.**
   - Whenever a sentry encounters a situation not covered by general or special orders, or if in doubt, the sentry will call the Sergeant of the Guard for instructions.

8. **To salute all visiting officers and colors not cased.**
   - When posted, cadets will consider themselves under arms. Being under arms requires sentries, whether indoors or outdoors, to remain covered at all times and render a salute to all officers that enter their post.
   - Periodically, Colors may be used in parade practice or special events. Any-time uncased colors pass through a sentry's post he will render and hold a salute until the colors have passed.

**Special Orders**

1. **Officer of the Day (OOD)**
   - **Mission:** The OOD will assist the military staff and academic instructors by ensuring good order, discipline and security are maintained during duty hours.
   - **Duties:**
     - (a) Command and oversee the actions of the Sergeant of the Guard and all Sentries posted.
     - (b) Ensure the Sergeant of the Guard properly posted all sentries at the appropriate location and on time.
     - (c) Ensure all duty personnel are in the proper uniform of the day.
     - (d) Maintain an OOD Log throughout duty period. A new page will be used for each OOD posting. The following log entries are mandatory.
       - (1) Day, date and time posted as the OOD (at top of page).
       - (2) Assumed the duties of the OOD. “0800: I, Cadet Sergeant John Smith, have assumed the duties of the SCMA Officer of the Day. I have read and understand all orders pertaining to this post.”
       - (3) Sergeant of the Guard posted and briefed.
       - (4) Sentries posted and briefed.
(5) Time scheduled activities commenced (recess, etc.). Example: “1100: Recess commences for K, 1, 2, and 3 cadets.

(6) Time scheduled activities end. Example: “1200: Recess period ended. All cadets returned to class in an orderly fashion.”

(7) All reports from the Sergeant of the Guard and/or Sentries.

(8) All occurrences contrary to good order, discipline and security that have taken place during duty period, (i.e. fights, rough housing, strangers on campus, verbal altercations, accidents, injury, disobedience of orders and regulations, etc.).

(9) All verbal reports given to the military staff while on duty. Example: “1300: Delivered verbal report to the Commandant.”

(10) Relieved of the duties of the OOD. “1000: I have been relieved of the duties of the OOD by the Deputy Commandant.”

(e) Immediately report to the military or academic staff any activity that is deemed unusual, unsafe, against standing orders and regulations, and all accidents.

2. Sergeant of the Guard (SOG)

Mission: Ensures active Sentry Posts are manned and each sentry is properly trained and equipped to perform their duties.

Duties:

(a) Muster and brief all sentries prior to posting.

(b) Ensure each sentry is in the proper uniform of the day, uniforms are squared away, arm bands are issued and worn, and whistles are provided. Note: No unclean whistles will be passed out for use by the sentries. Only whistles that have been removed from the alcohol soak located in the Military Office will be used by sentries.

(c) All sentries are properly instructed on the duties and responsibilities of their post and have a thorough knowledge of the General Orders.

(d) Randomly inspect each active sentry post and collect all reports given. Pass all reports to the OOD for inclusion into the Duty Log.

(e) Formally relieve each active sentry post per the schedule or when directed by the military staff or OOD.

(f) Immediately report to the military or academic staff and the OOD any activity that is deemed unusual, unsafe, against standing orders and regulations, and all accidents.
3. **Sentries**

**POST 1**: Manned 5 minutes prior to and during morning formation; also manned immediately upon dismissal of last class. Relieved after morning formation is dismissed and again at 1530.

Post Location / Boundaries: Northeastern corner of Kindergarten playground fence. Post boundaries include the Western entrance of the campus up to and including the gate.

Post 1 sentries will comply with all General Orders and the Special Orders of this post.

**Post 1 Special Orders**

2. Keep post clean and orderly.
3. Collect, control and log all tardy cadets.
   a. Once the morning formation has fallen in, do not allow any Day Cadet to pass your post and proceed to the formation. Direct those cadets who are tardy into a formation next to Post 1 (at Parade Rest). Ensure the formation remains orderly with no talking within the ranks allowed.
   b. Log the names and company of each cadet who is tardy and turn the names into the Sergeant of the Guard upon relief.
   c. When Colors are sounded, bring the tardy formation to attention. Turn, face the colors, and salute. Hold the salute until colors are completed. Once complete, turn, face the tardy formation, and command them to Parade Rest.
   d. Upon dismissal of the Brigade, bring the tardy formation back to attention then dismiss the formation.
4. Be especially watchful of the entry gate in order to ensure the safety of cadets being dropped off by their parents and the security of the campus and each cadet.
5. After daily class dismissal, ensure day cadets leaving the campus proceed in a safe and orderly fashion. Be especially watchful to ensure the safety and security of cadets leaving the campus.

**POST 2**: Manned during all recess and free time periods.

Post Location / Boundaries: Inside partitioned entrance to outdoor latrine facility. Post includes the entire latrine facility.

Post 2 sentries will comply with all General Orders and the Special Orders of this post.
Post 2 Special Orders

(1) Maintain an accurate Duty Report.
(2) Keep post clean and orderly.
(3) Maintain good order and discipline. No loitering, “horse play”, shoving or fighting permitted.
(4) No drinking of water from the wash basin permitted.
(5) No splashing or playing in the wash basin, urinals or toilets.
(6) Do not allow cadets to place paper, trash or clothing in the wash basin, urinals or toilets.
(7) Ensure cadets do not purposely waste paper towels or toilet paper for the sake of “horse play”.
(8) Place on report any cadet that violates any of these special orders or any order/regulation governing the Corps of Cadets.
(9) Give alarm in case of injury, emergency, fighting, or uncontrollable behavior.
(10) Turn in the names of cadets put on report to the Sergeant of the Guard upon relief.

POST 3: Manned during all recess and free time periods.

Post Location / Boundaries: Posted next to Eastern drinking fountain along northern wall of campus classroom building (closest to Military Office). Post includes the drinking fountain and all grounds within sight or hearing.

Post 3 sentries will comply with all General Orders and the Special Orders of this post.

Post 3 Special Orders

(1) Maintain an accurate Duty Report.
(2) Keep post clean and orderly.
(3) Maintain good order and discipline. No loitering, “horse play”, shoving or fighting permitted.
(4) Drinking fountain to be only used by cadets above the Third Grade. Off Limits to Grades K, 1, 2 and 3.
(5) No loitering, splashing or playing in and around the drinking fountain.
(6) Do not allow cadets to place paper, trash or clothing in the drinking fountain.
(7) Only three (3) cadets allowed use of the drinking fountain at a time. All other cadets must line up behind the yellow line while awaiting their turn to drink.

(8) No spitting of water on the ground or at other cadets is permitted.

(9) Place on report any cadet that violates any of these special orders or any order/regulation governing the Corps of Cadets.

(10) Give alarm in case of injury, emergency, fighting, or uncontrollable behavior.

(11) Turn in the names of cadets put on report to the Sergeant of the Guard upon relief.

**POST 4:** Manned during all recess and free time periods.

Post Location / Boundaries: Posted next to Western drinking fountain along northern wall of campus classroom building (Near Kindergarten Playground). Post includes the drinking fountain and all grounds within sight or hearing.

Post 4 sentries will comply with all General Orders and the Special Orders of this post.

**Post 4 Special Orders**

(1) Maintain an accurate Duty Report.

(2) Keep post clean and orderly.

(3) Maintain good order and discipline. No loitering, “horse play”, shoving or fighting permitted.

(4) Drinking fountain to be only used by cadets in Grades K, 1, 2 and 3. Off Limits to all other cadets while the sentry is posted.

(5) No loitering, splashing or playing in and around the drinking fountain.

(6) Do not allow cadets to place paper, trash or clothing in the drinking fountain.

(7) Only three (3) cadets allowed use of the drinking fountain at a time. All other cadets must line up behind the yellow line while awaiting their turn to drink.

(8) No spitting of water on the ground or at other cadets is permitted.

(9) Place on report any cadet that violates any of these special orders or any order/regulation governing the Corps of Cadets.

(10) Give alarm in case of injury, emergency, fighting, or uncontrollable behavior.

(11) Turn in the names of cadets put on report to the Sergeant of the Guard upon relief.
**POST 5:** Manned during all recess and free time periods.

Post Location / Boundaries: Posted in indoor latrine facility located in Western campus classroom building (near to Military Office). Post includes the entire latrine facility.

Post 5 sentries will comply with all General Orders and the Special Orders of this post.

**Post 5 Special Orders**

2. Keep area clean and orderly.
4. No drinking of water from the wash basin permitted.
5. No splashing or playing in the wash basin, urinals or toilets.
6. Do not allow cadets to place paper, trash or clothing in the wash basin, urinals or toilets.
7. Ensure cadets do not purposely waste paper towels or toilet paper for the sake of “horse play”.
8. Place on report any cadet that violates any of these special orders or any order/regulation governing the Corps of Cadets.
9. Give alarm in case of injury, emergency, fighting, or uncontrollable behavior.
10. Turn in the names of cadets put on report to the Sergeant of the Guard upon relief.

**POST 6:** Manned during all recess and free time periods.

Post Location / Boundaries: Posted on Eastern end of blacktop between pool building and the band room / dispensary. Post includes all grounds within sight or hearing.

Post 6 sentries will comply with all General Orders and the Special Orders of this post.

2. Keep post area and orderly.
(4) Do not allow cadets to leave the blacktop area unless permission received from the academy staff.

(5) Place on report any cadet that violates any of these special orders or any order/regulation governing the Corps of Cadets.

(6) Give alarm in case of injury, emergency, fighting, or uncontrollable behavior.

(7) Turn in the names of cadets put on report to the Sergeant of the Guard upon relief.

ROVING PATROL: Manned during all recess and free time periods.

Post Location / Boundaries: Roving patrol through entire exercise/recess area. Post includes all grounds within sight or hearing.

Roving Patrol sentries will comply with all General Orders and the Special Orders of this post.

Roving Patrol Special Orders

(1) Maintain an accurate Duty Report.

(2) Keep area clean and orderly.

(3) Maintain good order and discipline. No loitering, “horse play”, shoving or fighting permitted.

(4) Do not allow cadets to throw trash or deface/destroy academy property.

(5) Place on report any cadet that violates any of these special orders or any order/regulation governing the Corps of Cadets.

(6) Give alarm in case of injury, emergency, fighting, or uncontrollable behavior.

(7) Turn in the names of cadets put on report to the Sergeant of the Guard upon relief.

CAMPUS REGULATIONS

ON & OFF LIMITS AREAS

On-Limits Areas. Authorized areas where cadets may go and their associated restrictions (if any) are as follows:
### ON-LIMITS AREAS

<table>
<thead>
<tr>
<th>ON-LIMITS AREAS</th>
<th>RESTRICTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cadet Dormitories</td>
<td>Residents only. Cadets only authorized in their assigned Company Dormitory and only when authorized by the Resident Care Providers.</td>
</tr>
<tr>
<td>Entertainment facilities (video and game rooms)</td>
<td>Only when authorized by academy staff.</td>
</tr>
<tr>
<td>Pool</td>
<td>Only during physical education periods and when authorized and supervised by academy staff and a life guard posted.</td>
</tr>
<tr>
<td>Gymnasium</td>
<td>Only during physical education periods and when authorized and supervised by academy staff.</td>
</tr>
<tr>
<td>Recess and Physical Education Grounds</td>
<td>Only when authorized and supervised by academy staff.</td>
</tr>
<tr>
<td>Campus buildings and classrooms</td>
<td>When open for business and when authorized by faculty members.</td>
</tr>
<tr>
<td>Campus grounds</td>
<td>When not specifically restricted.</td>
</tr>
<tr>
<td>Showers</td>
<td>Only when authorized and supervised by academy staff.</td>
</tr>
<tr>
<td>Library</td>
<td>When open for business.</td>
</tr>
<tr>
<td>Computer Lab</td>
<td>On when authorized and when supervised by the academic staff.</td>
</tr>
<tr>
<td>Canteen</td>
<td>Only when open for business.</td>
</tr>
</tbody>
</table>

### Off-Limits Areas. Areas in which cadets are not authorized are as follows:

<table>
<thead>
<tr>
<th>OFF-LIMITS AREAS</th>
<th>EXCEPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cadet Dormitories (for all non-resident cadets)</td>
<td>When authorized by the Resident Care Provider.</td>
</tr>
<tr>
<td>All buildings and classrooms on campus when not open for business and the Administration Building during all hours.</td>
<td>Cadets will have after hours access to those buildings / facilities, including the Administration Building, only when authorized and supervised by academy staff.</td>
</tr>
<tr>
<td>Anywhere off campus</td>
<td>Unless part of an authorized academy outing and under the direct supervision of the academy staff.</td>
</tr>
<tr>
<td>Pool</td>
<td>At any time unless part of the planned physical education curriculum or when authorized for free time recreational use and is supervised by academy staff with a life guard posted.</td>
</tr>
<tr>
<td>Showers</td>
<td>When authorized and supervised by academy staff</td>
</tr>
<tr>
<td>Kitchen</td>
<td>None</td>
</tr>
<tr>
<td>Mess Hall (Dining Facility)</td>
<td>Except during scheduled mess halls hours and when assigned to working parties (under the supervision of academy staff)</td>
</tr>
<tr>
<td>Gymnasium</td>
<td>Except during physical education periods and when authorized and supervised by academy staff.</td>
</tr>
<tr>
<td>Library when closed for business</td>
<td>None.</td>
</tr>
<tr>
<td>Basement areas</td>
<td>None.</td>
</tr>
</tbody>
</table>
PROHIBITED ITEMS ON CAMPUS

Many personal items found at home are not permitted on the SCA campus for reasons of safety, health, obeying city code, liability, and maintaining good order and discipline. Consequently, infractions constitute disciplinary offenses when these items are brought to SCA. Prohibited items found will be confiscated. Patrons may also be held liable for damage or injury caused by prohibited personal items brought onto campus.

### PROHIBITED ITEMS LIST

<table>
<thead>
<tr>
<th>ITEM</th>
<th>REASON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guns/firearms (to include gun-like objects such as air-soft pistols, explosives, knives, knum-chucks, and other martial arts types of weapons, etc.)</td>
<td>Illegal; safety; liability to the patron</td>
</tr>
<tr>
<td>Drugs or drug paraphernalia</td>
<td>Illegal; safety</td>
</tr>
<tr>
<td>Any form of tobacco or tobacco paraphernalia</td>
<td>Illegal for minors; unhealthy; safety</td>
</tr>
<tr>
<td>Alcohol or alcohol containers, empty or with contents, in any form</td>
<td>Illegal for minors; unhealthy; safety</td>
</tr>
<tr>
<td>Money</td>
<td>Theft; liability</td>
</tr>
<tr>
<td>Personal exercise equipment (weights, etc.)</td>
<td>Damage to Academy property; potentially dangerous; liability to the patron</td>
</tr>
<tr>
<td>Personal computer games and board games</td>
<td>Some illegal for minors; detracts from good order and discipline; detracts from academics</td>
</tr>
<tr>
<td>Televisions, Video tapes, DVDs, iPods, iPads, Tablets, CD players, Hand-held video games, etc.</td>
<td>Detracts from good order and discipline; detracts from academics</td>
</tr>
<tr>
<td>Magazines containing drug, pornography, violent content, etc.</td>
<td>Some illegal for minors; detracts from good order and discipline; inconsistent with SCA values</td>
</tr>
<tr>
<td>CDs, tapes or other electronic medium with images, music or lyrics determined to be disrespectful or not in good taste</td>
<td>Some illegal for minors; inconsistent with SCA values</td>
</tr>
<tr>
<td>Cell phones, walkie-talkies, pagers, or any other electronic devices that can be considered disruptive and/or a distraction</td>
<td>Detracts from good order and discipline; theft</td>
</tr>
<tr>
<td>Any item that can produce open flame (candles, incense, lighters, matches, etc.)</td>
<td>Health and safety</td>
</tr>
<tr>
<td>Roller skates, in-line skates, skateboards, scooters, bicycles, etc.</td>
<td>City ordinances, safety, detracts from good order and discipline; theft</td>
</tr>
<tr>
<td>Live plants or animals</td>
<td>Health and safety</td>
</tr>
<tr>
<td>Jewelry, ‘bling’, family heirlooms, etc. (not including inexpensive wrist watches)</td>
<td>Theft; liability</td>
</tr>
<tr>
<td>Any personal items not covered whose value is deemed to be over $100.00</td>
<td>Theft; liability</td>
</tr>
<tr>
<td>Any other item(s) as directed by the Administration or Commandant</td>
<td>For any of the above reasons</td>
</tr>
</tbody>
</table>
PERSONAL PROPERTY & SECURITY

Each Resident Cadet will maintain all personal property in a plastic wardrobe box that they are required to have when they check aboard as well as a locker located in their respective dormitory. The wardrobe box will reside under the cadet’s bunk when not in use. Cadets will mark their personal wardrobe box with their last name and initial for ease of identification. Lockers will be locked when not in use. Day Cadets will be required to bring their personal property with them during each school day and take it home when classes have concluded. Lockers are made available but will be used for physical education clothing and equipment only.

Security Regulations. Each Cadet will take at least the minimum precautions to ensure their personal property remains secure.

- Do not bring valuables to campus.
- Mark all property (Last Name, First Initial)
- Ensure lockers are secured after use.

Reporting Loss. Report lost property to the Resident Care Provider (Resident Cadets) or the Military Staff IMMEDIATELY. The report will include a description of the missing article(s) to include any identifying marks.

Bag Checks. The Commandant may conduct checks of bags and baggage when cadets are departing from and/or returning to campus. This may be on a random basis or 100% check of all cadets depending on the circumstances.

Lost and Found Property Reporting. If a cadet finds property that does not belong to him, he must report it immediately to his Resident Care Provider (Resident Cadets) or the Military Staff. Failure to do so constitutes an Honor Violation.

DAMAGE TO ACADEMY PROPERTY

Damage Report. Cadets are responsible for academy property check out to them. Damages or abuse academy property, whether checked out to the cadet or not, must immediately be reported to the Resident Care Provider (Resident Cadets), the military staff, or any of the academic staff. The academy staff member will, in turn, report the damage and/or abuse to the administration and the Commandant.

Damage to Academy Property. If cadets flagrantly damage Academy property, they shall be held responsible for the repair or replacement of it. If a cadet does not admit responsibility, the cost of repairs will then be apportioned equally among those cadets who were present and had responsibility for the area.

Willful Destruction of Property. Willful destruction to Academy or cadet property is contrary to good order and discipline. If a cadet intentionally destroys Academy or someone else’s property, he will face serious disciplinary action and the requirement to reimburse for damages. Depending on the amount of damage, he could be dismissed from the academy. In serious cases, the cadet may be suspended while an investigation is conducted. If suspended and subsequently found culpable, a cadet can remain in a suspended status until damages are paid. See regulations on suspension.
BAGGAGE & CONTAINER STORAGE

Dormitory Storage. All baggage and containers brought by Resident Cadets will be stored in a designated secure area until the end of the academic year or until the cadet leaves for an extended period (vacation, etc.). Cadets will not have access to personal baggage during the academic year unless leaving for an extended period.

Baggage Identification. For ease of identification during storage, cadets will ensure their name (last name, first initial) are plainly visible on all baggage brought to the Academy.

CAMPUS VISITORS

Cadet, staff and faculty safety and security are of primary concern. Therefore, all visitors must first report to the Administration Office and receive a visitor pass.

Persons wishing to visit the campus or a cadet must contact the Administration Office to coordinate a time that does not interfere with the cadet’s curriculum.

Parents wishing to attend the brigade liturgy need not call ahead but are asked to check in at the Administration Office.

PERSONAL ACCOUNTABILITY AND FORMATIONS

Whenever a cadet is present on campus he must attend all formations. Failure to do so without prior permission received from the Military Department shall result in disciplinary action. A Special Order (SO) will be issued if a cadet is absent from formation more than three times. Cadet Officers are responsible for those cadets in their command. This applies to both Resident and Day Cadets.

MESS HALL PROTOCOL

The SCA Mess Hall is intended as a place in which cadets and staff may take their meals and enjoy the camaraderie of being together. Extra effort will be made by cadet leaders to supervise members of their units and maintain the expected level of dignity, good order and discipline. The Food Services manager reserves the right to refuse service to anyone who is unruly, disrespectful, destructive, or inappropriately attired.

Attendance. All Resident Cadets will attend all scheduled meals and go through the serving line. Day Cadets are required to attend scheduled meals whenever they are on campus.

Mess Hall Seating. Each company will have their own seating area in the mess hall. When attending mess, each company will eat in their designated company area. Company leaders will ensure their assigned mess area is clean and orderly at all times. They will assign and supervise a daily cleaning detail whose responsibility is to clean up their company area after every meal. Company Areas in the mess hall are as follows:
Entry and Exit. Cadets proceed upstairs to the mess line using only the northern stairwell and enter the mess hall only through the North entrance. Cadets will only exit the mess hall through the South Exit and proceed down to the first level using only the southern stairwell. Cadets will follow the traffic flows as depicted below and will not move through another company area unless directed or required due to emergency situation.
Proper Attire. Proper attire is required in the mess hall at all times. Unless otherwise prescribed by the Military Department, the uniform of the day will be worn to all scheduled mess periods. The wearing of PT or athletic uniforms is prohibited unless authorized by the Military Department. Cadet leaders will ensure all cadets entering the mess are in the proper uniform. Those not in the proper attire will not be allowed to enter.

Covers. Covers will be removed when indoors unless under arms, carrying a guidon, or performing other ceremonial duties.

Talking. Talking is not authorized while going through the serving line in order to keep the line moving efficiently. Talking is permitted in a moderate tone at the table during mealtime. Loud, boisterous behavior will result in either a Silent Mess being directed or a cadet being directed to leave the Mess.

Silent Mess. The silent mess is imposed to give time for thought and reflection or to instill discipline. A silent mess is placed into effect by the Regiment Commander when directed by the Commandant. Cadets will not talk during a silent mess. Cadet leaders are allowed to talk in a low voice only when necessary to perform their duties associated with supervising cadets attending the silent mess.

The Mess Line. Cadets are required to take a tray through the serving line even if they do not desire to eat an offered item at the time. They may not bypass the main serving section.

Table Etiquette. Proper conduct and table etiquette will be observed at all times. A table will be filled prior to cadets sitting. Once the last cadet arrives at a table, the senior NCO will announce, “Ready…Seats” at which time all cadets at that table may sit down. Conversely, when the meal hour is over, the senior NCO will bring the table to attention and all cadets at the table will file out (with their trays and trash), ensuring they exit their respective company area in an orderly manner and not to interfere with other companies also attending the meal.

Unit prayer will be conducted while in formation and prior to entering the mess hall. The senior officer or NCO will be responsible for the unit prayer. Only after the prayer will cadets be allowed to move upstairs and enter the mess line.

Supervision. It is the responsibility of cadet Officers and NCOs to maintain good order and discipline in the mess. Company Commanders, Executive Officers, Sergeants Major and First Sergeants will be primarily responsible supervision of their respective companies. Regiment and Battalion leaders will ensure good order and discipline are maintained throughout the mess hall.

Mess Hall Clean Up. It is the duty of every cadet to ensure his assigned eating area is clean and policed. Company officers are responsible for the orderliness and cleanliness of their respective company areas. Working parties will be periodically formed to police the mess hall. These working parties will clean both the company areas as well as the common areas. Cadets required to work off demerits will normally comprise the working parties. However, each Company Commander may also assign other cadets from their company for this duty.

Removing Food from the Mess Hall. Excluding recess snacks, cadets are not allowed to take food outside of the mess unless prior authorization is received from the Administration.
CLASSROOM PROTOCOL

All academic instructors (teachers) deserve our highest respect and praise, and especially those who are faculty members at SCA. For this reason military decorum will be maintained at the highest level while in the classroom. Lapses in military protocol, good order, discipline and military courtesy while in the classroom will not be tolerated and will lead to immediate disciplinary action.

The senior cadet in each class will be the designated class leader. The class title, classroom number, and name, rank, and company of each class leader will be reported through the Cadet Corps chain of command to both the military and academic departments within one week of the beginning of each new academic quarter.

Class leaders will ensure cadets assigned to his class enter and exit the classroom in a military manner. He will also coordinate with his academic instructor in collecting and passing names of cadets who are not upholding expected standards to the Commandant via the Cadet Corps chain of command.

Cadets who have been reported as not having upheld only the highest standards in military protocol, courtesy, and discipline will receive disciplinary action as directed by the Commandant. Repeated offenses may result in suspension or possibly dismissal depending on the nature of the offenses.

Procedures

a. Enroute to Class. Cadets will proceed in a classroom formation (single file) from their last class/event to their next class or event. The formation will be guided by the Class Leader or the senior NCO in the formation and move at route step. Once at the class the formation will be brought to attention then directed to “fall out”. On this command the cadets will proceed into the classroom in an orderly and quite fashion. They will stand at attention next to their assigned seat until each cadet has entered the classroom and the command “Ready…Seats” is given by the Class Leader or senior NCO. Once cadets have been seated they will ready their books and classroom equipment for class.

b. Class Dismissed. Once the academic instructor has dismissed the class, cadets will pack their books and classroom equipment then stand at attention next to their chairs. Once all cadets are ready, the class leader or senior NCO will command “Fall In” at which time the cadets will exit the classroom in a quite and orderly fashion and form into a single file in the hallway as discussed above. Once formed the Class Leader or senior NCO will march the formation at route step to their next class/event.

Cadet Classroom / Study Equipment & Materials. Cadets take pride in ensuring their equipment is clean and serviceable at all times. Cadets will, as a matter of pride and discipline, take care of all book bags, folders, book covers, textbooks, library books, and other equipment and material used during academics. Cadets will not write or draw in/on folders, book covers, or books. They will ensure writing and other instruments used are serviceable and without leaks. Paper used during each class will be placed in an appropriate folder and not randomly “stuffed” into individual book bags. Book bags will not carry any emblems other than the St. Catherine’s Academy crest nor will they be graffiti of any nature. Placing personal pins on book bags is authorized as long the number placed is done so in moderation and they are
in good taste. Cadets found not taking care of their equipment may be subject to disciplinary action. The Academy reserves the right to periodically check book bags, lockers and desks for unauthorized / prohibited items and contraband.

CHAPEL PROTOCOL

The St. Catherine’s Chapel is a house of the Lord and our special place to praise and worship him. Proper decorum and respect will be maintained at the highest level while in the chapel. Proper decorum includes sitting quietly unless praying or singing praise, listening intently to the words of the Lord, standing and sitting quietly when told, and maintaining good order and discipline during all services. Lapses in military protocol, good order, discipline and military courtesy while in the chapel will not be tolerated and will lead to immediate disciplinary action.

Procedures

a. Enroute to the Chapel. Cadets will proceed to the chapel in company formations (two ranks). The formation will be guided by the Company Commander or the SNCOIC. Each company will be assigned cadets from grades K through 2 who will march to the chapel with the formation and remain with their assigned company throughout the service. Route Step is not authorized. Once at the assigned entry door of the chapel the company, battalion and regiment staffs will be halted (see diagram). The formations will then silently march into the chapel, move to their assigned seating area and remain there at attention. Once all cadets in the formation are at their assigned pews in the chapel the Company Commander or SNCOIC will quietly order, “Ready, Seats” at which time all cadets will sit down simultaneously. Once seated cadets can quietly get comfortable and prepare for that day’s worship.

b. Chapel Dismissed. Once the Eucharist is complete, all cadets, by company formation will quietly rise to attention. Company Commanders or the SNCOIC will order either right or left face (facing the outer isles) to their respective formation at which time the formation will leave the chapel single file using the same door from which they entered. Note: No cadet formation will exit the chapel using the center isle. Once outside the chapel the formation will reform into a column of twos and remain there at attention. When ready the Company Commander or SNCOIC will order, “Forward March” at which time the formation will march to their next scheduled event. At no time will route step be used when departing the chapel.

c. Chapel Entry, Exit and Seating Diagram. The following classroom entry, exit and seating diagram will be adhered to by all class formations.
SICK CALL PROCEDURES

At any time, the Academy Staff may send a cadet to the Infirmary for medical treatment. If an illness is considered serious, the afflicted cadet will be escorted to the Infirmary by either another cadet or an Academy Staff member. The Military Staff will be immediately informed when a cadet has been sent to the Infirmary due to illness or injury.

Hours

0745 – 0800  
During Morning and Lunch Recess
1530 – 1630

Procedures. Cadets requiring medical care will proceed to the Infirmary. Only the rear entrance of the Infirmary will be used for Sick Call.

Medication. Cadets will not take ANY medication unless authorized by and under the supervision of the Medical Officer or his/her appointed representative. All prescription medication must be in a prescription bottle/package labeled by the pharmacy with the cadet's name and correct dosage prescribed for the cadet by a physician. Written directions, which include the name of the medication, dosage, time of administration, and the physician's signature, MUST accompany any prescription medication.

A cadet will not carry any medication (including cough drops) with him at any time unless authorized by the Medical Officer. All medications must be hand carried to the Administration Officer by a parent or legal guardian and be given to the receptionist.

Limited Duty Chit. A Limited Duty Chit is issued to cadets who have been excused from participation in drill, physical education, athletics, or possibly all physical activity, for a specific time period, due to injury or illness. Any cadet wanting/requiring a Limited Duty Chit must bring a note from home or a physician and give it to the Medical Officer. The note must contain the number of days the cadet should remain on limited duty, the reason(s) for being placed on limited duty, and the specific activities the cadet will be restricted from doing while on limited duty. Without such a note, the cadet will not be excused from any activity. Note: In situations where extended limited duty is required, a doctor’s note is required.

Serious Injury. In cases of serious injury, the injured cadet will not be moved. He will be made as comfortable as possible while the Medical Officer is summoned to the scene. Immediate first aid may be administered by qualified Academy Staff if the situation warrants. Cadets will not participate in any first aid measures unless directed to do so by the Medical Officer or first-on-scene academy staff member.

TELEPHONE, CELL PHONE AND PERSONAL COMPUTER USE

Telephone Use During the Week. During the academic week (Monday through Friday), cadets may not receive or make telephone calls except in an emergency. Cadets may receive telephone calls from their Parents/Guardians on their Birthday only after 1530. Under no circumstances, during the academic week, will a cadet make telephone calls without permission from the Academy Administrator/Principal.
**Telephone Use During the Weekends**

- **Friday:** Cadets may receive and/or make telephone calls between 1530 and 1730.
- **Saturday:** Cadets may receive and/or make telephone calls between 0900 and 1730.
- **Sunday:** Cadets may receive and/or make telephone calls between 1045 and 1730.

**Notes:**

1. Parents of resident cadets are reminded not to call after 1730. Cadets will be at dinner, showers, and in the dormitory as of 1730 and are not available to receive telephone calls.
2. If a family emergency exists, parents are reminded to call the administration office.

**Cell Phones.** Cell phones are a great convenience but can also be a great distraction. Having unauthorized cell phones while on duty is contrary to good order and discipline and will not be allowed under any circumstances. Cadets are not authorized to have cell phones while on campus or during off-campus academy sponsored events. Resident cadets are authorized to have a cell phone as long as it is kept locked up by the Resident Care Provider (RCP). Resident cadets may check out their cell phone from the RCP for use at the times specified above and must turn it back once their call is complete. Any unauthorized cell phones found will be confiscated and not returned to the cadet until the end of the academic year or if requested by the parent/guardian in person.

**Personal Computers.** Personal computers (PCs) are essential teaching and learning tools in the 21st Century classroom. SCA has begun our transition into computer learning by allowing grades 6, 7, 8 and ELL cadets to have PCs while attending classes. With this privilege comes great responsibility on the part of both our day and resident cadets. With this privilege also comes many rules, regulations and restrictions that every cadet will adhere too.

**Types of PCs Authorized.** Cadets in the grades specified above may only bring laptop or notebook computers on campus. **IPads or any type or model of tablet are not authorized for use at SCA.** Combined PC/Tablet PCs are authorized but will not be of a type that can link into the worldwide web via cell phone towers.

All PCs used by cadets will be **WiFi capable only.** Cadets are not authorized to have PCs that are capable of linking into the worldwide web via cell phone towers. Any violation of this restriction will result in immediate confiscation of the violator’s PC.

**PC Usage.** Cadets are not authorized to use their PCs for personal use at any time when school is in session or during study hall or detention periods.

Cadet PCs will only be used when authorized by a member of the faculty or the military department. When not in use, cadet PCs will be shutdown completely and not be turned on again until authorized. Except when authorized for personal use by 7-day resident cadets, (see following page), cadet PCs will only be used for academic / study purposes only.
PCs are also authorized for use by resident /study hall cadets during scheduled study hall and detention periods. PCs used during study hall and/or detention will only be used explicitly for academic purposes only.

7-Day resident cadets are authorized to use their PCs for personal use with the following restrictions.

(1) Only on Friday evenings between 1800 and 1830 (6:00PM to 6:30PM).
(2) Only in the study hall room (dining facility).
(3) Only when under direct supervision of the military and/or coaching staff.
(4) Only for corresponding with family and friends (no personal web search or gaming).
(5) Cadets can only use conferencing and/or email applications (no social networking applications are allowed at any time).

At no other time or location will resident cadets be allowed to use their PCs for personal use while attending SCA.

Security and Storage. PCs and their contents are extremely valuable and must be secured at all times. To ensure adequate security of cadet PCs, the following rules and restrictions will apply.

(1) All resident cadet PCs will be stored under lock and key during non-school periods in a pre-designated location in the middle school classroom building. Only faculty, military and some administrative staff members will have key access to the PC storage room. At no time will cadets be authorized access to the PC storage room unless under direct supervision by a SCA staff member. PC storage and collection regulations will be as follows.

(a) Immediately after the morning meal and prior to morning formation, resident cadets will be authorized supervised access to the PC storage room. Cadets will unplug and collect their PC from a pre-issued PC storage station.
(b) During school hours, cadets will be responsible for the security of their PCs. If taken out of the classroom for any reason, PCs will be turned off and stored in either a PC storage bag or backpack. Cadets carrying their stored PCs will maintain direct control over them until back in the classroom or until the PC is placed in overnight storage.
(c) At the end of each class day, cadets will store their PCs as specified above. Cadets will keep their PCs securely stored with their backpacks throughout military time. Upon dismissal for the day, day cadets will retain their stored PC and take them home with them. Resident cadets will retain their secured PC and use them for afternoon and/or evening study hall, as required. Upon completion of evening study hall, resident cadets, by unit, will march to the middle school building. Upon opening of the PC storage room, resident cadets will proceed singly into the room and store / plug in their PC only at their pre-assigned storage station. Only after a cadet has completed storing his PC and left the storage room will the next cadet be allowed into the room. Of note, no cadet will be allowed into the PC storage room unless under direct physical supervision by a SCA staff member.

As part of the SCA PC security protocols, cadets in possession of a PC will assign a screen-lock password to their PC. Cadets are not allowed to relay their passwords to
other cadets. Cadets, however, will provide their password to the military department. If found that a password given to the military staff is purposely falsified, the PC will be immediately confiscated and the cadet will receive an honors violation for lying.

**Programs and Applications.** With the limited exception of 7-day resident cadets, all cadets must always remember that PCs allowed for use on campus are to be used only for academic / study purposes. To ensure all cadets comply with this restriction, all PCs used on campus will be allowed to have only those programs and applications authorized herein.

(1) Programs and Applications Required. The following programs and applications are considered essential in order to ensure best academic use of cadet PCs.

- Productivity Software
  - Word Processing
  - Spreadsheets
  - Presentation software
- Drawing software
- Basic Photo Editing software
- Search Engine (i.e. Google Chrome)
- Standard Applications
  - Java
  - Adobe Reader
  - Video Viewer
- LanSchool (to be added by SCA)

(2) Programs and Applications Recommended. During the school year some additional programs / applications may be added by individual teachers based on need. **At no time will cadets be authorized to add programs / applications without the consent of the faculty, Principal, Commandant or President.** Some recommended programs already allowed include:

- Animoto
- Audacity
- Video conferencing programs (R7 cadets only)
- Email programs (R7 cadets only)

(3) Restricted Programs / Applications. Restricted applications include any program that undermines the teachings of the Catholic faith or are contrary to the good order and discipline expected at SCA. Specific applications that are restricted from use by SCA cadets include:

- All social networking programs (i.e. facebook, twitter, etc.)
- All gaming software
- Any counter-culture / anti-social applications
- Any pornographic applications
- Blogging applications
- Message, picture or video posting applications (i.e. Instagram, etc.)

**Search Authorization.** There will be zero tolerance with regard to any violation of the rules, regulations and restrictions associated with the use of PCs on campus. By bringing PCs on campus, both cadets and their parents agree to allow both random and targeted physical and electronic searches of their PC. Content searches will be
conducted to ensure compliance with all rules, regulations and restrictions laid out in this handbook. All violations found during either physical or electronic searches will be reported to the parents with violators having their PCs confiscated and receiving appropriate disciplinary action.

TAPS & LIGHTS OUT

Taps will sound at 2130 everyday. During the academic week cadets will be in their beds and lights will be out when Taps are blown. During the weekend and on holidays the Resident Care Provider (RCP) may allow cadets within her dormitory to remain awake until 2200.

WEEKEND LIBERTY (Check Out and Check In of Resident Cadets)

Resident cadets are allowed to leave campus every weekend during the academic year unless a special event is scheduled (i.e. parades, etc.). Weekend liberty begins every Friday at 1500 and ends at 1900 every Sunday. Parents who wish to sponsor a cadet(s), other than their own child, as a weekend guest must be fingerprinted and undergo the legal process for adults interacting with the cadets.

Note: Cadets will not be released to anyone who is not on the emergency contact form without prior written notice.

Check Out. Parents/Guardians will park on Cypress Street and walk through the Cypress Street gate when coming to pick up their son(s) before 1700. Prior to 1700 parents/guardians are not allowed to park in the Academy parking lot. After 1700 they may. The parents/guardians must proceed to the main administration building and sign out their child and pick up all mail and notices prior to departing with the cadet.

Cadets departing for weekend liberty will remain with the coaches until called by the receptionist in the administration office. When paged, the cadet will report to the front office and will report his name and company prior to being authorized to depart.

TAPS & LIGHTS OUT

Taps will sound at 2130 everyday. During the academic week cadets will be in their beds and lights will be out when Taps are blown. During the weekend and on holidays the Resident Care Provider (RCP) may allow cadets within her dormitory to remain awake until 2200.

WEEKEND LIBERTY (Check Out and Check In of Resident Cadets)

Resident cadets are allowed to leave campus every weekend during the academic year unless a special event is scheduled (i.e., parades, etc.).

The Service Alpha (Dress) uniform, including the Barracks Cover will be worn for both check out and check in from weekend liberty. Cadets not called for checkout by 1530 will change into their athletic uniform and participate in the scheduled athletic program until paged by the receptionist. Once paged the cadet must change back into the Service Alpha uniform before being authorized to check out on weekend liberty.
Check In. Cadets returning from Weekend Liberty must check in at the administration office prior to 1900 on Sunday evenings or on Monday evening if Monday is holiday. Like check out, the Service Alpha uniform will be worn for check in. If, in case of emergency, the cadet cannot check in by 1900, the parent/guardian must call the administration office by 1830 on Sunday and also send in a note. Cadets who arrive later than 1900 or do not return until the following day will be subject to disciplinary action unless prior written authorization was received from the SCA administration.

Note: Parents/Guardians may not accompany cadets to the dormitories. They are, however, encouraged to stay on the white top area and watch the Sunday Evening Formation.

CLOSED WEEKENDS

Closed weekends will be mandatory for the entire Corps of Cadets or, in some instances a pre-designated group of cadets, (i.e. Cadet Leaders). Closed weekends are considered an essential part of the SCA military program experience. Parents of Day Cadets will be notified of a closed weekend at least one week in advance.

INTERNATIONAL CADETS AND PASSPORTS

International cadets are required to turn in their passports to the Administration Officer upon enrollment. The Administration Office will return a passport to an international cadet only for travel authorized by a parent or guardian. If issued for travel during the academic year, the passport must immediately be returned to the Administration Office upon the cadet’s return.

CADET MAIL

- Resident Cadets are encouraged to write or email home on weekends. Parents/Guardians are required to provide stationary and stamps.
- Letter writing will be scheduled and supervised by the Resident Care Providers.
- To ensure good order and safety for all academy cadets and personnel, the Academy Administrator/Principal or designated staff member is authorized to inspect packages received by resident cadets.
- Cadets are not authorized to have or carry money. Therefore, parents/guardians will not send cash in letters to the cadets. Parents wish to send a cadet spending money will send it to the St. Catherine’s Academy (Attn. Bookkeeper). The bookkeeper will deposit money sent to a cadet in the cadet’s canteen and/or deposit account.
- Outgoing mail will be sealed and stamped then submitted to the Resident Care Provider.
- The mailing address for resident cadets is:
DAY CADET REGULATIONS

St. Catherine’s Academy is comprised of a SINGLE program designed for both Day and Resident students. The provisions of this Handbook apply to all cadets, regardless of status. Parents/Guardians and cadets alike must pay particularly close attention to the following activities that require Day Cadet attendance:

Day Cadet Mandatory Participation

- Academic school weekday, including Physical Training (PT) and Military Time
- Closed Weekends (published in advance)
- Study Hall and/or weekend detention (when assigned)
- Drill practice, extra duty, weekly assembly, parades, inspections, special events
- Other events identified by bulletin, activity planner or Plan of the Week
- All formations

Day Cadet Schedule

MONDAY through THURSDAY: 0750 – 1530 (3:30 PM)
FRIDAY: 0750 – 1500 (3:00 PM)

Note: Day Cadets in grades 3 through 8 are required to participate in drill each day from Monday through Thursday.

Day cadets who are not in formation by 0750 will report to the front office for a late pass. Any cadet not abiding by this rule will receive demerits every time he is late for formation and does not have a late pass from the front office.
Cadets enrolled in the After-School Program are dismissed at 1700. All day students not enrolled in this program must be off campus grounds within 30 minutes of dismissal. If the parents/guardians are unable to arrange pick-up of their cadet within 30 minutes after dismissal must enroll the cadet in the After-School Program.

Day cadets will enter and leave the campus using only the Chartres Street Gate. During periods when Chartres Street is closed the Resh Street Gate will be used as the alternative campus entry and exit point. Day cadet parents will be notified when the Resh Street Gate will be used.

**CAMPUS CLEANLINESS / POLICING**

Every SCA Cadet is responsible for keeping the academy grounds and facilities clean and free of trash. Not littering and taking the time to pick up and properly dispose of a piece of trash are signs of discipline, teamwork, cooperation, pride and Esprit de Corps. Cadets found purposely littering will be subject to disciplinary action. Those found purposely defacing or destroying academy property will be subject to harsh disciplinary action, which could include suspension or dismissal.

**Company Areas of Responsibility.** Each company will be assigned a specific area of responsibility or sector on the campus grounds for which it is responsible to keep clean and orderly at all times. Assigned company sectors will be periodically rotated to ensure fairness and an equal division of labor. Company commanders will assign two or three-man working parties to police their respective sectors on at least a weekly basis. Additionally, those cadets who are required to work off demerits through Extra Military Duty (EMD) may also be assigned policing duties within one or more sectors on the campus grounds. Company Sectors are as follows:
DORMITORY RULES AND REGULATIONS

Cadet living quarters include the Company dormitory they have been assigned to and the connecting latrine and locker room. It is each cadet’s responsibility to keep his dormitory clean and orderly at all times.

Resident Care Providers (RCP). There is a RCP assigned to and living within each dormitory. Dormitories are organized by company (Company A through Company D). The company to which a resident cadet is assigned is the dormitory he will reside during his stay at SCA with his RCP always remaining the same. The RCP, assisted by the resident cadet leaders, is responsible for the health, safety, and orderly conduct of the cadets in her dormitory. The RCP Sister also provides guidance, encouragement and nurturing to each cadet in her care.

Company Command Element Dormitory Responsibilities. The Company command element consists of the Commanding Officer, Executive Officer and First Sergeant. All three are responsible for good order and discipline being upheld in their Company’s dormitory. There will always be a company command representation residing in each company dormitory.

If, by command billet assignments, the Company Commander is a Day Cadet then the Executive Officer will be a Resident Cadet living in the dormitory. Same holds true if the Executive Officer is a Day Cadet then the Company Commander must be a resident. Of note, if a cadet leader from the Regiment or Battalion resides in the dormitory and he is senior in rank to either the Company Co or XO residing there then he will assume dormitory leadership responsibilities with the Company CO or XO assuming the position of second in command.

The resident command element leader(s) will assist the RCP in the performance of her duties and responsibilities by setting a positive example and providing leadership and guidance to the other company cadets living in the dormitory. The resident senior officer (CO or XO) will recommend the awarding of merits and demerits to the RCP. The RCP will send the approved merits and demerits to the Commandant during each reporting period.

Cadet leaders will ensure their dormitory, with its associated common use areas, are cleaned and policed before the day’s scheduled activities begin and are completed to Academy standards accordingly. Leaders will ensure:

- Overall cleanliness.
- Good order and discipline is maintained at all times.
- All damaged and non-working property is reported.
- Cadets not assigned to the dormitory are not allowed in (unless authorized by the RCP).
- One or more of the Company’s leadership is on hand when the dormitory is occupied.
- A weekly field day duty roster is prepared and posted.
- All resident cadets are prepared for dormitory/locker inspection.
INSPECTIONS

Inspections, both scheduled and no-notice, are used to ensure good order and discipline, personal cleanliness and hygiene, facility cleanliness and serviceability, and serviceability of equipment are maintained to the highest standards. Scheduled inspections are a regular part of a cadet’s life but each is expected to be prepared for no-notice inspection at any time.

Daily Personnel Inspections. Cadets will receive a uniform and personal grooming inspection every morning at the Regiment morning formation. The Deputy Commandant will oversee all personnel inspections with Regiment Officers and Staff Non-commissioned Officers conducting the inspections and recording the inspection results. At any time the Commandant and/or Deputy Commandant may conduct personal inspections of individual companies during the morning personnel inspection. When the Commandant inspects, the Regimental Adjutant will act as his scribe. When the Deputy Commandant inspects, the Regiment Sergeant Major will act as his scribe.

Cadets will be inspected for uniform cleanliness, serviceability, and proper wear and an overall squared away appearance. They will also be inspected for personal hygiene to include, haircuts, hair combed, finger nails (clipped and clean), and overall cleanliness.

Cadets failing inspection will receive demerits (refer to Demerit Table) while those receiving excellent inspection results will receive merits (refer to the Merits Table). Cadets’ continually receiving less than satisfactory results in the morning personnel inspections will be subject to disciplinary action if the situation warrants such action.

Companies may also receive or lose Company Points depending on the overall preparedness of the company.

The individual results from each daily personnel inspection will be maintained in each cadet’s Military Folder with overall company results being annotated in the Company Folder.

Locker Inspection. Cadets are subject to no-notice locker inspections at any time. The purpose of the inspection is to ensure individual lockers are clean, orderly, and free of contraband.

Specific items that will be looked at during the inspection include (refer to locker diagram below):

- Proper position of shoes; uniform shoes are clean and polished; heels and soles of shoes checked for wear (tagged for repair or replacement if necessary); athletic shoes are clean and free of debris; shower shoes are clean and serviceable.
- Shoe laces are either tied or tucked in.
- No unauthorized or contraband items in locker.
- Inside of locker is clean and free of dirt, lose papers, etc.
- Proper positioning and alignment of clothing and authorized equipment.
- Authorized clothing items is folded properly and placed in its proper location or hung in proper location.
- Folded clothing will be placed in locker with the single fold facing outward.
- White socks folded and in proper position.
- Authorized athletic equipment in proper location.
- Shoeshine kit in proper location.

Also, during some of the locker inspections, cadets will receive a cursory grooming and uniform inspection.

Like the personnel inspection, cadets failing inspection will receive demerits (refer to Demerit Table) while those receiving excellent inspection results will receive merits (refer to the Merits Table). Cadets’ continually receiving less than satisfactory results in locker inspections will be subject to disciplinary action if the situation warrants such action. Companies may also receive or lose Company Points depending on the overall preparedness of the company.

The individual results from each daily locker inspection will be maintained in each cadet’s Military Folder with overall company results being annotated in the Company Folder.

**Locker Layout Diagram**

![Locker Layout Diagram](image-url)
Dormitory Inspection. Dormitory inspections will also be conducted on a regular basis. The following areas will be inspected:

- Condition and cleanliness of the hall and windows.
- General cleanliness and orderliness of the dormitory area.
- Latrine – cleanliness and serviceability.
- Fire hose and fire extinguisher for condition and availability.
- Locker room / lockers:
  ◊ Cleanliness and orderliness
  ◊ Proper storage of clothing
  ◊ Contraband
- Sleeping area:
  ◊ Proper alignment of beds
  ◊ Floors for cleanliness
  ◊ Beds properly made
  ◊ Contraband
  ◊ Condition and cleanliness of inside windows
- Wash room:
  ◊ Cleanliness
  ◊ Serviceability
  ◊ Proper stowage of personal articles in cubicles
  ◊ Condition of wash cloths
  ◊ Condition of towels
  ◊ Waste basket condition
- Functional check of all electrical switches / alternate source of light.
- Cadet personal appearance:
  ◊ Uniform properly worn, clean, squared away, proper set up
  ◊ Brass clean (collar and cover brass)

Like the personnel and locker inspection, cadets failing inspection will receive demerits (refer to Demerit Table) while those receiving excellent inspection results will receive merits (refer to the Merits Table). Cadets' continually receiving less than satisfactory results in locker inspections will be subject to disciplinary action if the situation warrants such action. Companies may also receive or lose Company Points depending on the overall preparedness of the company.

The individual results from each weekly dormitory inspection will be maintained in each cadet’s Military Folder with overall company results being annotated in the Company Folder.

CANTEEN

The “Knight’s Canteen” is provided for resident cadets to purchase candy, snacks, grooming essentials and replacement uniform items after the academic and drill periods are completed for the day. The canteen will be open from 1530 to 1600 Monday through Thursday for food and personal hygiene items only. Resident cadets are allowed one snack item per day when the canteen is open. Names of resident cadets will be annotated with each canteen purchase with weekly charges made
against their accounts. Day cadets may purchase canteen items by paying a weekly charge every Monday (for the full week of canteen privileges).

Directly after dismissal on Fridays, the canteen will be open for uniform items only. At 1600 on Fridays, then canteen will be opened to residents only for snack and personal hygiene items.

**Rules**

- Sodas, nuts, or seeds are prohibited from being sold in the canteen.
- Purchases can only be made when the canteen is open.
- Cadets will not use money when purchasing items from the canteen. With every purchase from the canteen an annotation will be made on the cadet canteen roster signifying the purchase of snacks, grooming essentials, or replacement uniform items on that day. Day cadets will pay for weekly canteen privileges every Monday during canteen hours. Individual daily purchases are not authorized.
- Only one cadet will be allowed at the canteen service window at a time. Others will wait in a line behind a white line painted on the blacktop.
- Cadets may eat their snacks on the blacktop only. No snacks purchased may be taken into the dormitory or any other academy facility.
- Cadets will ensure that no fallen candy or wrappers are left on the deck. They will ensure that all trash is picked up and thrown away before leaving the blacktop area.
- If cadets fail to adhere to the published rules then the canteen will be closed and not re-opened until authorized by the Commandant.

**Candy and Sodas**

Candy, sodas, and any other snacks or beverages, other than water, may not be brought on campus and may not be stored in book bags, lockers or in the dormitories. Candy is only permitted if purchased from the canteen and only during canteen hours or on special occasions. Cadets who violate this policy will be subject to disciplinary action.

**Inclement Weather Plan**

In the event of inclement weather the Inclement Weather Plan will be put into effect.

a. **Reveille (Resident Cadets).** Reveille formation will be conducted in the hallway next to each dormitory. The senior resident cadet will form up the resident cadets of his dormitory in a column of twos. He will then conduct a muster and uniform inspection (Note: cadets will not dawn rain gear until the uniform inspection is complete and permission is given by the inspecting officer).

b. **Morning Muster (Day Cadets).** All day cadets will muster in the gymnasium. The cadets will form as companies and at close interval. When ordered by the Regiment and Battalion Commanders, the senior day cadet of each company will bring his company to attention, conduct a muster, then conduct a uniform inspection (Note: Those cadets wearing rain gear will remove it prior to joining their company formation).
c. **Breakfast.** Companies will be marched in a column of twos from their dormitory muster area, (hallway outside of their dormitory), to the mess hall using the covered halls and balcony on the second deck. During inclement weather only the South doors of the mess hall will be used (for both entry and exit).

d. **Class Assembly Area.** When the morning meal is complete, cadets will exit the mess hall using the South doors and form into their class formations. The class leader will march their cadets, at route step, through the locker room then to class, using the covered halls and balcony on the first and second decks. The Class leader will allow cadets to retrieve their book bags while in the locker room then immediately re-form and be marched (route step) to class. Moving a class formation from one classroom to another remains as discussed under Classroom Protocol.

e. **Lunch Assembly Area.** Lunch formations will be formed outside of each classroom. The primary grades will proceed directly to the mess hall where they will sit in their designated company area and commence eating. The remaining grades will form outside of their classrooms (as discussed under Classroom Protocol) and be marched (route step) to the mess hall by the Class Leaders. The class formations will move using the covered walkways (going past the three classrooms above the locker room then to the hallway outside of the Delta Company dormitory). The formations will then proceed down the stairs and remain in class formation (at ease) inside the hallway outside of the library. Class leaders will ensure all cadets remain in formation and voice levels remain low. Class formations will be ordered to the mess hall one at a time as room becomes available in the mess hall / receiving line. When called to lunch, class leaders will bring their formation to attention and march them to the mess hall. This process will continue for all class formations have been served.

f. **Lunch.** Upon completion of lunch, the same procedures used during breakfast will be used to return cadets to their respective classrooms.

g. **Assembly for Drill.** During inclement weather the gymnasium will be used for the drill period. Band members will report directly to the band room while all other cadets, with their book bags, will report to the gymnasium and form into their respective companies. Normally, instruction provided when using the gymnasium will be practicing individual drill movements, leadership training and discussions, and military essential subjects training.

h. **Dismissal.** The gymnasium will be used to dismiss cadets after the drill period. Once dismissed, day cadets will proceed, in an orderly manner, down the stairs and through the classroom hallway to the Chartress Street Gate. There, day cadets will wait to be picked up by their parents/guardians. Once dismissed, resident cadets will remain in the gymnasium and await instructions from the athletic department.

i. **Assembly for Athletics.** After all day-cadets have been dismissed and have departed (minus those that are members of an academy organized sports team and are required by the Athletic Director or are attending afternoon study hall), resident cadets will proceed, in company formation (one company at a time), to the locker room. Once there, company leaders will give the order to fall out at which time the Athletic Director and the Assistant Coaches will provide directions and provide supervision during the athletic period.
j. **Assembly for Dinner.** After completion of the athletic period the cadets will assemble in the locker room for the after-athletics inspection. After inspection, the cadets will form into their respective companies in the first floor hallway along the piano classroom. There they will await the military supervisor’s direction to proceed to the mess hall for dinner. When directed, each company will march to the mess hall as described earlier.

k. **Assembly for Chapel.** During inclement weather cadet classroom formations will form up immediately outside of their respective classrooms. Once formed, they will proceed to and up the indoor stairwell (toward the gymnasium) and exit the building under the upstairs awning. The formations will then proceed, one after the other, through the primary classroom hallway then through the second floor dormitory passageway to the mess hall stairwell. The formations will go down the mess hall stairwell and proceed directly to the chapel, remaining under the administration building and chapel awning throughout. When leaving the chapel cadet classroom formations will take the exact opposite route if proceeding back to their respective classrooms. If going to noon meal immediately after chapel, cadet classroom formations will line up under the administration building awning and await sequential movement up the stairs and into the mess hall.

l. **Dismissal of Companies After Dinner.** During inclement weather companies will enter and exit the mess hall using the South door. Once inside the mess hall the companies will follow the rules and regulations discussed in the Mess Hall Protocol section of this handbook. Once dinner is complete companies will exit the mess hall and form up under the Southern, covered passageway located on second deck. From there cadet companies will be marched (route step) to the locker room where they will collect their book bags. After re-formed, companies will be marched back to the mess hall for evening study hall.

m. **Assembly after Study Hall.** After study hall cadets will be marched in company formation back to the locker room where they will deposit their book bags, re-form, then march to their respective dormitories using the stairs and covered passageway.

**HOT WEATHER / UNHEALTHY AIR QUALITY PLAN**

Both hot weather and less than healthy air quality are a fact of life in Southern California. In both circumstances special rules must be adhered to in order to ensure the health and safety of all SCA cadets.

a. **Hot Weather Plan.** Strenuous physical activity in hot weather can lead to three types of heat related illnesses to include:

   **HEAT CRAMPS:** Painful muscle cramps usually in the stomach, legs and/or arms. They are caused by loss of electrolytes in the body due to excessive sweating. Heat cramps may occur without the individual feeling thirsty.

   **HEAT EXHAUSTION:** Defined as a condition resulting from peripheral vascular collapse due to excessive water and salt depletion. Symptoms include profuse sweating, headache, weakness, pallor, nausea, vomiting, shortness of breath, palpitations, faintness, and/or loss of consciousness.

   **HEAT STROKE:** This is a medical emergency that may result in death if care is delayed. It is typically defined as a core temperature greater than 105°F. It is caused by the failure of the body’s ability to cool itself.
Prevention is the key for all heat related injuries. Proper hydration, monitoring the Wet-Bulb Globe Temperature (WBGT), ensuring the proper number of work/rest cycles, and acclimatization are the keys in ensuring heat related illnesses do not occur. For this reason the following table will be adhered to when planning and conducting any program or event requiring some form of physical activity during hot weather.

<table>
<thead>
<tr>
<th>FLAG</th>
<th>WBGT Index (°F)</th>
<th>Intensity of Physical Exercise</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green</td>
<td>80 - 84.9</td>
<td>Discretion required in planning heavy exercise for unseasoned cadets. This is a marginal heat stress limit for all personnel.</td>
</tr>
<tr>
<td>Yellow</td>
<td>85 – 87.9</td>
<td>Strenuous exercise and activity (e.g. close order drill) should be curtailed for new and un-acclimated cadets during the first 3 weeks of heat exposure. After 3 weeks then no limitations.</td>
</tr>
<tr>
<td>Red</td>
<td>88 – 89.9</td>
<td>Strenuous exercise allowed but limited for all cadets. Cadets continuously monitored for signs of heat exhaustion and proper hydration during any physical exercise.</td>
</tr>
<tr>
<td>Dark Red</td>
<td>90 and Above</td>
<td>Physical training and strenuous exercise suspended for all cadets.</td>
</tr>
</tbody>
</table>

b. **Unhealthy Air Quality Plan.** Like excessive heat during physical activity, air quality can also have an adverse effect on people, especially during physical activity and when the person is sensitive to pollutants in the air and/or suffers from ailments such as asthma. Also, like heat related illnesses, the best to combat unhealthy air quality related illnesses is through prevention. For this reason the following table will be adhered to when planning and conducting any program or event requiring some form of physical activity during periods of less than optimum air quality.

<table>
<thead>
<tr>
<th>FLAG</th>
<th>AQI Index Values</th>
<th>Health Categories</th>
<th>Cautionary Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green</td>
<td>0 - 50</td>
<td>Good</td>
<td>None</td>
</tr>
<tr>
<td>Yellow</td>
<td>51 - 100</td>
<td>Moderate</td>
<td>Limit prolonged outdoor exertion for unusually sensitive people.</td>
</tr>
<tr>
<td>Orange</td>
<td>101 - 150</td>
<td>Unhealthy for Sensitive Groups</td>
<td>Limit prolonged outdoor exertion for active children and adults with respiratory ailments (i.e. asthma).</td>
</tr>
<tr>
<td>Red</td>
<td>151 - 200</td>
<td>Unhealthy</td>
<td>Avoid prolonged outdoor exertion for active children and adults with respiratory ailments (i.e. asthma). Limit prolonged outdoor exertion for healthy adults and especially children.</td>
</tr>
<tr>
<td>Dark Red</td>
<td>201 - 300</td>
<td>Very Unhealthy</td>
<td>No outdoor exertion for active children and adults with respiratory ailments (i.e. asthma). Very limited outdoor exertion authorized for healthy adults and especially children.</td>
</tr>
<tr>
<td>Dark Purple</td>
<td>301 - 500</td>
<td>Hazardous</td>
<td>No outdoor exertion for anyone.</td>
</tr>
</tbody>
</table>
EMERGENCY ACTION PLAN (EAP) & EAP DRILLS

In the event of an emergency (fire, explosion, earthquake, etc.) the academy staff member present (academic staff, military staff, coaching staff, or RCP) will assume control over all cadets in their charge. Cadet leadership present will follow the commands given by the staff member(s) and assist him/her in the manner directed. Cadets will remain calm and disciplined during any emergency situation, and follow all orders given by the academy staff member in charge.

Cadets will be expeditiously but safely moved out of the building / facility per the building evacuation route(s) posted on every floor of the academy. Once cadets have safely exited the building they will be escorted by their teachers to the designated Regiment Assembly Area located on the academy athletic field. After safely escorting their cadets to the assembly area the responsible academy staff member will relinquish control of his/her cadets to the Cadet Regiment Commander or his designated command representative. In the Regiment Assembly Area cadets will fall in on their company positions and remain there until dismissed or moved to a different location. The senior company leader on scene will assume command of his company and conduct an immediate muster of all company cadets. He will immediately turn in the muster to his battalion command that, in turn, will immediately submit all battalion musters to the brigade command. The Regiment Command Element will advise the military staff representative of the muster results and continually keep him advised of any changes that may occur.

More specific information and guidance on the Emergency Action Plan and associated emergency drills is provided via separate SCA directive.

CADET UNIFORMS AND PERSONAL APPEARANCE

CADET UNIFORM REGULATIONS

Mandated Wear. Cadets shall wear the prescribed cadet uniform at all times, including when departing and returning from weekend liberty.

Authorized Source for Uniform Purchase. All cadets must purchase and wear a full compliment of SCA issued uniforms to maintain a high standard of uniformity and personal appearance in the Corps of Cadets. The only exception to this rule is the khaki walking shorts, which can be purchased through either SCMA or at a local department store.
Uniform Nomenclature and Number Requirements. The following table lists the requirements for each service uniform worn by SCA cadets.

<table>
<thead>
<tr>
<th>SCMA CADET UNIFORM NOMENCLATURE</th>
<th>Uniform Item</th>
<th>Number Required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>DAY</td>
</tr>
<tr>
<td><strong>SERVICE ALPHA / BRAVO (DRESS UNIFORM)</strong></td>
<td>Uniform Jacket (with emblem), Green Dress</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Uniform Trousers, Green Dress</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Short Sleeve Shirt, Green</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Tie, Black</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Barracks Cover, Green Dress</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Collar Brass (set)</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Barracks Cover Brass</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Shoes, Leather, Dress, Black</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Web Belt, Black with Brass Military Buckle</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Socks, Black (Cotton)</td>
<td>6</td>
</tr>
</tbody>
</table>

| **SERVICE CHARLIE (DAILY)** | Short Sleeve Shirt, Green | 2   | 2  | 2  |
|                            | Pants, Black | 2   | 2  | 2  |
|                            | Academy Jacket (with Name), Black | 1   | 1  | 1  |
|                            | Garrison Cover, Black | 2   | 2  | 2  |
|                            | Web Belt, Black with Brass Military Buckle | 1   | 1  | 1  |
|                            | Tie, Black | See above |
|                            | Boots (plain toe), Black | 1   | 1  | 1  |
|                            | Socks, Black (Cotton) | See above |
Serviceable Uniforms. Cadets are responsible for ensuring the serviceability and fit of all uniforms, as well as responsible for having uniforms altered or purchasing new items if necessary. Cadets getting small tears in their uniform or losing a button will report it to their non-commissioned officer-in-charge. If feasible, either the military staff or Resident Care Providers (RCP) will conduct immediate repairs. If unable, repairs will be conducted in the evening hours either the RCPs (resident cadets) or the cadet’s parents (day cadets). Damaged uniforms beyond the ability of internal repair may be submitted to the Uniform Shop for a tailor to repair or survey and re-order if unserviceable.

Uniform of the Day (UD). The Commandant prescribes the UD. The UD is prescribed in the Plan of the Week or by announcement during scheduled formations. The UD is worn at all school formations and for the entire academic day. The prescribed UD is the only uniform to be worn on campus. Those failing to wear the prescribed uniform will be subject to disciplinary action. Note: Special activities and sport may require the PT uniform also be worn during the day.

The uniform normally prescribed for Monday through Thursday is the Service Charlie uniform. All cadets in grades 2 through 8 will wear the Service Alpha (Dress) uniform every Friday unless otherwise prescribed. The Commandant will notify both cadets and parents when the Service Alpha uniform is prescribed on days other than Friday, as well as notify each when changes are made to the scheduled UD.

Tailoring

- The Service Alpha uniform will be tailored to a well fitting yet comfortable fit. The left side of the front closure of the Alpha Uniform Jacket should overlap the right side by not less than three inches or more than four inches. The front will not gap open and will be parallel to the pocket edges.
- Sufficient excess cuff material on the Alpha Jacket (up to 3 inches) will remain to allow for future tailoring due to growth.
- The Service Alpha and Bravo uniform shirt need not be tailored but must fit well while leaving sufficient space for growth.
- Both Alpha and Charlie trousers will be tailored to fit. No more than three additional inches will be added to the optimum length for growth. Trouser waists will not be overly tight but will be snug enough hold up the trousers without a belt. Conversely, trousers will be of sufficient looseness around the hips and buttocks to prevent gapping of the front pockets and visible horizontal wrinkles across the front.

Alterations. Cadets will not alter uniforms or clothing to accommodate fashion or fad. Strict military style will be maintained.

Decorations and Cords. Wearing of decorations and cords is a privilege granted to only those cadets who have earned the recognition for superior achievement in one or more disciplines or to signify specific leadership positions within the cadet regiment. Cadets will not wear decorations or cords that they do not rate. Doing so is, in the purest sense, an Honors Violation (LYING) and will be dealt with severely.
Both permanent and non-permanent decorations (ribbons) will be worn on the Service Alpha and Bravo uniforms (permanent over the left breast pocket and non-permanent over the right breast pocket). When the prescribed uniform is Service Charlie, cadets have the option of wearing their permanent and non-permanent award ribbons or as prescribed by the Commandant. Both the conduct cord and leadership cords will be worn with the Service Alpha, Bravo and Charlie uniforms.

**Uniform Layout Display.** The following diagrams depict how both the Service Alpha and Service Bravo uniform will be prepared.

![Service Alpha (Dress) Uniform](image)
Note: The wearing of ribbons with the Service Charlie uniform is optional unless specifically prescribed for wear by the Commandant for special events. Rank, Cords and Name Tags will always be worn with the Service Bravo and Charlie Uniforms.

**Boots, Shoes & Socks.** Cadets are required to purchase a minimum of one pair of authorized black plain toe boots and one pair of patent leather black shoes. Only those boots and shoes listed by the Military Department will be authorized for wear. Boots with steel toes are not authorized. Boots and shoes must be serviceable and leather portions properly shined. Laces are strung diagonally (left over right) through all holes and tied. Cadets are responsible for keeping their boots and shoes polished, with a high state of shine, at all times.

Socks worn with the authorized boots and shoes will be black crew length only. White socks are only authorized with athletic shoes. White socks may be the standard height (approximately 5 to 6 inches high on the leg) or the ankle sock. High knee socks are not authorized. Socks with colors or design insignia are not authorized.

**Military Covers.** The only military covers (hats) authorized for wear by cadets is the Barracks Cover with the Service Alpha and Bravo uniform and the Garrison Cap with the Service Charlie uniform. Both will be kept clean and free of dirt or stains. Covers will fit snugly when worn. The bottom rim/edge of the covers will not fit higher than 1 ½ inches above ear scalp line and no lower than one inch above the ear scalp line.

Cadets will always wear covers while outdoors unless participating in authorized physical activity, playing during recess or when directed by the military staff to remove them. Cadets will not wear covers indoors unless under arms or carrying the colors or guide on. As a rule, cadets wearing OOD, Sergeant of the Guard or Sentry arm bands are considered under arms and will remain covered while indoors.
Cadets found uncovered while in uniform, outdoors and without permission, or wearing a cover indoors while not under arms, are in violation of orders and are subject to disciplinary action.

The other covers worn by cadets at SCA are the black beret and the Chrome helmet liner. The beret and or helmet liner will only be worn by the Color Guard or Honor Guard and only during special ceremonial events. Only the military staff will direct when either the black beret or chrome helmet liner is authorized for wear.

**Web Belt and Brass Buckle.** When wearing the service belt, the left edge of the brass buckle will be lined up with fly of the trousers (gig line).

**Ties.** Cadets in 3rd to 8th Grade will wear academy-issued black tie with both the Service Alpha and Service Bravo uniform. Cadets may wear either the rear-clip tie or the standard necktie. When wearing the academy’s working uniform (Service Charlie), the tie will be tucked inside the Charlie shirt between the second and third button.

**White Gloves.** White gloves will only be worn with the Service Alpha uniform, and only during special ceremonies or events.

**Underwear.** Underwear will be white and can be either briefs or boxers. T-shirt sleeves will not extend beyond the shirtsleeves of the short sleeve uniform shirts.

**Trousers and the Gig Line.** Cadets must align the outside right edge of the belt buckle tip with the trouser flap covering the zipper and shirt line to form a continuous straight line called the “gig line”. Cadets must keep a straight gig line.

![Gig Line](image)

Trousers will be worn as tailored, with the waist at the level for which they were originally fitted.

**Civilian Attire.** During some scheduled events, (i.e. field trips, weekend outings, etc.), civilian attire for attending cadets is mandated. Authorized civilian attire for all cadets attending academy sponsored events will be:
• Black Trousers (Docker style) or Black Walking Shorts (Bermuda style), Black full-length jeans – seasonably dependent.
• Green SCA Polo Shirt
• Black Belt (web or leather)
• Black SCA Jacket – seasonably dependent
• SCA Green Sweat Shirt – seasonably dependent
• SCA Ball Cap (or plain black ball cap) – optional
• White or black socks
• Tennis shoes – white or black (conservative style)

No other personal civilian attire will be authorized for wear when attending academy sponsored events. Blue Jeans of any type are not authorized. Personal T-shirts, sweaters, jackets, or caps/hats of any type as well as personal shoes, boots, or sandals are also not authorized and will not be worn.

Marking Cadet Clothing and Uniforms. All cadets are required to place their name on all uniform and clothing items used during the academic year. Cadets may use a permanent ink marking kit available at the Cadet Clothing Store or permanent markers. Cadets will mark each piece of clothing with their LAST NAME, FIRST INITIAL, and SECOND INITIAL, and only in the following locations:

• Service Alpha Jacket: (Black Ink) On clothing label just below the back of the collar.
• Green Short Sleeve Shirts: (Black Ink) Inside, back of shirt at the bottom of the tail.
• Alpha and Bravo Trousers: (Black Ink) Back of trousers on the inside seam.
• Academy Jacket: (Gold) Name embroidered on left breast.
• Barracks Cover: (Black Ink) On label located on the inside top of cloth cover.
• Garrison Cover: (Black Ink) On label located on the inside cover.
• Ties: (White Ink) Back of tie, on small (rear) end.
• Black Web Belt: (White Ink) Inside rear.
• White Web Belt: (Black Ink) Inside rear.
• T-Shirts: (Black Ink) Rear, inside, centered, just below the collar of the shirt.
• Underwear: (Black Ink) Rear, inside, on the elastic waist band.
• White Socks: (Black Ink) Each sock, inside, just below upper edge.
• Black Socks: (White Ink) Each sock, inside, just below upper edge.
• Black Walking Shorts: (Black Ink) Rear, inside, centered on white waist band.
• Green Polo Shirt: (Black Ink): Rear, inside, centered, just below the collar of the shirt.
- P.E. Shorts: (Black Ink) Inside white panel on left lower leg of shorts.
- SCA P.E. Shirt: (Black Ink): Inside white panel on left lower front side of shirt.
- SCA Sweat Shirt: (Black Ink) Inside white panel on left lower front side of shirt.
- SCA Sweat Pants: (Black Ink) Inside white panel on left lower front side of shirt.
- Swim Trunks: (Black or White Ink) Rear, inside, centered on waist band.
- Civilian Attire (if authorized): Same markings as shirts and trousers. Color ink dependent on color of civilian attire.

Unauthorized Items

Cadets are restricted from possessing or wearing the following while members of SCA:

- Tattoos
- Earrings
- Rings (of any sort)
- Necklaces (other than religious medallions)
- Spacers
- Tongue studs
- Wearing of lip/brow rings
- Dental jewelry
- Bracelets (except those specifically used for medical alert)

Laundry and Dry Cleaning Requirements. Cadets will keep their uniforms and clothing clean and serviceable at all times. Laundering and cleaning rules are as follows:

- The Alpha Service Uniform (jacket and trousers) must be dry cleaned (DO NOT MACHINE WASH).
- The Service Alpha dress (green) shirt and Bravo uniform (green shirt and black trousers) can be machine washed in only the manner described on the clothing label. After washing these uniform items will be ironed to remove wrinkles and present a crisp, squared away appearance.
- The Barrack Cover will not be washed. The cloth cover can be dry cleaned but first must be removed from the frame.
- The Garrison Cover will be washed in the same manner as the Service Bravo uniform. It too will be pressed after washing.
- Academy Jacket (black) may be either machine washed or dry cleaned.
- Ties will be dry cleaned only (DO NOT MACHINE WASH).
• Black Walking Shorts can be machined washed. Shorts must be pressed unless constructed of a permanent press material.
• All other clothing items will be washed regularly. There is no requirement for dry cleaning or pressing.

**CADET PERSONAL HYGIENE AND GROOMING STANDARDS**

**Personal Hygiene.** Personal hygiene is the practice of health rules by each individual to safeguard their own health and that of their fellow cadets. Cadet rules for personal hygiene include:

- Shower or bathe from head to foot at east once a day.
- Wash your hands with soap and water after working, before eating and particularly after each visit to the latrine.
- Change underclothing daily.
- Wash outer clothing when it becomes soiled.
- Change clothing and/or shoes as soon as possible after getting wet.
- Use foot powder on both feet and inside boots daily
- Brush teeth at least twice a day
- Drink plenty of water to remain hydrated.
- Keep finger and toe nails trimmed and clean.
- Keep hair clean and cut within regulations standards.
- Do not bite your finger nails, pick your nose or scratch your body.
- Exercise regularly.
- Get sufficient sleep (6 to 8 hours) every night.
- Eat regularly, avoid excessive sweets, and eat from the basic food groups daily.

Cadets not maintaining personal hygiene standards will be counseled by the military department. Recurring problems may result in disciplinary action.

**GROOMING STANDARDS**

Maintaining a neat, orderly and clean appearance, both in and out of uniform, displays a cadet’s pride in oneself and the Academy as well as a high degree of self discipline and bearing. In order to maintain good order and discipline, as well ensuring each cadet remains safe and healthy, strict grooming standards will be enforced.

**Hair.** Cadets’ hair will conform to academy standards. The hair on top of the head must be neatly groomed. The length and bulk of the hair may not be excessive or present a ragged, unkempt, or extreme appearance. The hair must present a tapered appearance. A tapered appearance is one where the outline of the cadet’s hair conforms to the shape of the head, curving inward to the natural termination point at the base of the neck. The hair will not fall over the ears or eyebrows, or touch the collar. In all cases, the bulk or length of hair may not interfere with the normal wear of headgear, or equipment. Cadets are not authorized to wear braids, cornrows, or dreadlocks (unkempt, twisted, matted, individual parts of hair).
Extreme, eccentric, or trendy haircuts or hairstyles are not authorized. Also, dying, tinting, or bleaching, of hair is not authorized. Use of hair gels, mousse or oils are not be needed and will not be used.

Those cadets with sideburns will keep them neatly trimmed. Sideburns may be no longer than to the middle of the ear and not be flared; the base of the sideburn will be a clean-shaven, horizontal line.

**Haircuts.** Cadets will have a haircut a minimum of every three weeks. An on-campus barber will be available every three weeks during the academic year. The on-campus barber is available for all cadets. However, day and resident (5-day) cadets may have their hair cut by their own barber, provided it is in compliance with regulation length and style. If a cadet is absent on haircut day, the parent/guardian must arrange to have the cadet’s haircut outside of the academy that week.

**Shaving.** Those older cadets that have facial hair are required to be clean shaven at all times. Those cadets who are residents are responsible for having their own shaving gear (razor and shaving cream or electric razor) as part of their toiletries stored in the dormitory bathroom. Only safety razors and electric razors are authorized for use by resident cadets. In no case will a resident cadet possess and use a straight razor.

**Finger / Toe Nails.** Nails can cause injury and illness. Keeping nails trim and clean are matters of personal pride, attention to detail, and caring for the health and well being of your fellow cadets. Cadets will ensure both finger and toe nails are regularly trimmed and are clean. Both are inspection items and failure to keep them trim and clean will result in demerits and disciplinary action.

**Teeth.** Cadets will ensure they brush their teeth at least twice a day. Flossing is also very important and should be done at least once a day. Cadets experiencing tooth pain will report it immediately to the military department staff, the Resident Care Provider, or the Medical Officer.

**Unauthorized Aesthetic Changes.** Cadets are restricted from having done to themselves the following while members of SCA:

- Tattoos
- Ears pierced for either earrings or spacers
- Tongue pierced or cut
- Lip or eyebrows pierced
- Dental jewelry placed on teeth.
- Body piercing or body art of any type
ACADEMICS

St. Catherine’s is first and foremost a Catholic School with a quality academic pro-
gram. For this reason most of a cadet's time and effort at the Academy will be spent in the classroom and in study. Knowledge is one of the key attributes of a leader and every cadet must dedicate himself to the pursuit of knowledge in order to better himself as a leader and as a citizen.

STUDY SKILLS AND TIME MANAGEMENT

The following will help cadets manage their time in order to successfully complete assignments and learn the important lessons taught in all classes.

- Listen carefully to all directions regarding homework.
- Write all homework assignments down, including due dates and other re-
  quirements.
- Ask questions if you do not understand the assignment.
- Plan to spend all study hall time or allot adequate time at home for working on your academic assignments.
- Have all materials needed for uninterrupted study.
- Budget your time wisely.
- Begin assignments promptly and turn them in when due.
- Strive for the best results rather than just the minimum required to get by.
- Take the initiative and make up work missed for any reason.

If the previous list is used most combined homework assignments should not exceed two hours. However, completing homework assignments will take many hours when these steps are not followed and/or a cadets' approach to homework is piecemeal, unfocused, and/or undisciplined.

Homework. Homework is an essential element of successful schoolwork. It is as-
signed to reinforce material already taught in the classroom and to foster habits of independent study. Cadets will use their Agenda to write down work for each day. Teachers and parents may also communicate through notes in the Agenda.

- Written homework is not usually assigned on weekends or holidays unless make-up work or long range assignments are required.
- When a cadet returns from an absence he must make up missed assign-
  ments required by his teachers.
- Cadets will not receive advanced homework if or when he is to be absent for an extended period. Make-up work will be given upon return to school. Removal of a cadet from the academy during the academic year for other than family emergencies, (i.e. family vacations and the like), is highly dis-
  couraged.

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• Chronic failure by cadets to do/complete homework will result in disciplinary action.

• Non-resident cadets may participate in the supervised afternoon study hall at 1600 to 1700 if requested by their parent/guardian.

• Resident cadets will participate in a supervised Study Hall each evening from 1800 to 2000. Resident cadets may also attend the afternoon study hall at 1600 with the permission of the Administration.

• Directed study hall time may be given as a result of academic related demerits received and the subsequent Extra Military Duty (EMD) the cadet will be assigned.

**CHEATING**

Cheating is a Cadet Corps HONORS VIOLATION and is an offense that will be dealt with severely. Cheating consists of taking or lending, without academic faculty permission, a person’s work, information, ideas, research, or documentation without properly identifying the originator.

The following list defines a variety of methods of cheating and is not intended to be all inclusive.

• Looking at someone else’s paper during an examination, test, or quiz.

• Talking with another cadet during an examination, test, or quiz.

• Using any unauthorized notes to complete an examination, test, or quiz.

• Assisting or permitting someone else to cheat during an examination, test, or quiz.

• Copying or closely paraphrasing passages from any source without giving proper credit to the original author of the source.

• Giving testing information to other cadets in other periods of the same course.

• Fabricating or altering data or grades.

• Creating distractions during which time cheating may go unnoticed by the teacher.

**Homework and Cheating.** Different teachers hold different expectations with regard to homework. Some teachers encourage cadets to work together, whereas other teachers may expect an assignment to be completed independently. Cadets should make absolutely certain they understand the teacher’s expectations regarding assignments and testing.
**Procedures for Cheating Incidents**

- The teacher will confer with the cadet if he or she expects one of cheating.

- The teacher will refer the case to the Principal and the Commandant.

- Depending on the severity of the case, the Administration will decide on whether to administer appropriate disciplinary action or pass it to the Commandant for action. Normally all disciplinary action, short of Dismissal, will be administered by the Commandant since cheating is an Honor Code violation.

- In all cases, cadets involved in confirmed cases of cheating will receive a Special Order (SO) that will be sent to the parents/guardian as well as up to 100 demerits. Depending on the severity of the case, a cadet may also be suspended or possibly dismissed.

**MILITARY PROGRAM**

Military tradition, discipline, and leadership encompass a cadet’s entire life while a member of St. Catherine’s Academy. The goal of the Military Department is to build within each cadet self-discipline, integrity, bearing, good judgment, pride, and the foundations of leadership necessary for success.

**MILITARY DEPARTMENT**

**Organization.** The Military Department is organized to ensure each cadet receives the full measure of military training and support.
MILITARY COURTESY AND DISCIPLINE

Courteous is the accepted form of politeness and respect among civilized people. Courtesy smooths the personal relationship among individuals in all walks of life. A good rule of thumb might be the golden rule: “Do unto others as you would have others do unto you.”

The Salute. The most important of all military courtesies is the salute. This is an honored tradition of the military profession throughout the world. The saluting custom goes back to the earliest recorded history.

It is believed to have originated in the days when all men bore arms. In those days, warriors raised their weapons in such a manner as to show friendly intentions. They sometimes would shift their weapons from the right hand to the left and raise their right hand to show that they did not mean to attack.

Just as civilians show marks of respect to their seniors, military courtesy demands that the cadet shows respect for their seniors. A cadet's seniors include the military department staff, the academic staff, the Academy Administrator/Principal, and the cadet officers and non-commissioned officers of the Cadet Corps that are senior to you.

Academy regulations require that all members of the military department (Commandant and Deputy Commandants) as well as senior cadet officers within the Cadet Corps be saluted by the junior cadets. Cadets will not salute cadet non-commissioned officers.

Though not required, as a sign of courtesy and respect, cadets may salute the Principal and members of the academic staff. In saluting a senior, a cadet is formally recognizing the officer as a superior. By returning the salute the senior officer greets the junior as a fellow member of St. Catherine’s Academy and expresses appreciation for the junior cadet’s courtesy.

The Hand Salute. The salute has several forms with the hand salute being the most common and the only one used at SCA. When a salute is executed, the right hand is raised smartly until the tip of the forefinger touches the lower part of the military cover or headgear. Thumb and fingers are extended and joined. The palm is turned slightly inward until the person saluting can just see its surface from the corner of the right eye. The upper arm is parallel to the deck (ground) with the elbow slightly in front of the body. The forearm is inclined at a 45 degree angle; hand and wrist in a straight line. Completion of the salute is executed by dropping the arm to its normal position in one sharp, clean motion.

The Proper Hand Salute
General Rules

• HOLD SALUTE UNTIL IT IS RETURNED.
• When meeting an officer, salute when six paces away in order to give time for a return of your salute before you are abreast of the officer.
• Accompany the salute with “Good morning (afternoon or evening) Sir/ Ma’am,” or some other appropriate, respectful greeting.
• Render a salute and greeting only once if the senior remains in the immediate vicinity. However, salute again when the senior leaves or when you depart.
• When passing an officer who is going in the same direction, as you come abreast of the officer, passing on the left side if possible, salute and say, “By your leave Sir/Ma’am.” The officer will return the salute and say, “Carry on” or “ Granted.” You then finish your salute and pass ahead of the officer.
• Upon approach of a senior officer, cadets walking in a group (not in formation) will be called to attention by the first cadet noticing the senior officer, and all come smartly to attention and salute.

Do Not Salute

• When not wearing a Cover.
• If you are engaged in work or play unless spoken to directly.
• With any item in your right hand.
• With anything in your mouth
• When in formation, EXCEPT at the command “Present Arms.”
• When moving at double time. ALWAYS slow to a normal walk before saluting.
• When carrying articles in both hands, or otherwise so occupied as to make saluting impractical. Note: A cadet will still render proper greeting even though he cannot salute, i.e. “Good Afternoon Sir/Ma’am.”
• When a member of the guard is engaged in performance of duty which prevents saluting.

Saluting Senior Officers Wearing Civilian Clothing. A cadet in uniform who recognizes the Commandant and Deputy Commandants in civilian clothing will render the proper greeting and salute. Junior cadets are not required to salute cadet officers who are in civilian clothes. However, they should render an appropriate greeting.

Saluting While Walking in a Group. When a group (not a formation) of junior cadets approaches a senior, the senior of the group initiates a salute by calling out, “Attention”, and all in the group face and salute the approaching officer.

Saluting a Group of Officers. When several officers together are saluted, all return the salute.
Saluting Indoors. Cadets will never salute “uncovered,” that is, not wearing a hat. If indoors, cadets are required to remove their covers and will not salute except when under arms. Cadets will only be considered under arms when assigned to the watch section and wearing the Officer of the Day (OOD), Sergeant of the Guard (SOG), or Sentry Arm Band.

Saluting While In Formation. If a senior officer approaches a cadet formation or the formation is approaching the senior officer, only the formation commander will render a salute. In cases like this the formation commander may or may not render a greeting with the salute depending on what the commander and his formation is doing at the time. If the formation is at other than attention when a senior officer approaches, (at ease, parade rest, route step), the formation commander will first bring the formation to attention then render a salute.

Other Forms of Military Courtesy

- When ordered to report to a senior officer, either outdoors, or indoors if under arms, approach the officer at attention and halt about two paces away, render the appropriate salute and say, “Sir/Ma’am, Private Jones reporting as ordered,” using proper names and grades. Hold the salute until it is acknowledged. When the business is completed, take one step backward (left foot first), salute, and after your salute has been returned, execute about face and depart at attention.
- When reporting to a senior officer indoors, when not under arms, follow the same procedure as discussed above except the cadet will remove his cover before entering the building/office and will not salute.
- When accompanying a senior officer always walk on their left.

Honors to Colors and Anthems. Honors to the National Anthem or to the colors are rendered as follows:

- Whenever the National Anthem or To The Colors is played to accompany raising or lowering the colors, and you are not in formation: Come to attention and face the colors when Attention is sounded. Render the prescribed salute at the first note of the National Anthem or To The Colors. Hold the salute until the last note of the National Anthem or To The Colors has been played. Remain at attention until Carry On is sounded.
- If no flags are in view, the cadet will face the music and salute.
- If in formation, salute only on the order “Present Arms.”
- If outdoors and uncovered, stand at attention and face the direction of the flag or music. When the National Anthem is played indoors, cadets will stand at attention and face the music or the flag if one is present.
- When passing or being passed by an uncased color which is being paraded, presented or is on formal display, salute at least six paces distance, and hold the salute until six paces beyond it or until it has passed you by six paces.
- If uncovered, stand or march at attention when passing or being passed by an uncased color.
International cadets are not required to render honors during the raising or lowering of the United States colors and, therefore, will not salute. However, if not in formation when colors are sounded, international cadets will come to attention and face the colors, and remain at attention until the last note is played and Carry On is sounded.

**Military Discipline**

Military discipline is the state of order and obedience among cadets resulting from training. When we speak of discipline we are not referring to regulations, punishments or a state of subservience. What is meant is the exact execution of orders resulting from an intelligent, willing obedience rather than one based solely upon habit or fear. Habit plays its part, however, and for this reason the cadets benefit from such things as close order drill.

Discipline is necessary to secure orderly action which alone can triumph over seemingly impossible conditions. When a cadet learns to be a disciplined cadet, the individual has learned a sense of obligation to one’s self and to one’s comrades, commander, and to the academy. The cadets have learned that they are members of a team.

A cadet leader is vested with a high degree of authority. This authority extends to matters which would normally be considered of personal concern to the individual cadets alone. These include such things as the eating of food, the care and manner of wearing clothing, health habits and morale factors, all of which directly or indirectly affect the lives of the cadets under their command. The cadet leadership must be genuinely interested in the welfare of the cadets within their units. This, combined with all cadets developing the habit of prompt obedience to all orders will improve the discipline of each cadet and the unit.

**MILITARY DRILL, CEREMONIES AND PARADES**

Cadets will learn all necessary drill movements through military department instruction and coaching from more senior cadet leaders. The purpose of military drill is to:

1. Move cadets from one place to another in an organized fashion.
2. To instill confidence in the cadet unit leaders.
3. To instill instantaneous response to orders.
4. To give cadets the opportunity to work as a team.

Specific events, formations and movements cadets will master include:

- **Events**
  - Daily Regimental formations
  - Posting and Retiring the Colors
  - Awards ceremonies
  - Formal Drills
  - Reviews
  - Retreat Parades
  - Competitive Company Drill
  - Military Honors
  - Daily Seven
• **Formations**
  ◊ Regiment
  ◊ Battalion
  ◊ Company
  ◊ Platoon
  ◊ Parade
  ◊ Review

• **Movements**
  ◊ Commands
  ◊ Cadence
  ◊ Attention
  ◊ Rests
  ◊ Facing
  ◊ Fall In / Dismissal
  ◊ Cover and Alignment
  ◊ Interval (Dress Right / Close Interval / Take Interval)
  ◊ Extend
  ◊ To The Rear
  ◊ Count Off
  ◊ Eyes Right / Left

• **Movements** (continued)
  ◊ Quick Time / Double Time / Mark Time
  ◊ Half Step / Side Step / Back Step / Change Step
  ◊ Marching (Forward / Flanking / Rear / Oblique)
  ◊ Column Movements
  ◊ Column of Twos / Files / Reforming

**Ceremonies and Parades.** The Corps of Cadets will participate in a number of academy events, ceremonies and parades during each academic year. All will be scheduled well in advance in order to allow cadets to prepare, both individually and as a unit. Some ceremonies will only require the participation of the Drill Team, the Band, and/or the Color Guard and Honor Guard. The rest of the Cadet Corps should participate by attending these specialty events as spectators. Additionally, there are numerous community parades that the Academy has been privileged to participate in for many years. The community events normally participated in includes:

• Anaheim Fall Parade
• Placentia Heritage Parade
• Burbank Parade
• Torrance Armed Forces Day Parade
• Washington, D.C. Memorial Day Parade (Band only / Color Guard)
• Civil War Reenactment
• Color Guard events
• Drill Competitions
Special preparation and practice time will be apportioned from within the military training schedule to ensure all participating cadets receive the necessary training and refresher to successfully complete the missions given.

**MILITARY SKILLS TRAINING**

Though drill is an important part of military training, numerous other types of training are necessary in leadership and character development. Other military skills training that will be conducted during the academic year include:

- Leadership training, seminars, and practical exercises
- Obstacle Course
- Confidence Course
- Cadet Handbook Training
- First Aid
- Land Navigation
- Survival swimming
- Knight Challenge (Summer School)
- Leadership Camp

Some training offered will be scheduled during the normal academic day while other training may be offered after hours, on weekends, and during the summer break period to those who wish to participate.
CADET HONOR CODE

★ TELL THE TRUTH

★ DO MY OWN WORK

★ RESPECT OTHERS’ PROPERTY & RETAIN THEIR TRUST

★ RESPECT ALL OTHER PEOPLE

★ ENCOURAGE OTHERS TO DO THE SAME

DISCIPLINE * HONOR * RESPECT