



**LEONARD HALL JUNIOR NAVAL ACADEMY
STUDENT/MILITARY HANDBOOK
2023 - 2024**

The Future Starts Here

Home Page: www.lhjna.com

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Leonard Hall Junior Naval Academy

Mission Statement

We are a partnership of students, families and staff: striving to achieve the full potential of each student in order to promote a lifetime of success. We are dedicated to fostering an environment of high moral standards, academic excellence, personal motivation, and self-discipline through a military based program. Our steadfast commitment to improve our program, while remaining focused on our vision, purpose, and strategies results in success for our students.

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PREFACE

Leonard Hall Junior Naval Academy was founded in 1909. The history of Leonard Hall is located in Chapter I of this handbook. Since 1941 Leonard Hall has been a military school modeled after the United States Navy. Our program closely parallels that of the Naval Junior Reserve Officer Training Corps (NJROTC), although we currently have no official affiliation with that organization. We do, however, maintain extremely close ties with the U.S. Navy at Naval Air Station, Patuxent River, MD.

It is important both you and your midshipman read this handbook as it outlines our program. Changes to the handbook may be made throughout the year, in which event you will be provided appropriate replacement pages. This handbook is sent to students and parents/guardians electronically and is also found in Google Classroom.

Questions or comments regarding any aspect of this handbook should be addressed to the school administration.

Your signature on the Parent/Student Acceptance and Plagiarism Pledges and Acknowledgements Statement on page 85 & 86 (see separate copies for signature) provides confirmation that you and your Midshipman understand and support our program.

Acknowledgements

We wish to express our deepest admiration and appreciation to all those Leonard Hall students, parents, staff, and Board of Trustees who went before us. For 114 years Leonard Hall has provided a valuable service to the people of St. Mary's, Charles, Prince George, and Calvert Counties. As a result of our time-proven program, Leonard Hall graduates have gone on to become leaders in their communities, industry, government, and the military.

Chapter I

History

Since 1909, Leonard Hall Junior Naval Academy has provided Southern Maryland with graduates who have become leaders in the military, business, and communities across the US.

The Xaverian Brothers opened the doors of Leonard Hall to parochial students on September 19, 1909. The school was established on the Loker Estate that had been purchased by the Jesuit Fathers. The Brothers purchased the building and grounds from them in December 1910. Leonard Hall, named in honor of Leonard Calvert, became the first Catholic school for boys in the original Calvert proprietary.

Leonard Hall was primarily an agricultural school at that time, however the small number of local students led to resident students from other counties being accepted, and a liberal arts course was introduced. The agricultural course was officially dropped in 1928, and all students took a college preparatory curriculum.

When a fire destroyed the original school building in 1920, a large main building was erected. The new three-story building contained offices, student clubs, and dormitory accommodations.

During the Depression Leonard Hall fought for its existence. The school dropped the college preparatory courses and initiated an elementary school curriculum in 1932. The military program was adopted in 1941, and Leonard Hall became a Junior Naval Academy. It is the only military academy in the state of Maryland.

Over the next few decades Leonard Hall grew and flourished with a new drill hall constructed in 1960. Seven years later the new school building, our current location, was built. At full capacity there were over 200 students enrolled in 1968 – all but 40 were boarding students.

The next several years saw a decline in the enrollment of resident students in addition to a steady increase in the costs of operating a boarding school. As a result, the Xaverian Brothers closed Leonard Hall School in June 1972. With that announcement, a group of day students' parents met to discuss ways to continue Leonard Hall. These parents formed a corporation, Leonard Hall Junior Naval Academy, Inc., and leased the school buildings and property from the Xaverian brothers. Leonard Hall opened as a day school in September 1972, with an enrollment of 80 students from throughout the tri-county area.

The following year, the Xaverian Brothers sold the school property to St. Mary's County. A new lease was agreed upon between Leonard Hall's Board of Trustees and the county

government, which allowed Leonard Hall Junior Naval Academy to remain open – and that agreement continues to this date.

Today, Leonard Hall Junior Naval Academy is flourishing. With a non-denominational Christian, co-educational, military, college-preparatory program and an enrollment of approximately 50 students in grades 6 through 12, the school continues to provide a focused and disciplined environment. Still serving Southern Maryland, Leonard Hall proudly maintains high academic standards and instills the discipline, respect for authority, self-confidence, and leadership, which the Xaverian Brothers initiated over 113 years ago.

Purpose, Philosophy and Objectives

Purpose: refers to the primary reasons for which the school was established

- To prepare students for intellectual and academic achievement in an ever changing world
- To help students develop sound moral principles of Christian behavior.
- To help students develop a sense of responsibility, self-discipline, integrity, and devotion to duty
- To provide students with opportunities for development of their talents, creative abilities, and exploration of personal lifelong passions.
- To provide a favorable social environment
- To present a program of physical activity that can develop a sound mind and body, and love for sportsmanship

Philosophy: refers to the beliefs, concepts and attitudes on which the school's program is based

- Leonard Hall believes that all Midshipmen must abide by the Honor Code.
- Leonard Hall believes that the military program should create and establish responsible and disciplined students.
- Leonard Hall believes that education consists of the total development of the student through participation in all aspects of the school program.
- Leonard Hall believes that education must develop in students an understanding of their own personal dignity as individuals and Christians
- Leonard Hall believes in the ability of the student to become increasingly self-directing when given the proper encouragement and guidance.
- Leonard Hall believes that students must learn the skills involved in cooperation as well as those involved in competition in order to assume a role of positive leadership and influence in their community.
- Leonard Hall believes that physical development is of the utmost importance for a capable mind, functioning in a healthy body.

Objectives: goals toward which the school's efforts are directed

- To provide for development in all academic subject areas
- To help students appreciate their own personal dignity as individuals and as Christians
- To help the students understand their responsibility to themselves and to others
- To prepare the student to assume a role of positive Christian leadership and influence
- To develop the ability to cooperate with others in work and play
- To help the students see and appreciate the need for discipline and right order
- To achieve and maintain sound mental and physical health

Chapter II

General Policies

Honor Code

I will not lie, cheat, steal or tolerate those who do. I will live an honorable life. I am obligated to support and enforce the Honor Code.

The Honor Code is an integral part of the training received and fostered in LHJNA Midshipmen. Its purpose is to instill in all Midshipmen values that will enable them to conduct themselves with integrity throughout their lives. When you do not lie, you build trust amongst your peers and demonstrate your personal integrity. When you do not cheat, you demonstrate integrity and moral character. When you do not steal, you show you have respect for others and what they own. Finally, you do not tolerate violations of the Honor Code as an obligation to hold your peers to the highest standards of conduct. The Honor Code is a minimum standard of ethical behavior for Midshipmen and requires the moral courage to accept responsibility for one's actions and self-discipline and to accept the consequences when one makes a mistake or acts improperly. It is each and every Midshipman's responsibility to enforce the Honor Code and the reputation of LHJNA. Therefore, all midshipmen, parents and guardians must sign an annual statement affirming their understanding of and adherence to the Honor Code and the rules and regulations of Leonard Hall.

- **Lying** is defined as making any statement(s) that are known to be untrue with the intent to deceive.
- **Cheating** is defined as stealing or copying another's ideas or work or attempting to gain an unfair advantage.
- **Stealing** is defined as taking any article from another person without explicit permission of the person to whom the item belongs.
- **Tolerance** is defined as overlooking or ignoring dishonorable actions of other Midshipmen.

Honor Code Violations:

Honor Code violations must be reported to the Battalion Director or a faculty member. The Battalion Director, utilizing standard discipline procedures, will deal with violations accordingly. Please refer to the discipline chapter of this Handbook.

Academic Plagiarism:

Academic Plagiarism is treated very seriously at LHJNA. A plagiarism offense could lead to severe disciplinary action as well as no credit received for the plagiarized work. The definition for plagiarism is **passing off another person's work as one's own**. This

includes copying the work of other students as well as the work of tother published on the internet, books, magazines, etc. If you choose to use the work of someone else the author of the original work must be given credit. Please review the Plagiarism Pledge in the back of the handbook. This must also be signed and returned to the school.

Attendance

School hours are from 0805 to 1425. Midshipmen may **arrive as early as 0730 and must be picked up by 1445**. A Midshipman who is not in the mess hall ready to go **by 0805 is considered tardy** and may receive an infraction from the Battalion Director. If a Midshipman is consistently **picked up after 1445**, the Administration will contact the parent/guardian to resolve this matter.

Attendance/Absence Policy:

- **A consistent attendance record is vital to success in school.** Sickness of the Midshipman or urgent, unavoidable family matters are accepted reasons for excused absences from school.
- If a Midshipman is absent it will be considered either authorized or unauthorized. An **authorized absence** is an absence approved by the parent/guardian and school administration. An **unauthorized absence** is an absence that is not approved by the parent/guardian and/or school administration. Reasons for authorized absences are (but not limited to): illness of student, death in family, doctors or professional appointment, religious holiday, weather related and/or approved activity. Appropriate discipline will be issued to a student with an unauthorized absence. Upon return from an unauthorized absence all work missed is due and the student will only receive 50% credit for completed work. There will be no credit earned on missing assignments if the work is not turned in immediately upon the student's return to school.
- If a Midshipman is absent four or more consecutive school days due to illness, the Midshipman must present a doctor's note upon return to school. If a doctor's note is not provided, the absence will be unauthorized.
- When a Midshipman is absent from school, a parent/guardian must notify the school before **0830** either by email or phone call.
- A parent/guardian must call the school if their midshipman arrives after 8:05 or departs prior to 1425 to notify the administration of the tardy or the early departure.
- Anytime a midshipman wishes to depart school in a different manner than usual, a parent/guardian must authorize that activity.
- Midshipmen present for four (4) or more hours of the school day shall be credited with a full day of attendance.
- Midshipmen absent for the entire school day or present less than two (2) hours of the school day shall be credited with a full day absence.
- Midshipmen present for at least two (2) hours of the school day, but less than four (4) hours shall be credited with one half (½) day absence.

- An accumulation of **five** tardies and/or early departures, authorized or unauthorized, in an academic quarter will result in an absence for the record.
- **The school strongly discourages families from scheduling vacations or appointments during school hours.**

Work Missed During Absence:

It is the sole responsibility of the Midshipman to make up all work missed during an absence, including out-of-school suspensions. LHJNA utilizes Google Classroom so all assignments are placed on this platform and this makes it much more convenient to find versus paper assignments or paper directions. However, there will be pen and paper assignments but all assignments are assigned through Google Classroom. Staff will make a reasonable effort to provide work ahead of time when it is known well in advance that a student will be absent. If a student is sick, he/she can gather missing work through his/her Google Classroom access. If a student cannot complete the work independently, then he/she will need to connect with the teacher for additional help. Unless specifically excused by the teacher, all assignments given prior to the absence will be due the day the Midshipman returns to school; exams scheduled prior to an absence will be taken upon return or on the assigned date. Generally, Midshipman will have **three** calendar days from their return date to make up any and all missed work that was not obtained prior to an excused absence or that was a result of disciplinary suspension. The following are exceptions to this policy:

- If a student is tardy to school and/or is dismissed early, he/she is responsible for turning in work that is due and for getting assignments that were given that day. The three-day policy for turning in missed work from an absence does not apply in this situation.
- If a student is suspended from school, he/she is responsible for turning in all missed work that is due upon his/her return to school. The three-day policy for turning in missed work from an absence does not apply in this situation. Also, the student will only receive 70% credit for all work completed. If the work missed during the suspension is not turned in immediately upon the student's return to school then he/she will not receive any credit for the missing assignments. **IT IS THE STUDENT'S RESPONSIBILITY TO RETRIEVE ALL MISSING WORK DURING THE SUSPENSION.**
- If a student was absent and the absence is unauthorized then upon return from an unauthorized absence all work missed is due and the student will only receive 50% credit for completed work. There will be no credit earned on missing assignments if not turned in immediately upon the student's return to school. **IT IS THE STUDENT'S RESPONSIBILITY TO RETRIEVE ALL MISSING WORK DURING THE UNAUTHORIZED ABSENCE.**

Excessive Absence:

- A Midshipman **may** not receive credit in his/her classes if he/she misses more than **five days (5), excused or unexcused**, in an academic marking period.
- A Midshipman missing more than 20 days, **excused or unexcused**, in a single school year may fail for that school year.
- Any Midshipman with a chronic health condition or any other serious problem may petition the Administration for a waiver to the attendance policy. This must be in writing and indicate the reason for the request – including medical documentation or other evidence. If a waiver is granted, all incomplete work must be completed.
- **A conference will be requested by the administration when a student has more than four absences or tardies/early dismissals during any academic quarter.**

Tardiness:

All Midshipmen who are tardy to school must enter through the front doors and immediately report to the office. Only valid reasons deemed by the Battalion Director or Headmaster will result in an excused tardy. A Midshipman will receive an absence for the record for every five tardies and/or early dismissals to and from school. **Each unauthorized tardy will result in the Midshipman receiving an infraction.**

Absence from School-Related Functions:

School-related functions include but are not limited to specified parades, Competitives, Graduation and Change of Command. These specified functions are **mandatory** for all Midshipmen. A Midshipman may be excused from a mandatory function with a prior written request from the parent/guardian approved by the Battalion Director at least one week prior to the function. An unexcused absence from a mandatory function will result in the Midshipman receiving **an hour** and it can affect the Military Drill Class grade. (refer to Chapter VIII).

The **mandatory parades and events** are:

- **St. Mary's County Fair Parade**
- **Blessing of the Fleet Parade**
- **Veterans Day Parade (Leonardtwn)**
- **Veterans Day Parade (La Plata)**
- **Graduation and Change of Command Ceremony**
- **Quarterly Competitives**
- **Other parades/events as determined by the Battalion Director**

Binnacle List (Physical Limitations):

If a Midshipman cannot participate in any outdoor or physical activity (e.g., drill, P.E., P.T.), or has other limitations, a parent/guardian must submit a doctor's note to the school. Written permission to be excused, along with an anticipated return to full capacity date, must be presented to the school office BEFORE morning formation. If the note does not have a terminal date for the limitation, another note must be submitted to remove the student from the Binnacle List. Temporary (one-day) limitations may be approved by the Administration pursuant to a parent's note requesting such an exemption. Any concern lasting more than one day requires a doctor's note for approval.

Inclement Weather:

Leonard Hall will follow the St. Mary's County School System with regard to closing or delayed openings because of inclement weather. Local websites, radio and television stations will supply the necessary information. The school will distribute closings or delayed openings information by email. Parents also receive a phone call from ALMA - our grading service - about school delays and closures.

In the event that Charles, Calvert, or Prince George county buses are not running, but St. Mary's County Schools are open, those affected Midshipmen are NOT obligated to attend classes for that day however, LHJNA will require them to complete their work on Google Classroom.

Medication Policy**Prescription and Over-the-Counter Medication Guidelines:**

The health of a Midshipman is essential to the learning process. Cooperation between the school, the primary care physician and the home is essential for academic success as well as maintaining and adhering to necessary safety standards. The Maryland General Assembly passed Senate Bill 445 that established many new safety standards and precautions for private and public schools in the state regarding medication administration.

In general, the administration of medication to students while they are in school is to be discouraged. Treatment schedules that allow doses to be given at times other than during school hours are preferred and encouraged. However, when in the opinion of the prescribing physician it is necessary for the student to be given medication during school hours such medication must be administered in accordance with the following guidelines:

- The parent must obtain a written order from the attending physician using Leonard Hall's **Parental and Physician Authorization Form** or a format from the public school system.
- The parent must sign the **parent consent** on the Authorization Form.
- The parent should bring the completed Parental and Physician Authorization Form from the physician, along with a supply of medication in the original pharmacy container.
- If a signed Parental and Physician Authorization Form is not submitted, the school will accept:
 - The physician's statement on the original prescription bottle, for short-term (ten days or less) administration. Written parental consent is still required.
 - A verbal order from a physician may be taken. However, a written physician's order must follow, and written parental consent is still required.
- Each medication must be in the **original pharmacy container** clearly labeled with the student's name, the name of the medication, directions for its administration, the name of the physician, and the date of the prescription.
- The parent must submit to the school written notification from the physician of any change in dosage, time of administration or change in the duration medication is to be given.
- The parent must give the first day's dosage of any new prescription unless the order is for "in-school" medication only.
- The parent must pick up unused or discontinued medication at school. Medication not collected by the parent will be destroyed.
- The **school will not administer any over-the-counter medications without written parental permission** for such medication. If a physician's order is obtained, the family is responsible for providing the medication to the school in **its original container**.
- A student is not authorized to carry any medication, prescription or over-the-counter, on his/her person unless a physician's order is given for that explicit purpose (example – inhalers). All medications will be kept in a secured location in the school's main office unless a physician's order states otherwise.

Discrimination and Sexual Harassment

Statement of Policy

Leonard Hall is committed to maintaining at all times a learning and working environment free of sexual harassment, intimidation, and any kind of discrimination. Sexual harassment and discrimination on the basis of gender, race, color, religion, disability, sexual orientation, or creed of any person affiliated with, or a guest of, Leonard Hall is strictly prohibited. If an individual has physical or intellectual limitations, reasonable accommodations will be made if possible.

When a midshipman is criminally charged for an occurrence outside of the school, the parent/guardian must make full disclosure of the crime to the Headmaster of Leonard Hall Junior Naval Academy. The administrator will then determine whether or not the

midshipman is a threat to the safety and well-being of students and faculty at Leonard Hall Junior Naval Academy. If the midshipman is subject to expulsion based on the occurrence, they will be automatically placed in front of an expulsion board and face the possibility of dismissal. If a parent/guardian does not make full disclosure of occurrence, the midshipman will automatically be dismissed from the school and parents will owe tuition in full through the end of the school year.

LHJNA is not financially obligated to make any special concessions in the case of pregnancy. Normal attendance rules still apply.

Discrimination

Discrimination based on race, religion, a person's religious or philosophical beliefs or creed, sexual orientation, a person's looks, a person's physical abilities, or a person's status in life is not tolerated at Leonard Hall Junior Naval Academy.

Maintaining a safe learning environment that stimulates intellectual curiosity, that develops positive personal qualities and well-being, that fosters respect for individual differences, that encourages and welcomes parental involvement, and that emphasizes high expectations for student achievement and behavior depends for all children, at least in part, on the practice of good human relations and the elimination of discrimination, particularly in the areas of gender, race, religion, ethnic origin, and disability by all members of the school community. All personnel affiliated with Leonard Hall Junior Naval Academy must practice good human relations and comply with all applicable laws affecting equal opportunity.

No student or employee of Leonard Hall Junior Naval Academy shall, on the basis of gender, race, religion, national origin, marital status, or disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity. Leonard Hall encourages all members of the school community to join in this commitment and to promote good human relations as part of every school-related activity. No student in Leonard Hall Junior Naval Academy shall, on the basis of gender, race, religion, national origin, or marital or parental status, be excluded from or denied enrollment in any academic activity, course offering, or school activity.

It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

- (1) Title VI of the federal Civil Rights Act of 1964; and*
- (2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:*

- i. Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;*

- ii. Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or*
- iii. Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.*

Sexual Harassment Defined

Sexual harassment may include, but is not limited to, the following:

- Any unwanted physical advance or contact or verbal approach of a sexual nature
- Subtle or overt pressure for sexual involvement
- Unwanted reference to one's physical appearance, sexuality, or sexual activities.
- The demand for sexual favors accompanied by implicit threats against one's job security or grade status
- Comments or actions that denigrate a person based on gender
- Unsolicited sexual gestures or comments or the display of offensive or sexually graphic materials or behavior

Reporting Procedure

Any Midshipman who believes he or she has been the victim of sexual harassment or discrimination is encouraged to discuss the alleged act(s) immediately and confidentially with one or more of the following individuals: Headmaster, the Battalion Director, a teacher or staff member. Any complaints of alleged sexual harassment or discrimination made to one or more of the above will be discussed fully and confidentially with the person raising the complaint. If, after discussion, either the midshipman or the person to whom the report is made determine that a more detailed investigation is appropriate the following investigative procedure will be utilized.

Investigative Procedure

Once the reporting person or the party receiving a report of sexual harassment or discrimination indicates that an investigation should be conducted, the complaint will be made fully known to the Headmaster. An internal investigation will then be conducted. In determining whether alleged conduct constitutes sexual harassment or discrimination, the totality of the circumstances, such as the nature of the sexual advances or discrimination and the context in which the alleged incident(s) occurred, will be considered. To assist in the investigation, incidents will be documented, including specifics such as dates, times, witnesses, if any, and a full and clear statement of what transpired. Confidentiality will be maintained to the extent possible during the investigation, and information will be shared on a need to know basis only. A determination of appropriateness (or lack thereof) of the particular action will then be

made by the Headmaster based on facts, and appropriate action will be pursued in each case.

Responsive Action

Any person who engages in sexual harassment or discrimination is subject to immediate and appropriate discipline, up to and including discharge, expulsion or termination. The Headmaster will report the results of the investigation of each complaint filed under this policy to the complaining party. The report will document any action taken by the school as a result of the complaint, and will become part of the personnel file or record of the disciplined individual. Retaliation against any individual who complains of sexual harassment or discrimination is strictly forbidden: and anyone who practices such retaliation may be subject to immediate discipline, up to and including discharge, expulsion or termination.

Non-Harassment

Leonard Hall recognizes that not every advance or comment constitutes harassment. Whether a particular action or incident constitutes harassment requires an objective determination based on all of the facts and surrounding circumstances. False accusations of harassment can have a serious and detrimental effect on innocent parties, are prohibited, and will cause disciplinary action up to and including discharge, expulsion or termination.

General Policies and Procedures

Policies and procedures are established to instill consistency, self-discipline, self-confidence, and a safe and success-oriented environment for our Midshipmen. The policies and procedures set forth are time-tested, reasonable, and enforceable. They ensure that all Midshipmen know the boundaries so that they may conduct themselves in a professional manner.

- a. Parent Drop Off/ Parent Pick Up and Student Driver Parking: Midshipmen being dropped off by a parent/guardian before school begins and/or picked up after school during dismissal must be dropped off/picked up to the side of the school where the buses drop off and pick up Midshipmen. Midshipmen will then enter/exit through the back door of the building (outside the door that is in front of the Ship's Store). Student drivers will park in the side parking lot and enter the building through the same back door.
- b. Main Office: Midshipmen must knock on the wall beside the sliding window into the office, wait to be addressed, and conduct business at the window. If the student then needs to enter the office, they must knock on the door and state, "*Request permission*

to enter.” Midshipmen will wait in the passageway until acknowledged. At that time, the staff member or officer will grant or deny permission. If permission is granted, the Midshipman must conduct his/her business expeditiously and return directly to class. Only one student is allowed in the office at a time to conduct business.

- c. Telephone Calls: During school hours, the office telephone will be used only for urgent or emergency situations and with the permission and presence of a staff member. *What constitutes an emergency will be determined by office staff.* All outgoing calls made by students will be logged.
- d. Mess Deck:
- In the morning before school starts, Midshipmen will enter the mess deck. Students may not leave the mess deck after 0750 without permission. Midshipmen may not loiter in the passageway, head, and/or classrooms. All paper based homework assignments must be turned into the homework bins and online homework submitted by 0805.
 - At lunchtime, Midshipmen will enter silently and stand at attention behind their chairs. After prayers are said, Midshipmen will wait for instructions to be given. Rules are posted in the mess deck and will be enforced by the staff member on duty. Violations of mess deck procedures may result in infractions, hours, study hall, eating lunch alone on the wall in the passageway, or loss of privileges.
- e. Lockers: Midshipmen may go to their lockers first thing in the morning before entering the mess deck, during lunchtime (with permission of the staff member on duty or student officer on duty), and between each class block. During class time, visits to lockers will be the classroom teacher’s discretion. Students must also keep their locker area neat and orderly.
- f. Items on Person: Students may only carry around items needed for their classes during the school day. **Students are required to carry a waterbottle (containing ONLY water) at all times.** Students may not carry book-bags, purses, food, candy, cell phones or any other unauthorized items.
- g. Classrooms: If a class is in session and a student needs to enter the classroom for any reason, they must request permission to enter.* In the absence of a teacher or staff member, the highest-ranking officer in the class will assume responsibility for maintaining order in the classroom. During classroom transitions the Battalion Commander, Executive Officer and Company Commanders will help to manage the good order and discipline within the hallways.
- h. Bathroom Usage (Head): Midshipmen are discouraged from using the head during class time unless it is an emergency. Students should use the head as they arrive at

school, during PE/Drill, during lunch and at the end of the day. No loitering is acceptable in the head.

- i. Drill Hall: If changing into or out of P.E. uniforms, students will maintain a sense of dignity, will not make themselves visible if the door is opened, and must change quickly and quietly. **There will be no changing in the lobby.** Midshipmen will conduct themselves in a professional manner in and en route to/from the Drill Hall, as it is a public facility and we are guests.
- j. Student Drivers: Students who drive vehicles to school must have written authorization signed by their parent/guardian. Student drivers are expected to maintain the highest standards of decorum and safety when behind the wheel. Loitering in the parking lot before or after school is not permitted, nor will loud music from vehicle sound systems be tolerated on school grounds or at school functions. Officers and other student leaders, as determined by the Battalion Director, who drive to school must be in the building prior to 0750. Driving to/from Leonard Hall is a privilege, which will be revoked if Midshipmen drivers do not act responsibly. Student drivers will park in the side parking lot and enter the building through the back door (outside door in front of the Ship's Store). **Midshipmen are not authorized to ride in vehicles with other Midshipman drivers unless the school has written permission from parents/guardians of both the driver and rider. Please refer to the disciplinary section of this handbook.**
- k. Early Dismissal: Students with half-day or early dismissal must leave the school grounds expeditiously. Loitering in the building or on the grounds is not permitted.
- l. Transportation: Midshipmen will not hitchhike, and they must obey county and private transportation rules. Leonard Hall students are easily identifiable; therefore, high standards of conduct during times of transportation or in public places are expected. Midshipmen are not permitted to walk home, to the library, or any other place without written permission from a parent or guardian; permission may be granted for the entire school year. A student wishing to ride home on the bus or in a private vehicle with another student must submit written permission to the school office. If riding in a privately owned vehicle, both affected parents/guardians must submit written permission. Midshipmen will remain in full uniform during all periods of transportation and when in public.
- m. Bus Conduct: Bus transportation to and from school is a privilege and not a right. Midshipmen may be denied transportation if they violate the rules set forth by the school and/or the transportation services. Inappropriate behavior on the bus is considered to be serious misconduct. Bus privileges may be suspended for brief periods of time or for the remainder of the school year. Discipline problems on the bus are reported to the Battalion Director who will notify the parents. Serious issues may result in conferences with parents/guardians, transportation managers, bus

drivers, and a school representative. Bus drivers may submit Bus Referrals to the Battalion Director who will make a determination as to what disciplinary action will occur; he/she will inform the parent/guardian and the driver of his decision. Failure to obey the driver's instructions will result in disciplinary action at the school and the student may lose bus privileges. Refer to your county or company bus handbook for further information.

- n. Bus Exchange Points: Midshipmen will conduct themselves in a military and professional manner while waiting for the next bus at transfer points. All uniforms and accessories will be worn correctly at all times. Horseplay, profanity, or any conduct unbecoming a Leonard Hall Midshipman will not be tolerated. Midshipmen are not permitted to accept rides from anyone other than the bus service. Because of the uniform, Leonard Hall students are easily identifiable, and any misconduct reflects upon the Battalion, staff, and parents of Leonard Hall Junior Naval Academy. Students may not use cell phones, iPods, iPads/tablets or any other electronic devices on the school grounds of other schools unless authorized by a staff member at that transfer school.
- o. Passageway (Hallway): Talking is not permitted in the passageways. Midshipmen will maneuver through the passageway in an orderly, single file fashion, keeping to the right at all times. They will enter the classroom circle from the right and stay on the right-hand side; flow within the circle will be in a counterclockwise direction. During classroom transitions the Battalion Commander, Executive Officer, and Company Commanders will help to manage the good order and discipline within the passageways.
- p. Cell Phones: Midshipmen must have a cell phone contract on file in the main office in order to have permission to have a cell phone on school grounds. Cell phones may be brought to school but must be turned off upon arrival each day. **Cell Phones must be turned in to the phone cart upon arrival and can be retrieved from the main office at whatever time the midshipman is dismissed from school for the day.** Unauthorized use of these devices during the school day may result in the collection of the device by a school staff member. The collected device(s) will be secured in the Battalion Director's office until the Battalion Director contacts the parents regarding consequences. These items and any other personal items are brought to school at your own risk. LHJNA, Inc. shall not accept responsibility for any lost or stolen items.
- q. Wristwatches/Bracelets/Fitness Trackers/Smart Watches: **While in uniform only one of these items, once authorized by the Battalion Director, may be worn.** If any watch sounds during the school day, it may be confiscated and will be returned at the discretion of the Battalion Director. **All smart watches must be turned in to the phone cart with cell phones upon arrival to school.** Exceptions may be made for medical reasons with a doctor's note.

- r. Electronic Devices: Each LHJNA student will be issued a personal Chromebook for school and home use. iPads/tablets, iPods, and other electronic devices may be brought to school, but must be turned off upon arrival each day and then immediately secured. Midshipmen may not use any of these electronic items on school grounds. All personal devices (except for the cell phone – see policy above) must be left in the student’s locker area during the school day, and may be used on the buses, according to bus policy, to and from school. Unauthorized use of these devices during the school day may result in the collection of the device by a school staff member. The collected device(s) will be secured in the Battalion Director’s office and the student’s parent or guardian will be contacted to retrieve the device. These items and any other personal items are brought to school at your own risk. LHJNA, Inc. shall not accept responsibility for any lost or stolen items.
- s. Calculators: If a student needs a calculator for school, his/her name shall be clearly marked on the calculator. Please remember that each student will have a similar item and this can be easily misplaced.
- t. Lost and Found: Any item left outside or on top of lockers, in classrooms, or on the decks (in the passageway) will be considered “lost and found”. Students may claim their items before school and during lunch, study hall, or free time. Lost and found items will be cleaned out on the first of each month. All unclaimed items will be resold through the ship’s store or discarded.
- u. Chromebook Use: Each LHJNA student will be issued a personal Chromebook for school and home use. Computer use must be related to classroom assignments only and any other use is not authorized. Students using the school’s computers or Chromebooks should not change, tamper, edit or download anything to the computers or Chromebooks unless granted by and observed by a staff member. Students may have limited printing access from the computers, in order to print anything, a student must be granted approval from a staff member. Each student is issued a LHJNA gmail for school use. **Students are not allowed to utilize personal email accounts and/or any other sites to contact outsiders unless authorized by a staff member.**
- v. Locker/Book Bag Searches: As part of maintaining good order and discipline, safety, and welfare of all students and the entire school, locker, clothing, purses, and book/gym bag searches may be conducted at any time without notice as deemed appropriate by the Headmaster or Battalion Director. Any illegal or improper (as deemed by administration) items may be removed and appropriate discipline applied. School employees conduct locker searches and all attempts are made to keep the hallway clear of students during the search. All individual searches will occur in a private area with at least two employees present.

- w. **Faculty/ Student Interaction:** Leonard Hall Junior Naval Academy does not allow for a faculty member and an individual student to have one-on-one interaction behind closed doors. Every session of this sort should have another party involved or the interaction should be visible or within earshot of another party. Also, LHJNA does not allow for a faculty member and an individual student to communicate on a consistent basis outside of school in person, via telephone or on any social networks such as Facebook, Twitter, Instagram or Snapchat. The only communication outside of school hours must be for official school business.
- x. **Last General Rule:** *If it doesn't belong in or pertain to school, DO NOT BRING IT!!!*

Chapter III

Scholastic Program

The regular course of study at Leonard Hall Junior Naval Academy parallels the program of most public and private secondary schools. The school day is divided into a six (6) period schedule with each full-time student enrolled into five (5) full-time classes per quarter/semester and two (2) part-time classes per quarter/semester (PE & Drill). Therefore, students will participate in six (6) classes a day. The schedule for the middle school includes Mathematics, Science, ELA, Social Studies, Study Skills, Spanish, P.E., and Drill. The schedule for the high school includes all subjects required to graduate from a state or accredited high school. A list of each required course needed at the high school level follows.

Grading System:

There are four marking periods during the school year.

Middle School Midshipman will earn credit for each class successfully completed per semester. There are two semesters per school year. The semester grade is comprised of:

- **1st Semester: 1st quarter = 50% and 2nd quarter = 50%**
- **2nd Semester: 3rd quarter = 50% and 4th quarter = 50%**

High School Midshipman will earn credit for each class successfully completed per semester. There are two semesters per school year. The semester grade is comprised of:

- **1st Semester: 1st quarter = 40% and 2nd quarter = 40% and Exam = 10%**
- **2nd Semester: 3rd quarter = 50% and 4th quarter = 50% and Exam = 10%**

Leonard Hall uses the numerical grading system. Below are the numerical grades, letter equivalents and interpretation of these grades:

- 90% - 100% **A** (superior achievement)
- 80% - 89% **B** (above average)
- 70% - 79% **C** (average or passing)
- 60% - 69% **D** (below average)
- Below 59% **F** (failing - The procedure regarding recovery courses will be decided on a case-by-case basis by the administration)

Progress Reports:

Midway through each marking period, or as needed, progress reports are published on Alma. The reports are meant to be an indicator for the student's progress in each class. Also, parents can check academic progress on an ongoing basis utilizing the online grading program – Alma

Report Cards:

Report cards will be issued four times during the school year providing parents/guardians/Midshipmen with an official report on their Midshipman's progress. Any outstanding debts to the school may result in delay of grades or transcripts until the debt is paid in full.

High School Graduation Requirements:

The courses at Leonard Hall Junior Naval Academy are designed for the Midshipman who is preparing for college. The college preparatory diploma will be awarded.

Minimum Credit Requirements for Graduation

Subject	Units of Credit
English	4
Social Sciences (American Government, World History, United States History and Contemporary Issues)	4
Mathematics (Algebra I, Geometry and Algebra II)	3
Science (Biology, Earth Science or Physics and Chemistry)	3
Spanish	2
Physical Education/Health	1
Practical Arts	1
Fine Arts	1
Military Drill	2
Non-Core/Electives	1
Total	22

A Midshipman earns a unit of credit when successfully completing a course that meets for three block periods a week for the entire school year. A Midshipman earns half a unit of credit when successfully completing a course that meets for less than three block periods a week for the entire school year. This Carnegie unit (credit toward graduation) is issued for satisfactory completion of coursework. Credit for graduation is not given for a semester grade of F.

A Midshipman may only add or drop a course within the first two weeks of the semester with the permission of the Headmaster.

Early Graduation Standards and Requirements

LHJNA allows students to graduate a year early from high school. The following are the criteria established for student qualification:

- This process is meant for students that want to start college a year early.
- A student must have a minimum cumulative grade point average of at least a **3.00**.
- A student must have earned a minimum of one high school credit while in middle school.
- A student must begin the process during his/her sophomore year.
- A student is only allowed to take two (2) full credits/ classes utilizing self-paced packets, online courses, and/or classes at the College of Southern Maryland

(CSM), outside of English 1010 and 1020. All other credits must be earned during the normal school year in a classroom setting, unless otherwise approved by the Headmaster.

- A student must pass the English/Reading Admissions test at CSM – meaning they must qualify to take English 1010. A student must also take the Math placement test at CSM to be used as a diagnostic tool for that student – he/she does not need to pass this portion of the admissions test. All CSM admissions test scores must be presented to LHJNA’s administration.
- A student must take English 1010 and 1020 at the College of Southern Maryland during his/her senior year. This credit will stand for the fourth (4th) year of English credit at LHJNA and college credit at CSM.

Middle School Students Enrolled in High School Credit Classes

There is an occasion when a 7th or 8th grade student is enrolled in a class which will earn him/her a high school credit. These classes include: Algebra I, Geometry, Algebra II, Spanish I, and Spanish II. In order for a student to receive high school credit and move on to the next level in the course of study, he/she must receive an overall yearly average of at least 75%. If the yearly average is below 75%, he/she must repeat the entire year of the class.

Failures:

- A Midshipman who fails one or two core subjects in the middle school must complete a mandatory summer home study packet to make up for the deficiency before he/she can be promoted to the next grade level or receive a diploma. Leonard Hall teaching staff will create and dispense the summer packet within two weeks of the last day of the school year. There is a \$100.00 fee assessed with each class failed in order to receive the summer packet.
- A Midshipman in the middle school who fails three core subjects for the school year must repeat the grade.
- A Midshipman in high school must make up all semester failures needed to graduate. The credit must also be made up before the Midshipman can proceed to the next class in the progression of studies. For example, the English I credit must be earned to proceed onto English II.
- High School credit recovery may be earned by completion of courses offered during the regular school year, public school, night school, public school summer school (if available), approved self-paced course, and/or approved on-line course. The procedure regarding recovery courses will be decided on a case-by-case basis by the administration
- A student may only take two recovery credits during any given summer.
- If a high school student fails one semester of a core subject and repeats that subject during an upcoming school year at Leonard Hall, he/she must repeat the whole year achieving a passing grade.

- There is a fee assessed with recovery credits which will depend upon the recovery option chosen.
- Continual failure of Leonard Hall's academic program may be grounds for dismissal from the school.

High School Courses Outside of the Normal Daily Class Schedule

There are possible occasions when a high school Midshipman has a "free period" since no classes from the daily class schedule match his/her needs. In such a case, the Midshipman will be enrolled in an independent studies course or be assigned as a classroom or office aide.

Determining Grade Point Average (GPA) for High School:

In determining the GPA for all Midshipmen, the letter grade value is determined according to the following scale:

College Preparatory Courses

A	valued at 4.0
B	valued at 3.0
C	valued at 2.0
D	valued at 1.0
F	valued at 0.0

Honors Courses

A	valued at 5.0
B	valued at 4.0
C	valued at 3.0
D	valued at 1.0
F	valued at 0.0

All courses are college preparatory unless otherwise specified as "Honors". Only a few selected higher-level courses (Trigonometry, Statistics, Pre-Calculus, Biology, Spanish III, Physics I, and specified college courses) have been designated as Honors.

GPA Calculation:

Each core subject is worth one unit of credit in all calculations toward cumulative GPA. Each elective subject, with instruction two or three times a week, is worth $\frac{1}{2}$ of a unit in all calculations. Also, if a class is taken twice, then the highest grade achieved from the two will be used for the cumulative GPA. Below is a sample of a GPA calculation for a high school student.

Class	Grade	x	Unit	GPA Value
English I	85(B) = 3	x	1	3
Biology	75(C) = 2	x	1	2
Algebra I	92(A) = 4	x	1	4
Spanish I	88(B) = 3	x	1	3
Amer. Govt.	78(C) = 2	x	1	2

Drill	98(A) = 4	x	.5	2
<u>Phys. Ed.</u>	<u>90(A) = 4</u>	x	<u>.5</u>	<u>2</u>
Total			*6	*18

* To calculate the GPA, divide the value by the total units. In this case, the GPA would be 3.0.

Homework:

The purpose of the homework is to review and reinforce what is learned in the classroom. Although there will be times when Midshipmen may not have homework assignments, all Midshipmen should get into the habit of spending time on homework each night. High School students can expect approximately 1.5 to 2 hours of homework each night. Middle School students can expect approximately 1 to 1.5 hours of homework each night. Homework is not necessarily written work. Studying, reading and reviewing assignments are all important responsibilities for a Midshipman. In the case of absences and homework policies, please refer to the Attendance Policies in this Handbook. Failure to complete homework assignments may result in an Infraction in addition to any academic penalty awarded by the teacher. Please also refer to the Attendance section of this Handbook regarding time allotted with turning in assignments.

Homework Agenda (Assignment) Books:

The Homework Agenda Book (also referred to as an Assignment Book) is a huge part of our communication with parents/guardians. In order to keep parents/guardians informed about their Midshipman's work and progress, each Midshipman is required to keep and maintain a school-issued Homework Assignment Book in which to record any homework assignments that may be given in various subjects. **Agenda books are to be treated like a textbook. Midshipmen must keep the agenda book in good condition, and are not authorized to tear out pages or deface it. If this occurs Leonard Hall will replace the book at a specified cost to the student.** The teacher will sign the book when an assignment is given, and a parent/guardian is required to sign the book each evening after the parent/guardian has checked for completed homework. The student officers and administration will check daily for the signature of the parent/guardian. If a Midshipman's book is not signed by a parent/guardian, the Midshipman will receive one infraction. A Midshipman who forgets to bring his/her assignment book will receive one infraction. **If the student receives an infraction for an incomplete assignment, the teacher will mark the assignment book with a red ink (stamp with "HW INF" in a circle) to notify the parents.**

Google Classroom:

Google Classroom is the Learning Management System (LMS) that LHJNA utilizes for all students. Students will have access to Google Classroom by using his/her LHJNA

gmail and password. All assignments given in classes are placed on Google Classroom. Students utilize Google Classroom on a daily basis and we encourage parents to log in to their child's Google Classroom on a regular basis to check in on completed and due assignments. Please refer to Alma and NOT Google Classroom for the student's overall grade.

Online Grading Program:

LHJNA utilizes the services of an online grading program called **ALMA**. Each teacher maintains classroom grades for all core subjects on ALMA. At the beginning of the school year, parents and midshipmen are given access codes to ALMA by the Administration. Teachers will post grades on ALMA within three school days of returning an assignment unless the assignment is lengthy then the teacher will get grades posted within a reasonable amount of time. We encourage each parent and student to have separate ALMA accounts to monitor academic progress. All students are mandated to create an ALMA account. Our goal is to have fully invested and responsible students.

Parent/Guardian – Teacher Conferences:

At any time during the school year, a parent/guardian may contact the school's main office to schedule an appointment for a conference to discuss their Midshipman's progress and/or any other school related issues. All appointments must be scheduled in advance. Parent teacher conference dates are included on the LHJNA yearly calendar. (Unscheduled/Drop in conferences cannot be allowed)

High School Career Portfolio

Each high school student is responsible for creating a presentation about a possible career path and then presenting this presentation to the Battalion. Each junior and senior is responsible for submitting a Portfolio to include a resume and 2 reference letters (neither letter can be from a LHJNA employee).

National Honor Society and National Junior Honor Society Membership

Membership: NHS and NJHS are more than just an honor roll. The Honor Society chapter establishes rules for membership that are based upon a student's outstanding performance in the areas of scholarship, service, leadership, and character (plus citizenship for NJHS). These criteria for selection form the foundation upon which the organization and its activities are built. Students in grades 6 – 9 are eligible for membership into our NJHS and students in grades 10 – 12 are eligible for membership into our NHS. **Students must be enrolled at LHJNA for a complete semester before they can be considered for membership.**

Scholarship: Students must have a cumulative GPA of at least **3.20** to be considered for membership.

Service: This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.

Leadership: Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others.

Character: The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and generally maintains a good and clean lifestyle.

Citizenship: The student who demonstrates citizenship understands the importance of civic involvement, has a high regard for freedom, justice, and democracy, and demonstrates mature participation and responsibility through involvement with such activities as scouting, community organizations, and school clubs.

Specific standards for these criteria may vary from one school to the next. After the first semester is completed, a faculty board will convene to determine which students will receive membership into either the NHS or NJHS.

Chapter IV

Religious Program

Leonard Hall Junior Naval Academy is a Christian school supporting and practicing Christian principles and beliefs. While the admission policy does not discriminate against any particular religion or denomination, all Midshipmen are required to participate in the Christian religious program. This includes, but is not limited to, participating in prayer and chapel services and maintaining reverence during prayer and chapel services.

Chapel is an infrequent assembly of the entire school. A guest speaker is invited to give a message to the Midshipmen. The speaker is recognized by his/her denomination to be a member of one of their denominational orders such as pastor, priest, nun, etc. Students, parents and staff can nominate guest speakers to the school's administration. Chapel services are non-denominational in nature.

The Chaplain Program allows Midshipmen to explore spiritual leadership. At least one Midshipman will be selected. All interested Midshipmen are encouraged to contact their Chaplain Program Advisor.

Daily Prayers:

These are the traditional prayers used at Leonard Hall (however these prayers may be altered but still remain similar at the discretion of the school):

Morning Prayer - All prayers are usually student led and driven. However, some possible traditional prayer options includes The Lord's Prayer:

Our Father who art in heaven,
 Hallowed be thy name.
 Thy kingdom come thy will be done on earth, as it is in heaven.
 Give us this day our daily bread.
 And forgive us our trespasses, as we forgive those who trespass against us.
 And lead us not into temptation, but deliver us from evil:
 For thine is the kingdom, and the power, and the glory, forever and ever, Amen.

Lunch Prayer - Bless Us O Lord, for these thy gifts which we are about to receive from thy bounty through Christ our Lord, Amen.

Departure Prayer - Dear Lord, bless us today as we travel home and keep us safe under your watchful eye. Bless all those who will provide transportation for us, guide them and keep them safe also. Amen.

CHAPTER V

Military Program

Every Midshipman participates in the military program and in doing so takes on responsibility to his/her peers, staff/faculty, and the Battalion. All Midshipmen are required to wear the uniform, comply with this Handbook and Leonard Hall traditions. Additionally, all Midshipmen participate in specified parades, Competitives, and other events during the school year unless otherwise directed or authorized by the Battalion Director.

Objectives:

Leonard Hall Junior Naval Academy's military program aims to provide the opportunity for its Midshipmen to develop qualities that are essential to their future success and well-being. These qualities include confidence, self-discipline, respect for self and others, initiative, leadership, responsibility and accountability. Additionally, our program

is designed to develop a high level of self-esteem as well as esprit de corps. Leonard Hall's military program objectives are:

- To develop a respect for the Leonard Hall Honor Code
- To develop a fine sense of responsibility, accountability, and personal honor
- To promote habits of orderliness, precision, decisiveness, and respect for others
- To develop a willing readiness to assume responsibility and accountability
- To promote patriotism
- To develop informed and responsible citizens
- To promote a respect for and an understanding of the need for constituted authority in a democratic society
- To develop curiosity and a love for learning
- To develop the leaders of tomorrow
- To develop and practice Christian values
- To afford students the opportunity to serve as peer leaders as well as members of the Battalion
- To provide opportunities which will create meaningful learning experiences for the practical application of leadership and decision-making skills
- To learn to work together as a team

Military Staff:

At a minimum, the faculty associated with the Military Program will consist of a full-time Battalion Director who also serves as the school's military lead, the Naval Science and Drill Instructor, and the school's disciplinarian..

Military Curriculum:

To achieve full implementation of the LHJNA program, the curriculum is patterned after that of the Naval Junior Reserve Officer Training Corps (NJROTC). The curriculum includes practical application of classroom work, leadership training, life skills training, military drill and ceremonies, guest speakers, and field trips.

Military Drill:

Military drill is an integral part of every Midshipman's experience at Leonard Hall. The purposes of military drill include:

- Moving a unit from one place to another in a standard (uniform) manner
- Teaching discipline by instilling habits of precision and automatic response to orders and commands
- Increasing the confidence of Midshipmen through the exercise of command by giving proper commands and by the control of drilling Midshipmen
- Building morale by developing a team spirit and unit pride

- Giving Midshipmen the opportunity to handle drill rifles

Understanding and correctly executing the basic drill positions and movements are a necessary part of military life. Leonard Hall's drill curriculum focuses on developing personal skill and coordination, building team skills, leadership, and self-discipline. Midshipmen learn the manual-of-arms with the rifle, marching techniques and close-order drill with and without arms.

High School Naval Program (Naval Science):

In addition to drill instruction, high school students receive academic instruction in the following one class period each week:

- Naval orientation
- The nation and the Navy
- Naval history
- Leadership
- Maritime geography
- Oceanography
- Basic seamanship
- Ship construction and damage control
- Naval ships, aircraft, and weapons
- Naval operations, communications, and intelligence

Middle School Naval Program:

The middle school students receive fundamental orientation to naval customs, traditions, and leadership along with their drill classes. The Leonard Hall environment stresses leadership, military protocol, courtesy, and appearance. Students participate in a formal leadership course on a regular basis.

Competitives:

A long-standing tradition of Leonard Hall is intramural squad drill competition, called *Competitives*. Three times a year (fall, winter, and spring) Leonard Hall formally conducts a ceremonial personnel inspection and drill competition. This is an opportunity for the Midshipmen to demonstrate their acquired skills to their peers, faculty, parents, and the public. LHJNA solicits active, former, and retired military personnel to participate in these events by providing inspectors, board members, and judges.

Military Performance Record:

A record is maintained of each Midshipman's military achievements and disciplinary documents. A student may view his/her own record at any time upon request. The

record is used for promotion boards, referral/expulsion proceedings, or consideration for special programs. If a high school midshipman transfers in from another formal military program, awards and/or rank earned in such a program may be conveyed into LHJNA's military program at the discretion of the Battalion Director. Official documentation must be provided by the midshipman's previous military program director.

Battalion Organization

General:

Leonard Hall's student body is organized as a Battalion led by a student Battalion Commander and Executive Officer (as assigned by Battalion Director), Staff Officers, Company Commanders, Platoon Leaders, and Squad Leaders. Midshipmen may also participate in the color guard or drill team. All midshipmen participate in Drill on a daily basis.

Note: Not all positions listed below need to be filled and this is at the discretion of the Battalion Director.

Battalion Structure:

The battalion will parallel the NJROTC program while simultaneously maintaining the Leonard Hall tradition. The command structure includes:

Line Officers:

Battalion Commander
 Battalion Executive Officer
 Company Commander(s)
 Platoon Leader(s)
 Squad Leaders

Staff Officers:

Administrative Officer
 Supply Officer
 Public Affairs Officer
 Training (P.T.) Officer
 Chaplain
 Armory Officer
 Assistant to the Administrative Officer
 Assistant to the Supply Officer
 Assistant to the Training Officer
 Assistant to the Chaplain
 Assistant to the Squad Leader
 Assistant to the Armory Officer

Color Guard and Drill Team:

To serve on the Leonard Hall color guard and drill team is an honor. The highest standards of conduct and academic performance are required for a member to be selected for and to retain membership in these important aspects of Leonard Hall life. Midshipmen must maintain all criteria under “position retention” in the Military Promotion Process Section of this Handbook.

Color Guard:

Color Guard Commander

Right Honor Guard

Left Honor Guard

American flag bearer

State flag bearer

School flag bearer

*And other Color Guard positions as deemed appropriate by the Battalion Director

Drill Team:

The Drill Team may include members from the entire school, depending upon enrollment and student eligibility. This could be an after-school activity. The team will consist of the following:

- Drill Team Commander
- Members – the numbers of members to be determined by the Battalion Director

Rank Structure:

Both the high school and middle school enlisted rate structures parallel that of the U.S. Navy. High school officer ranks follow those of the U.S. Naval Academy, and the middle school officer ranks emulate the U.S. Navy's Warrant Officer Corps.

High School:

- E-1 Midshipman Seaman Recruit
- E-2 Midshipman Seaman Apprentice
- E-3 Midshipman Seaman
- E-4 Midshipman Petty Officer 3rd Class
- E-5 Midshipman Petty Officer 2nd Class
- E-6 Midshipman Petty Officer 1st Class
- E-7 Midshipman Chief Petty Officer
- E-8 Midshipman Senior Chief Petty Officer
- E-9 Midshipman Master Chief Petty Officer
- O-1 Midshipman Ensign
- O-2 Midshipman Lieutenant (junior grade)
- O-3 Midshipman Lieutenant
- O-4 Midshipman Lieutenant Commander
- O-5 Midshipman Commander
- O-6 Midshipman Captain

Middle School:

- E-1 Midshipman Seaman Recruit
- E-2 Midshipman Seaman Apprentice
- E-3 Midshipman Seaman
- E-4 Midshipman Petty Officer 3rd Class
- E-5 Midshipman Petty Officer 2nd Class
- E-6 Midshipman Petty Officer 1st Class
- E-7 Midshipman Chief Petty Officer
- E-8 Midshipman Senior Chief Petty Officer
- E-9 Midshipman Master Chief Petty Officer
- CWO2 Midshipman Chief Warrant Officer 2
- CWO3 Midshipman Chief Warrant Officer 3
- CWO4 Midshipman Chief Warrant Officer 4

CHAPTER VI

Uniform and Grooming Standards

Uniform Regulations and Standards:

General: The uniform is an important element in the morale, pride, discipline and effectiveness of the program at Leonard Hall. It is vitally important for Midshipmen to maintain a high standard of dress and personal appearance – the key elements are neatness, cleanliness, bearing, and image. Because Leonard Hall students are easily identified as a result of the uniform, the highest of standards must be maintained at all times.

The military uniform is a symbol of the nation's defense forces. It projects an image that reflects not only on the wearer, but also on the school. The word "uniform" is derived from two Latin words: '*unus*' and '*forma*,' which mean "one form." Thus, the word "uniform" suggests a distinctive form of dress. In ancient times, military dress acquired a certain degree of sameness, which over the centuries may have changed in design but remained the same in concept. Thus, we can assign the origin of the military uniform to an early date in western civilization.

The uniform worn by Leonard Hall Junior Naval Academy Midshipmen, with only a few exceptions, is the same as that worn by active duty Navy personnel. Midshipmen do not wear commissioned officer rank insignia, sleeve braid, or enlisted cloth shoulder insignia; they do wear insignia which designates them as Leonard Hall students. Uniform articles are not to be worn with civilian clothing except for PE gear. Our students are obligated to wear the uniform properly and proudly, and in so doing, uphold the dignity of the Navy, Leonard Hall, fellow Midshipmen, and themselves.

Grooming standards are based on several elements including neatness, cleanliness, safety, military image, and appearance. The standards set forth below are reasonable, enforceable, and ensure that Midshipmen's personal appearance reflects favorably on Leonard Hall Junior Naval Academy. Parents as well as students are obligated to support these standards.

Midshipmen must set and maintain high standards of smartness in uniform and personal appearance. Attention to detail, bearing, and conduct while wearing the uniform are key elements contributing to the public image of Leonard Hall. The highest standards of conduct and uniform appearance must be maintained while a student is in uniform. **The complete uniform will be worn to/from school (auto or bus), during school hours, and at school functions.** Civilian articles of clothing may not be worn with the uniform unless authorized by the Battalion Director.

Uniforms shall be kept clean, with all devices and insignia bright and free from tarnish and corrosion. Shoes shall be kept in good condition and polished.

Covers are worn outdoors except when ordered to uncover, or during religious services which are not associated with a military ceremony. While the cap is not normally worn indoors, it may be required during Competitives or special ceremonies.

If a midshipman receives an infraction for an improper uniform, the midshipman's agenda book will be stamped with a purple stamper that reads "UNI INF". This stands for Out of Uniform Infraction. Continued concerns in this area will result in a phone call from the Battalion Director and possibly the midshipman being sent home until the uniform concern is resolved.

Wearing of the Uniform:

When the Leonard Hall uniform is worn, it shall be worn properly, completely, and with pride – this includes, but is not limited to, during school days, at school functions, and riding the bus to and from school. Only approved uniform items may be worn. Civilian apparel/items will not be mixed uniforms. The only exception is PE gear; PE gear may be worn mixed with civilian attire outside of school hours and so long as the student is not representing LHJNA in an official capacity. PE gear worn outside of school hours is encouraged to promote the school and spirit de corps with the Midshipman. All Midshipmen are required to wear the uniform during the school day and may only 'change out' into civilian clothes with permission of the Battalion Director or Headmaster.

While in the LHJNA uniform, Midshipmen are not official members of the United States Navy. Therefore, anyone impersonating a member of the Navy will be appropriately disciplined.

The 'day' or working uniform is worn daily to classes Monday thru Thursday. BDUs (camouflage) will be worn on Fridays. The dress blue uniform is worn at special occasions as determined by the Battalion Director. Any changes will be determined by the Battalion Director.

Only uniform items prescribed in this handbook and sold in the Ship's Store or Navy Exchange, or authorized by the Battalion Director may be worn. Specific modifications to LHJNA uniforms may be authorized by the Battalion Director for the drill team or performing units (e.g., helmets, ascots, etc.). While Leonard Hall emulates the NJROTC, as an Academy we do not follow each and every one of their uniform regulations.

Uniformed Midshipmen may not participate during or in connection with political activities, private employment, or commercial interests that imply official sponsorship of the activity or interest, or at any other occasion when wearing the uniform would discredit Leonard Hall Junior Naval Academy or the Navy. Questions regarding the

appropriateness of wearing the LHJNA uniform should be addressed to the Battalion Director.

'Day' or Working Uniforms:

Day Uniforms:

The day uniform consists of Navy regulation winter blue (black) trousers with short sleeved CNT khaki shirt, plain white sleeved crew undershirt, black web belt with brass buckle, black socks, black shoes, black garrison cover, ribbon(s), nametag, and insignia. Undershirt sleeves shall not protrude from the uniform shirtsleeves. High School students will wear a plain black shoulder cord on their left shoulder.

Additional Items used during Winter for the Day Uniforms:

The winter uniform consists of the day or working uniform with the addition of a plain black knit cap, plain black leather gloves, and plain black jacket (with Battalion Directors authorization). Optional v-neck sweater, regulation windbreaker jacket, or pea coat are authorized. Jackets are only worn during transit to and from school.

Winter Outer garments:

All Midshipmen, at a minimum, will have a plain black knit cap, plain black leather gloves (no logos), plain black jacket. Optional black v-neck sweater, and regulation utility or CPO jackets are also authorized for winter wear. **The Navy pea coat is authorized as optional for purchase as an outer garment.** Travel to and from school during winter months, Midshipmen are expected to be in correct uniform. Midshipman may wear all of their winter outer garments at once or one of the following combinations while in transit:

- Black knit cap, black leather gloves, black v-neck sweater, and utility/CPO jacket worn over sweater.
- V-neck sweater.
- V-neck sweater and utility/CPO jacket.
- Utility/CPO jacket with plain black knit cap, plain black leather gloves.
- Pea coats may be worn as optional outer garments over v-neck sweaters and/or utility/CPO jackets.
- Plain black knit cap and plain black leather gloves may only be worn if Midshipman is wearing a utility/CPO jacket or optional pea coat. Wearing a black knit cap and black leather gloves with a v-neck sweater is NOT authorized.
- All black civilian coats worn to and from school must be approved by the Battalion Director may be worn from November thru February.

Once a student enters the building, the only authorized outer garment for wear inside the school building and while in class is the v-neck sweater.

Midshipman Dress Blue Uniform:

All Midshipmen will wear the dress blue uniform for parades, Competitives, and special events as determined by the Battalion Director. The dress uniform shall consist of Navy regulation black trousers, dress blue jacket (with high school or middle school aiguillette, dress blue anchor, rank/rate insignia, and LHJNA patch), white dress shirt (no button down collars), male/female black tie (as appropriate), black web belt with brass buckle, black shoes, black socks, combination cover, and ribbon(s). White shirtsleeves shall not protrude from the dress jacket sleeves when standing at parade rest.

Physical Education (P.E.) Uniform:

All students wear the P.E. uniform on days designated by the Battalion Director, usually for P.E. and/or Drill, unless otherwise announced. The Leonard Hall P.E. uniform consists of a short-sleeved shirt with LHJNA logo, black shorts with LHJNA logo, black ankle/crew athletic socks, and appropriate athletic shoes. In the winter months, students will wear a black hoodie with the LHJNA logo and black sweats with the LHJNA logo. Rolling or folding up shirt sleeves or short bottoms is not authorized. If students do not properly dress out for P.E. they will receive an Infraction and a zero for the day in that class. When sweats are worn, students will wear LHJNA authorized hoodie and sweatpants with the P.E. T-shirt and shorts worn underneath. Students will carry and store their gym clothing in a gym bag or backpack.

- Students will have a full P.E. uniform set available every day.
- Students are authorized to wear black spandex type material underneath their shorts and t-shirts (Nike Dri-Fit, Under Armour, etc.). Short sleeve shirts and shorts in this material to wear under the LHJNA shorts and t-shirt and long sleeves and pants in this material to wear under the LHJNA sweats and hoodies are authorized and optional. The athletic undergarment must be black, no logos, and no designs showing.

Camouflage (Camie)/ Battle Dress Uniforms (BDU) Uniforms:

All students wear the Camouflage uniform on Fridays (unless otherwise announced by the Battalion Director). This uniform consists of Tru-Spec Brand woodland camouflage pants and blouse, woodland camouflage cover (Marine style without USMC logo), Rothco Brand jungle boots (black, soft or hard toe), LHJNA black PE T-Shirt as the undershirt, black belt with open face buckle, cloth LHJNA tag on the left side and cloth last name tag on the right (green background with black lettering). The cloth name tapes are to be purchased at LHJNA Ship's Store. Rank insignia is worn on the right collar and LHJNA insignia is worn on the left collar (located as they are on summer shirts) of the blouse. Midshipman CPOs and officers wear their rank/rate pins on the Camouflage (Camie) cover (centered on the front).

Civilian Clothes:

Occasionally students are authorized to wear civilian clothing to school or to school functions. The Headmaster or Battalion Director will announce the event and will specify

the type of clothing permitted. When civilian clothing is authorized the following rules apply:

- Apparel should fit, be neat and clean, and conform to standards of safety, decency, and good taste.
- Apparel that displays messages or images of vulgarity, or is offensive in terms of any reference to drugs, alcohol, tobacco, violence, sex, race, national origin, or religion will not be permitted.
- Apparel with suggestive, provocative, or that is excessively tight or loose will not be permitted. Specifically, clothing that exposes midriff, cleavage, undergarments, or see-thru materials.
- Skirts or shorts will not be excessively short. **Specifically, the length of the hem must be longer than the fingertips when arms are hanging straight at the sides of the wearer.**
- Flip-flops, high-heeled shoes, Crocs, slides, or slippers are not permitted during school tag days unless it is an authorized Spirit Day or other event.
- Normal LHJNA grooming standards for hair and jewelry will apply.

If a Midshipman arrives at school with inappropriate civilian clothing, then the parents/guardians will be notified and must bring their student suitable attire for the day or pick them up.

Uniform Specifics:

Ribbons:

All Midshipmen will wear earned ribbons on the day/working and dress blue uniforms. Ribbons are worn centered $\frac{1}{4}$ inch above the left breast pocket on day and dress uniforms. If the authorized shirt does not have a left breast pocket, the Battalion Director will determine the placement of the ribbons. Ribbons will be clean and free of strings and debris. Ribbons are worn in order or precedence with the most important being the highest and closest to the heart (refer to Chapter IX for ribbon precedence).

Nametag:

All Midshipmen will wear their LHJNA regulation plastic name tag on the day uniform only. The name tag is worn centered $\frac{1}{4}$ -inch above the right breast pocket. On uniforms without the right breast pocket, the name tag is placed on the right front corresponding with the ribbon(s) on the left. When a sweater is worn, the name tag is placed in the velcro area of the sweater designated for a nametag. If there is no velcro area on the sweater or the student chooses not to wear a Velcro name tag the students will wear the nametag over the left breast, 7-inches from the shoulder seam, and 6-inches from the v-notch in the neck, centered.

Citations and Medals:

Only LHJNA citations and medals shall be worn with the dress uniform. Medals are worn ¼inch centered and below any ribbons that are worn. Medals are worn in order of precedence.

Transfer Students:

Medals, ribbons, and awards from other JROTC or military school programs are not authorized. The only authorized items are established through an awards “crosswalk” between LHJNA and the other program. Only certain items will transfer. Any request to wear specific awards from previous competitions conducted at another school’s military program will be approved on a case-by-case basis by the Battalion Director.

Special Pins and Awards:

NJHS, NHS, special military awards and all other co-curricular pins should be worn on the lapel of the dress uniform. All special pins and awards must be authorized by the Battalion Director.

Garrison Cover Insignia:

The garrison cover insignia is a 1 and 1/8 inch gold fouled anchor (rope to left). It is worn on the wearer’s left side of the cover. The center of the anchor is bisected by a vertical line 2 inches from the fore crease of the garrison cap, and a horizontal line 1 and ½ inches from the bottom edge of the cap. Only officers and chiefs wear rate/rank insignia on the garrison cover; it is worn on the wearer’s right side. The center of the rank/rate insignia is bisected by a vertical line 2 inches from the fore crease of the garrison cap, and a horizontal line 1 and ½ inches from the bottom edge of the cap.

Combination Cover:

The combination cover is worn by all students with the dress blue uniform, and with the day uniforms by Midshipman line officers (except squad leaders) or as designated by the Battalion Director. The black Navy enlisted chin strap is worn with the combination cover; Midshipman officers, as designated by the Battalion Director, wear a gold chinstrap. Both males and females wear gold screw-type buttons on each side of the cover.

Dress Blue Jacket Anchor Insignia:

The dress blue jacket anchor is identical to the garrison cover anchor. All Midshipmen wear one anchor on the left lapel (wearer’s left) of the dress blue jacket. Midshipmen with no rank wear nothing on the right lapel; those with a rate/rank wear that insignia on the right lapel. Males wear the insignia positioned on the collar ½ inch above the notch in the lapel; the vertical axis of each insignia is parallel to, and centered between, the outer edges of the coat collar. Females wear the anchor and rank/rate insignia on the rounded end of the coat collar. The vertical axis of each insignia is parallel to, and centered between, the outer rounded edges of the collar; the insignias are fixed in an upright position with the center of the insignias 1 inch from the semicircular bottom edge

of the collar. No sleeve braid or shoulder soft insignia are worn on the dress blue jacket. Note that the anchor is worn on the left collar in lieu of an NJROTC bar.

Aiguillette:

The aiguillette (all gold for middle school, and black and gold for high school) is worn on the left shoulder of the dress blue jacket, secured with a black button on the shoulder ½ inch in from the sleeve seam. The gold-tipped end hangs in the front of the jacket. The Battalion Commander, Executive Officer, and the Company Commanders will wear a white aiguillette on the right shoulder in addition to the high school aiguillette on the left shoulder. The Drill Team Commander will wear a green aiguillette on the right shoulder in addition to the middle or high school aiguillette on the left shoulder. The Color Guard Commander will wear a red aiguillette on the right shoulder in addition to the middle or the high school aiguillette on the left shoulder.

LHJNA Collar Insignia:

The Leonard Hall pin is worn on the wearer's left collar of each day uniform (it is NOT worn on shirts with the dress blue uniform).

Short sleeve khaki shirt: the vertical axis of the LHJNA bar insignia is positioned along an imaginary line bisecting and perpendicular to the angle of the collar point with the center of the insignia 2 inches from the collar point.

Rate/Rank Insignia:

Insignia of rate/rank are worn on short sleeve shirts and the dress blue jacket. Rate/rank insignia are worn on the right shirt collar (it is NOT worn on shirts with the dress blue uniform).

LHJNA Patch:

The large LHJNA patch is worn on the dress blue jacket's left sleeve. The small LHJNA patch is worn on the day uniform shirts and utility jackets (as of 8/12/2022). The top of the patch is 1 inch below the shoulder seam with the cross forming a vertical line from the shoulder to the ground.

Wearing of Uniform Apparel:

Undershirts:

Males and females shall wear plain (no logos or pockets), sleeved, white crew (round) neck undershirts under the day and dress blue uniforms. The LHJNA black PE T-shirt is worn with the Camouflage (Camie)/ BDU uniform. Plain black civilian shirts are authorized to wear as an undershirt for the Camie/ BDU uniform. Undershirt sleeves shall not protrude beyond the ends of any uniform shirtsleeves.

Jackets and coats:

Button all buttons and snap all snaps except for the collar, and zip all zippers $\frac{3}{4}$ of the way up. Jackets and coats will not be worn inside the building; v-neck sweaters are the only authorized outer garment allowed for wear in classrooms. Only under authorization from the Battalion Director will students be allowed to wear coats or jackets in classrooms. All coats and jackets must be clean, in good repair, and properly worn at all times. Civilian coats and jackets are authorized to be worn with the uniform with authorization from the Battalion Director.

V-Neck Sweaters:

They must be clean and free of loose threads, holes, or patches. Plastic name tags are worn on the velcro area of the sweater. Leather velcro-backed nametags as prescribed earlier in this handbook may be worn on the sweater.

Belt with End Clip:

The belt passes through all belt loops. Men wear the belt with the clip to the left of the buckle, and women wear the clip to the right of the buckle.

Belt Buckle:

Men wear the buckle so the belt clip is to the left side of the buckle and covers the belt attachment end of the buckle ('brass on brass'). Align the right edge of the buckle with the opening of the shirt and the exterior seam of the fly, forming a straight line ('gig line'). Women wear the buckle so the belt clip is to the right side of the buckle and covers the belt attachment end of the buckle ('brass on brass'). Align the left edge of the buckle with the opening of the shirt and the exterior seam of the fly, forming a straight line ('gig line').

Garrison Cover:

The cover is worn squarely on the head, with the crease centered vertically between the eyebrows and the lowest point approximately 1 inch above the eyebrows. The cover will be clean and free of loose threads. When wearing indoors, the garrison cap is stowed by placing it under the belt on the right side of the uniform between the first and second belt loops with the anchor facing forward.

Shirts:

Shirts will be clean and pressed with all buttons buttoned. Ribbons and collar devices will be worn at all times on the shirt. Shirts will be properly tucked into the trousers. The female students wear an over-bloused khaki shirt that is not tucked in.

Trousers:

Trousers will hang approximately two inches from the floor at the back of the shoe. All buttons will be buttoned and fasteners fastened. The belt shall pass through all belt loops. Trousers should be kept in good repair and cleanliness. Female Midshipmen may wear black trousers without belt loops. If female Midshipmen wear black trousers with belt loops, the corresponding belt must be worn.

Tie:

The tie is tied in a four-in-hand, Windsor, or Half-Windsor knot. The top of the knot is worn parallel to and slightly above the top of the shirt closure, hiding the shirt button. The bottom hangs within one inch of the top of the belt buckle; the tie does not cover the belt buckle (exceptions will be made for very short and very tall Midshipmen). Ties will not be tucked into the belt or pants.

Tie tack/clasp:

An optional tie tack or clasp can be worn with the uniform tie. The tack/clasp must be plain gold and simple in a design related to the military (e.g., plain bar, ships, aircraft, etc.) and approved by the Battalion Director.

Shoes:

Shoes shall be plain black leather, low quarter, and lace style with no decorations or seams across the toes. They shall be kept shined and in good repair. All laces shall be laced from inside out through all eyelets and tied. Only black crew or dress socks (no ankle or “no show” socks) will be worn with any LHJNA uniform. Corfam (poromeric) shoes are only authorized for parades and special events, as determined by the Battalion Director.

Jungle Boots:

Rothco Brand Jungle Boots shall be plain black nylon/leather, 8-inch toe, regular and lace style with no zippers, speed-laces, decorations or seams across the toes. They shall be kept brush-shined and in good repair. All laces shall be laced from inside out through all eyelets and tied. Only black boot socks will be worn with the jungle boot.

Gloves:

Plain black leather are optional for outdoor wear as an item with the day or camies/BDU uniforms. Gloves may also be worn with P.E. uniform as directed by the Battalion Director. Gloves may also be utilized with the PE uniform. Ceremonial gloves are worn with the dress blue uniform when directed by the Battalion Director.

Black Knit Cap:

Plain black knit cap is optional for outdoor wear as an item with the day or camies/BDU uniforms from November thru February. The black knit cap may also be utilized with the PE uniform.

Ship's StoreGeneral Policy:

The Battalion Director manages the LHJNA Ship's Store. During school hours, the Midshipman Supply Officer and his/her assistant operate it. Announcements are made when the store is open (usually first thing in the morning and during lunch hours). The

store is run on a cash or check basis. Every effort is made to provide used uniforms (from Navy and previous student donations) in order to save parents money on their uniform purchases. However, if used uniform items are not available, new ones may be in stock or can be ordered.

Note: Uniform refunds are not provided to students who withdraw or are expelled from Leonard Hall Junior Naval Academy.

Uniform Pricing and Return Policy:

The Battalion Director is responsible for all aspects of Ship's Store management. A price list for new and used uniform items is maintained and is kept as current as possible, based on wholesale price changes. Used uniform items in clean and wearable (serviceable) condition may be exchanged for like used items only, at no cost, (e.g., if a student outgrows pants, he/she may exchange those pants for a larger size used pair, if available). Credit will not be given toward purchase of new items. Leonard Hall will gladly provide tax receipts to those families who return used uniforms as donations.

All ship's store charges must be paid at the time uniform items are ordered unless it is the initial uniform appointment for the students and therefore half of the total amount must be paid and the remaining balance remitted within 45 days. Any unpaid balances may result in a delay of student grades and transcripts until all balances are paid in full.

Articles

No articles shall protrude from or be visible on the uniform, including such items as pencils, pens, watch chains, pins, jewelry, and glasses.

Bags:

Female purses shall be small and black in color; they will not be carried to classes, and must be stored in the lockers during the day.

Book Bags:

Book bags must be a black, dark blue, or military camouflage in color with no writing or large logos on the exterior. Personally monogrammed book bags are authorized. Other style book bags may be permitted as approved by the Battalion Director.

Eyeglasses:

Eyeglasses must complement the wearer. Outlandish frames or lenses are not permitted unless approved by the Battalion Director.

Sunglasses:

Conservative military style sunglasses approved by the Battalion Director are permitted; sunglasses are not worn in military formations. Mirrored or tinted non-prescription glasses are not permitted. Retainer straps (e.g., 'Croakies') are not authorized unless approved by the Battalion Director

Contact Lenses:

Tinted contact lenses must be a natural color (blue, green, brown, etc.) and natural looking.

Tattoos:

Tattoos are not authorized. Temporary tattoos are not permitted; if such a tattoo is visible, the Midshipman will immediately be sent home until it is removed. Prospective students with visible tattoos will be considered for admission on a case-by-case basis.

Cosmetics (female):

Cosmetics may be applied in good taste so the colors blend with natural skin tone and enhance features. Exaggerated or faddish cosmetic styles are not authorized with the uniform. Care should be taken to avoid an artificial appearance. Lipstick colors shall be conservative and complement the individual. Males are not authorized to wear cosmetics of any kind.

Fingernails:

Male: Fingernails shall not extend past the fingertips. They shall be kept clean.

Female: Fingernails shall not exceed ¼ inch beyond the fingertip. Nail polish may be worn, but colors shall be conservative and complement the skin tone. Nails painted with designs, multi-colors, or faddish styles are not authorized. Males are not authorized to wear nail polish.

Jewelry:

Conservative jewelry is authorized. Faddish or excessive jewelry is not permitted. Jewelry shall not present a safety hazard and shall be worn with the following guidelines:

Rings:

Only one ring, if authorized by the Battalion Director, may be worn. Thumb rings are not permitted.

Earrings:

One ball earring per ear (**centered on the ear lobe**) is permitted. Earrings shall be no more than 6mm (approximately ¼") in diameter, with screw-on fastener or posts. Small (single) gold, silver, pearl ball earrings may be worn. No articles, other than earrings on the ear lobe shall be attached to or through the ear, nose, or any other body part unless the Battalion Director authorizes a clear nose ring holder, retainer, or spacer to wear during the day in lieu of the piercing. Males are not permitted to have any piercing jewelry.

Necklaces:

One necklace may be worn, but it shall not be visible or protrude through the uniform when worn.

Body Modification: Intentional modification of any part of the body is prohibited. Body modification, is defined as the intentional radical alteration of the body, head, face, or skin for the purpose of and or resulting in an abnormal appearance.

a. Examples of body modification include, but are not limited to:

- (1) A split or forked tongue;
- (2) Foreign objects inserted under the skin to create a design or pattern;
- (3) Enlarged or stretched out holes in ears (other than a normal piercing);
- (4) Intentional scarring on neck, face, or scalp; or
- (5) Intentional burns creating a design or pattern.

Prospective students with visible body modifications will be considered for admission on a case-by-case basis.

Dental ornamentation. The use of gold, platinum, or other veneers or caps for purposes of dental ornamentation is prohibited. For purposes of this regulation, ornamentation is defined as decorative veneers or caps. Teeth, whether natural, capped, or veneered, will not be ornamented with designs, jewels, initials, etc.

Prospective students with visible dental ornamentation will be considered for admission on a case-by-case basis.

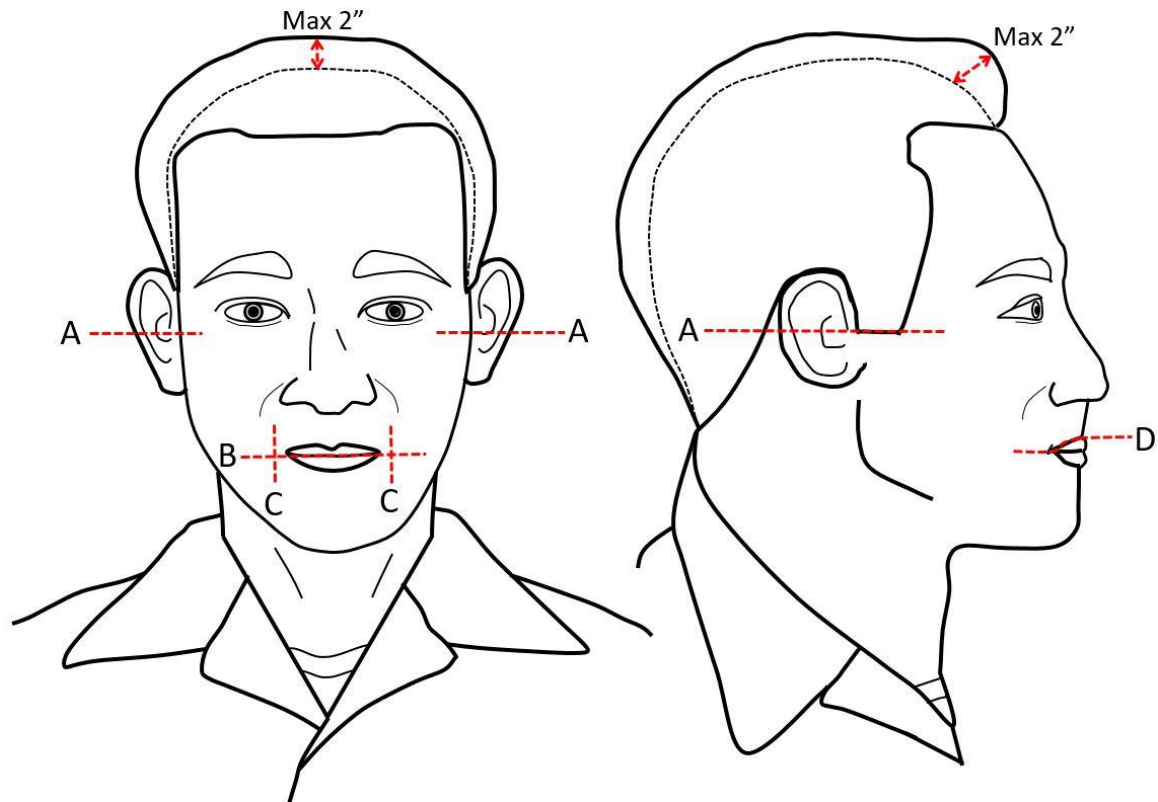
Personal Appearance and Grooming

Males: Hair shall be:

- Kept neat, clean, trimmed and present a well-groomed appearance (combed or brush). Hairstyles and haircuts will present a balanced professional military appearance.
- Kept above the ears (not touching the ears) and around the neck: must be tapered upward $\frac{3}{4}$ inch and outwards not greater than $\frac{3}{4}$ inch. Must not touch the collar. In all cases, hair from the back and sides must present a graduated appearance from the hairline upward. Tapers may include a straight, blocked or rounded edge line at the back of the neck. The unique quality and texture of curled, waved, and straight hair are recognized, and in some cases the $\frac{3}{4}$ inch taper at the back of the neck may be difficult to attain.
- Hair will be no more than 2 inches in bulk, 4 inches in length and not to extend below the eyebrows when headgear is removed or show underneath when headwear is worn. (In no case shall the hair bulk or length interfere with the proper wearing of a cap. Bulk is defined as the distance that the mass of the hair protrudes from the scalp.)

- Maintained with one narrow part. One cut, clipped or shaved narrow, fore and aft part, no longer than 4 inches in length and no more than 1/8th inch in width is authorized.
- Varying hairstyles, including flat top, bald/shaved heads, high and tight, hi-top and low-top fades, afros, and similar styles are examples of authorized hairstyles.
- Plaited, braided, locks, twists, faux hawk hairstyles or hairstyles similar in appearance are examples of unauthorized hairstyles in uniform
- Not visible under the front brim of any uniform cap.
- Bizarre, faddish, or multi-colored hair is not authorized.
- Hair coloring must look natural and complement the individual.
- Sideburns will not extend below a point level with the middle of the ear, will be of even width (not flared) and will end with a clean shaven horizontal line. Sideburns are not authorized with bald hairstyles. "Muttonchops", "ship's captain", or similar grooming modes are not authorized.
- Mustaches are authorized but will be kept neatly and closely trimmed. No portion of the mustache will extend below the lip line of the upper lip. It will not go beyond a horizontal line extending across the corners of the mouth and no more than 1/4 inch beyond a vertical line drawn from the corner of the mouth. The length of an individual mustache hair fully extended will not exceed approximately 1/2 inch. Handlebar mustaches, goatees, beards, beneath the lower lip or chin hair are not permitted.
- The face shall be clean-shaven unless a shaving waiver is submitted by a parent to the Battalion Director. If a shaving regimen or waiver is authorized per the Battalion Director, beards will be properly groomed (clean and combed or brushed). The outer edges of the beard on the face or neck area may be optionally outlined/edged. Outlining, edging or shaping the beard is defined as light clipping or trimming of hair at the very outer edges of the beard to give a shaped appearance. If outlining results in skin irritation discontinue edging the beard. Beards will not exceed 1/4 inch in length. No other facial hair is permitted.

GROOMING STANDARDS FOR MEN



----- INDICATES SCALP LINE

Sideburns shall not extend below a point level with the middle of the ear, as indicated by line "A".

When a mustache is worn it shall not:

Go below a horizontal line extending across the corner of the mouth as indicated by line "B".

Extend more than 1/4 inch beyond a vertical line drawn upward from the corners of the mouth as indicated by line "C".

Protrude below the lip line of the upper lip as indicated by line "D".

Hairstyles properly groomed shall not be greater than approximately 2 inches in bulk. Bulk is the distance that the mass of hair protrudes from the scalp. No individual hair will measure more than 4 inches in length.

Females: Hair shall be:

The United States Navy updated the Female Hair Regulations in July of 2018. Most of the female hair policies can be found at link <https://allhands.navy.mil/Features/Hair/>

The 2014 Regulations will be followed unless they differ from the new 2021 regulations. Below are the main areas of hair grooming concern for our students.

- This policy applies to female midshipmen while wearing the LHJNA uniform and when wearing civilian clothes in the performance of LHJNA activities. The Battalion Director has the final decision if there are any questions about activities.
- Acceptable Hairstyle Criteria. Hairstyles will not detract from a professional military appearance in uniform. Hairstyles and haircuts will present a balanced professional military appearance. Appropriateness of a hairstyle will be evaluated by its appearance when headgear is worn. All headgear will fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. Hairstyles will not interfere with the proper wearing of headgear. When headgear is worn, hair will not show from under the front of the headgear. All buns and ponytails will be positioned on the back of the head to ensure the proper wearing of all headgear.
- Lopsided and extremely asymmetrical hairstyles are not authorized. Angled hairstyles will have no more than a 1-1/2 inch difference between the front and the back length of hair. Layered hairstyles are authorized provided layers present a smooth and graduated appearance.
- Hair length, when in uniform, may touch, but not fall below a horizontal line level with the lower edge of the back of the collar. With jumper uniforms, hair may extend a maximum of 1-1/2 inches below the top of the jumper collar. Long hair, including braids, will be neatly fastened, pinned, or secured to the head. When bangs are worn, they will not extend below the eyebrows. Hair length will be sufficient to prevent the scalp from being readily visible (with the exception of documented medical conditions).
- Hair bulk (minus the bun) as measured from the scalp will not exceed 2 inches. The bulk of the bun will not exceed 3 inches when measured from the scalp and the diameter of the bun will not exceed or extend beyond the width of the back of the head. Loose ends must be tucked in and secured.
- Hair, wigs, or hair extensions/pieces must be of a natural hair color (i.e. blonde, brunette, brown, red, gray, or black). Hair extensions/pieces must match the current color of hair. Wigs, hairpieces and extensions will be of such quality and fit so as to present a natural appearance and conform to the grooming guidelines

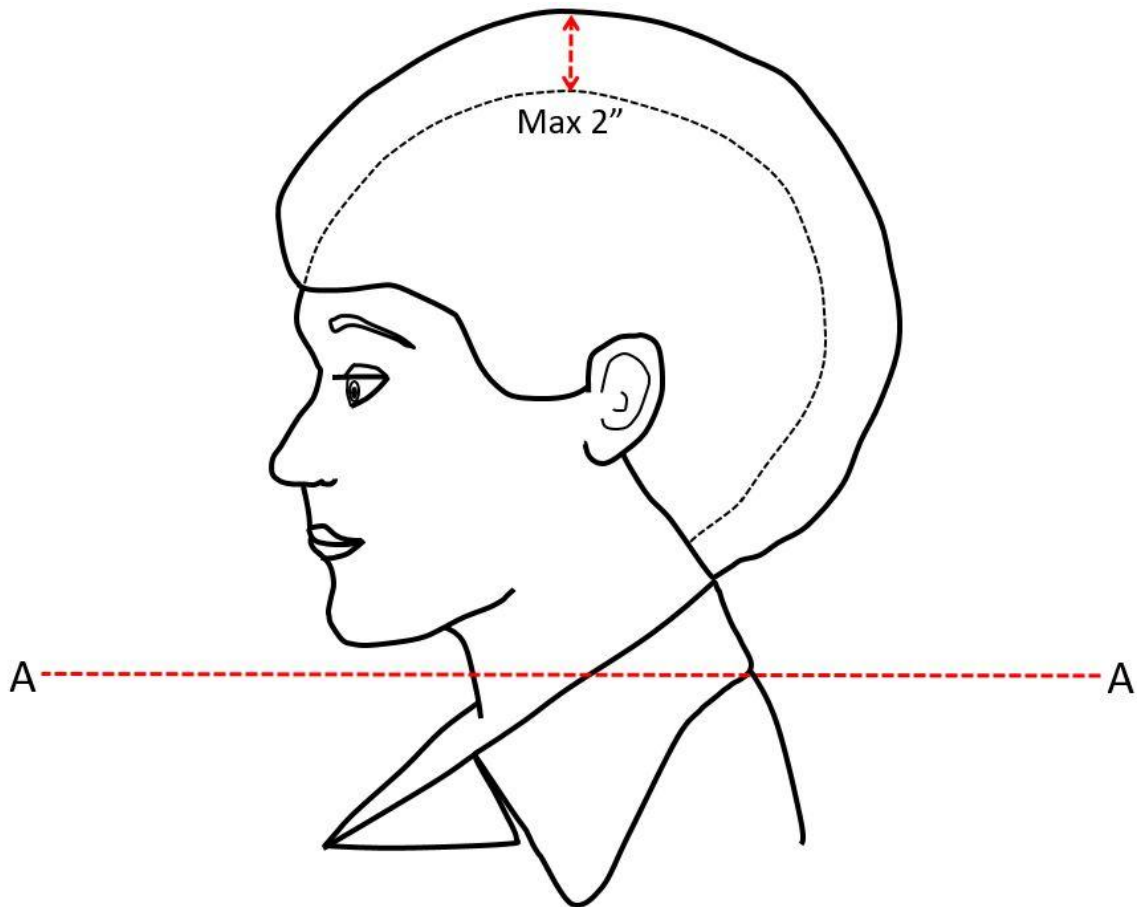
listed herein. Tints and highlights will result in natural hair colors and be similar to the current base color of the hair.

- Very short length hairstyles will not exceed two inches in bulk and four inches in length anywhere on the head. Very short length hairstyles may also include a taper at the back and side of the head and one straight fore and aft hard part. The lower edge of tapers may be rounded, squared or shapeless. Tapers will extend from the lower hairline at the back and side of the head upward to facilitate gradual blending with longer hair lengths. Hard parts are optional and will not exceed four inches in length and one-eighth of an inch in width. One hard part may be edged, shaved or clipped on the left or right side of the head, positioned above the temple, but no higher than the crown of the head where the side and top of the head meet. Bald hairstyles (razor cut or shaved short) remain unauthorized except in the case of medically prescribed treatments and required care. Styles with shaved portions of the scalp (other than the neckline), those with designs cut, braided, or parted into the hair, as well as dyed using unnatural colors are not authorized. The unique quality and texture of curled, waved and straight hair are recognized. While this list will not be considered all inclusive, the following hairstyles are authorized.
- Three strand braids and two strand braids (also referred to as twists) are authorized. Braided hairstyles shall be conservative and conform to the guidelines listed herein.
- Multiple braids. Multiple braids consist of more than 2 braids and encompass the whole head. When a hairstyle of multiple braids is worn, each braid shall be of uniform dimension, small in diameter (no more than 1/4 inch), and tightly interwoven to present a neat, professional, well groomed appearance. Foreign material (e.g., beads, decorative items) shall not be braided into the hair. Multiple braids may be worn loose, or may be pulled straight back into a bun, within the guidelines herein.
- Two individual braids. One braid worn on each side of the head, uniform in dimension and no more than one inch in diameter. Each braid extends from the front to back of the head near the lower portion of the hair line (i.e., braids are closer to the top of the ear than the top of the head to prevent interference with wearing of headgear). A single french braid may be worn starting near the top of the head and be braided to the end of the hair. The end of the braid must be secured to the head and braid placement shall be down the middle of the back of the head.
- Cornrows. Must be in symmetrical fore and aft rows, and must be close to the head, leaving no hair unbraided. They must be no larger than 1/4 inch in

diameter and show no more than approximately 1/8 inch of scalp between rows. Cornrow ends shall not protrude from the head. Rows must end at the nape of the neck and shall be secured with rubber bands that match the color of the hair. Cornrows may end in a bun conforming to the guidelines listed herein, if hair length permits.

- Rolls. Two individual rolls, one on each side of the head, must be near the lower portion of the hair line (i.e., rolls are closer to the top of the ear than the top of the head and will not interfere with wearing of headgear). Rolls must be of uniform dimension and no more than one inch in diameter.
- Locks. Lock hairstyle (locks) for the purpose of LHJNA uniform regulations grooming standards consists of one section of hair that twists from or near the root to the end of the hair and creates a uniform ringlet or cord-like appearance. Locks may be worn in short, medium, and long hair lengths in the following manner:
 - (1) Locks must continue from the root to the end of the hair in one direction (no zig-zagging, curving, or ending before the end of the lock to dangle as a wisp or loose hair) and should encompass the whole head. Locks partings must be square or rectangle in shape in order to maintain a neat and professional military appearance.
 - (2) Locks can be loose (free-hanging where no hair is added to the lock once it is started other than hair extensions that are attached to natural hair). When worn loose, locks will be spaced no more than three-eighths of an inch apart, diameter/width will not exceed three-eighths of an inch, and locks will be tightly interlaced to present a neat and professional military appearance. Locks may also be worn in a bun provided all hair grooming requirements are met. Faux locks are authorized provided the hairstyle worn is in compliance with female hair grooming requirements. Locks may not be worn in combination with other hair styles (e.g. twists, braids).
 - (3) New growth (defined as hair that naturally grows from the scalp and has not yet been locked) will not exceed one-half inch at any time.
 - (4) Locks that do not meet the above standards and do not present a neat and professional military appearance will not be worn in uniform. The Battalion Director will have the ultimate responsibility for determining when hairstyles are out of standards.

- **Ponytails.** A ponytail is a hairstyle in which the hair on the head is pulled away from the face, gathered and secured at the back of the head with an approved accessory. Hair extending beyond the securing accessory may be braided or allowed to extend naturally. The wear of a single braid, French braid, or a single ponytail in Service, Working, and PT uniforms is authorized. The following criteria pertain to the wearing of ponytail hairstyles while wearing a LHJNA uniform. Ponytail hairstyles will not interfere with the proper wearing of military headwear and equipment nor extend downward more than three inches below the lower edge of the collar (shirt/blouse, jacket or coat) while sitting, standing or walking. Additionally, ponytails will not extend outward more than three inches behind the head as measured from the securing accessory, nor shall the width exceed the width of the back of the head or be visible from the front.
- **Hair Accessories.** When hair accessories are worn, they must be consistent with the hair color. A maximum of two small barrettes, similar to hair color, may be used to secure the hair to the head. Bun accessories (used to form the bun), are authorized if completely concealed. Additional hairpins, bobby pins, small rubber bands, or small thin fabric elastic bands may be used to hold hair in place, if necessary. The intent is for pinned-up hair to be styled in a manner that prevents loose ends from extending upward or outward from the head. For example, when using barrettes or hairpins, hair will not extend loosely from the head; when hair is in a bun, all loose ends must be tucked in and secured. Headbands, large or out-landish scrunchies, combs, claws and butterfly clips, are examples of accessories that are not authorized; this list is not to be considered all inclusive.
- **Unauthorized Hairstyles.** While this list shall not be considered all inclusive, the following hairstyles are not authorized: pigtails; braids that are widely spaced and/or protrude from the head.



Haircuts and styles shall present a balanced appearance. Lopsided and extremely asymmetrical styles are not authorized. Pigtails, widely spaced individual hanging locks, and braids which protrude from the head are not authorized. Multiple braids are authorized. No portion of the bulk of the hair as measured from the scalp shall exceed approximately 2 inches. Hair shall not fall below a horizontal line level with the lower edge of the back of the collar as indicated by line A. When wearing Jumper uniforms, hair can extend a maximum of 1-1/2 inches below the top of the Jumper collar.

****Finally, when in doubt, ask the Battalion Director for approval.****

"The Battalion Director will have the ultimate responsibility for determining when hairstyles are eccentric, faddish or out of standards,"

CHAPTER VII

Military Promotion Process

Leonard Hall Junior Naval Academy's military promotion process is designed to provide positive reinforcement. Each Midshipman has an equal opportunity to advance to a higher position and **rank based** on conduct, attitude, academics, and military achievement.

Promotion Cycle:

The promotion cycle occurs in coordination with the four academic quarters. There are two distinct types of promotion cycles - permanent rates/ranks promotions and positions rates/ranks promotions. Permanent rates/ranks are awarded quarterly based on promotion criteria found in this chapter of this handbook. Positional rates and ranks are achieved through successful performance at quarterly promotion boards. The Headmaster and Battalion Director will determine the date for each promotion opportunity (usually 2-4 weeks after the end of each quarter). The Battalion Director will notify all Midshipmen of the current promotion cycle, the process, eligibility requirements, date of promotion boards, and deadlines, and he/she will prepare promotion packets. The promotion packet contains a Midshipman's academic record through the previous quarter, teacher recommendation forms (sent via Google Forms to each teacher), and disciplinary record. Promotions are announced at each Competitive.

Midshipman Permanent Rates and Ranks:

The purpose of *Permanent* Rates and Ranks is to acknowledge a Midshipman's personal academic and military achievement. Permanent Rates and Ranks are accomplished through quarterly assessments. Quarterly permanent rate and rank criteria is found on page 57.

All new Midshipmen enrolling for the first time will have the rate of E-1, Seaman Recruit. If transferring from a JROTC program or another military school, a Midshipman may be eligible for higher rate/rank provided that documentation is made available. The Battalion Director will make the determination as to the appropriate rate/rank for Leonard Hall.

Midshipmen returning with breaks in enrollment may return with their previous rate/rank at the discretion of the Battalion Director.

A Midshipman's permanent rate/rank is that which he/she attains through the quarterly promotion process. Throughout a Midshipman's career at Leonard Hall, he/she may continue to strive for promotions through the rank of Midshipman Captain (O-6). The Main Office maintains records of each Midshipman's promotions.

Midshipman Position Rates and Ranks:

The possibility exists that Midshipmen with positions (such as Company Commander) could be junior in rank to their subordinates. Consequently, Midshipmen awarded positions will wear the position rates/ranks per the chart below. In the event of a loss of position, the Midshipman will revert back to wearing his/her permanent rank. Should a Midshipman's permanent rank exceed that of the position rank, the highest will be worn on the uniform. Midshipmen with two or more positions will wear the highest positional rank of the two positions or his/her permanent rank if that is the highest.

Position Rate/Rank

Battalion Commander	O-6
Battalion Executive Officer	O-5
Company Commander	O-4
Platoon Leader	O-2
Color Guard Commander	O-2
Drill Team Commander	O-2
Supply Officer	O-2
Administrative Officer	E-9
Chaplain	E-9
Public Affairs Officer	E-9
Training (PT) Officer	E-9
Squad Leader	E-7
Amory Officer	E-5
Asst. to the Administrative Officer	E-5
Assistant to the Supply Officer	E-5
Assistant Chaplain	E-5
Assistant Training (PT) Officer	E-5
Guidon Bearer	E-5
Assistant Amory Officer	E-3

Middle School to High School Transition:

Midshipmen holding permanent ranks/rates who graduate from Leonard Hall Middle School will transition into the high school with the following:

<u>Middle School</u>	<u>High School</u>
E-1	E-1
E-2 to E-6	E-2
E7 to E-9	E-3
CWO2 -CWO4	E-4

Permanent Rate/Rank Promotion Criteria

Promotion Criteria for advancing to E-2 through E-3:

All Midshipmen will automatically be promoted to the rates of E-2 and E-3 provided they meet the following criteria:

- Have no failing grades
- Have no behavioral referrals
- Have 70% overall previous quarter grade average
- Have no more than 10 infractions for the quarter
- Have no more than 5 absences (excused or unexcused) for the quarter
- Have no more than 5 tardies and/or early dismissals (excused or unexcused) for the quarter
- Receive favorable recommendations from faculty and student leadership
- Overall positive attitude (determined by the administration)

Promotion Criteria for advancing to E-4 through E-6:

- Have no failing grades
- Have no behavioral referrals
- Have 70% overall previous quarter grade average
- Have no more than 10 infractions for the quarter
- Submit a complete promotion packet and must receive favorable recommendations from faculty and student leadership.
- Have a minimum grade of 70% in Drill/Naval Science (if applicable)
- Have no more than 5 absences (excused or unexcused) for the quarter
- Have no more than 5 tardies and/or early dismissals (excused or unexcused) for the quarter
- Overall positive attitude (determined by the staff and administration)

Promotion Criteria for advancing to E-7 through E-9:

- Have no failing grades
- Have no behavioral referrals
- Have a 75% overall previous quarter grade average
- Have no more than 8 infractions for the quarter
- Submit a complete promotion packet and must receive favorable recommendations from faculty and student leadership.
- Have a minimum grade of 75% in Drill/Naval Science (if applicable)
- Appear before a Promotion Board and receive favorable recommendations from the Promotion Board
- Have no more than 5 absences (excused or unexcused) for the quarter
- Have no more than 5 tardies and/or early dismissals (excused or unexcused) for the quarter
- Overall positive attitude (determined by the staff and administration)

Promotion Criteria for advancing to CWO2 through CWO4 and O-1 through O-6:

- Have no failing grades
- Have no behavioral referrals
- Have an 80% overall previous quarter grade average
- Have no more than 6 infractions for the quarter
- Submit a complete promotion packet and must receive favorable recommendations
- Have a minimum grade of 80% in Drill/Naval Science (if applicable)
- Appear before a Promotion Board and receive favorable recommendations from the Promotion Board
- Have no more than 5 absences (excused or unexcused) for the quarter
- Have no more than 5 tardies and/or early dismissals (excused or unexcused) for the quarter
- Overall positive attitude (determined by the staff and administration)

Positional Rate/Rank Promotion Board:

The Promotion Board will consist of the Battalion Director, designated Staff Member, Battalion Commander, visiting military personnel, and visiting guests. The board will review each promotion packet and interview each candidate individually. This is a formal process, and the candidate will wear a dress blue uniform. Midshipmen appearing before the board may be evaluated on any of the following:

- Promotable within his/her permanent rank standards
- Good conduct in military program and uniform grades from inspections
- Poise and confidence
- Naval Science written test
- Practical knowledge (drill exam, knot tying, etc.)
- Community/Unit Service hours

- Chain of Command recommendations
- Attendance record for the quarter
- Require 2.5 GPA or higher from the previous quarter

Command Advancement Program (CAP):

CAP is patterned after the Navy's program to advance Midshipmen in the rates of E-1 through E-6 who are deserving of promotion, but may have difficulty meeting all of the requirements for the regular promotion cycle. The CAP may also be used to maintain a balance of rates/ranks within the Battalion. The CAP is convened at the discretion of the Headmaster and Battalion Director. The following guidelines apply:

- In order to avoid morale issues, CAP candidates will not be notified until after the board has met and the selection(s) made.
- The CAP Board will be chaired by the Battalion Director and will consist of the Headmaster and the Battalion Commander (unless he/she is a candidate).
- The candidate's disciplinary and academic records will be presented before the board.
- The Headmaster or Battalion Director will present the circumstances regarding the individual(s).
- Midshipmen may only receive one permanent rank advancement per CAP.
- The Midshipman, if promoted, will be notified at the next Competitives Promotion Ceremony.

Rate/Rank/Position Retention:

Permanent Rate/rank Retention:

A Midshipman's permanent rate or rank will be retained unless he/she receives a Referral. A Referral will result in the Midshipman's demotion to the next lower rate or rank.

Position Rate/Rank Retention:

A Midshipman may be removed from his/her position for the following:

- Not meeting the standards for his/her permanent rank quarterly promotion.
- Failing to perform adequately in the position of authority or abuse of authority
- Displaying an attitude or conduct which reflects negatively on the individual, the position, and the school
- Failure to uphold the Honor Code

A midshipman will be removed from his or her position if a referral is issued.

Color Guard and Drill Team Retention:

Selection to serve on the Color Guard and Drill Team is a privilege and an honor. Color Guard and Drill Team members must also meet the criteria for position retention, but because they often represent Leonard Hall in public, they will be held to higher uniform and conduct standards.

Rate/ Rank/ Position Demotion Process:

When a Midshipman is demoted in rate, rank or position the Battalion Director will notify affected student and parent/guardian.

CHAPTER VIII

Behavioral Policy and Procedures

Positive behavior at Leonard Hall Junior Naval Academy is an integral aspect of our program. Everyone at Leonard Hall is responsible for maintaining good order and discipline. To monitor behavior, LHJNA utilizes a **Midshipman Performance Report** process. The following categories are the various levels of reports utilized:

- **On the Spot Corrections** - this is used as a non-punitive action used as a motivational tool (such as push-ups)
- **Infraction** - this report is to address is the basic mode of documenting minor violations of the rules
- **Merit** - this report is to address noteworthy acts or a display of exceptional behavior
- **Hour** - this report is to address more serious behaviors than an infraction (an hour is equivalent to three infractions)
- **Referral** - this report is to address the most serious violations of the school's rules.

Midshipman Conduct:

As a member of the Leonard Hall Battalion, each Midshipman has a responsibility and obligation to himself, fellow Midshipmen, staff and faculty members, and the school. He or she must always strive to display the highest level of conduct, discipline, and appearance. **This policy applies to all Leonard Hall functions, on and off school property, and any time a student is wearing the Leonard Hall Uniform.**

The **Midshipman Performance Report** process will be strictly enforced for the good order and discipline of the student body and the reputation of the school. Self-discipline, self-regulation, loyalty, and commitment are essential parts of the program. **Since Leonard Hall is patterned as a military organization, Midshipmen's commitment to their student officer peers is just as important as their commitment to members of the faculty and administration.**

At any time a Midshipman becomes disruptive to the good order and discipline of the school, the Headmaster may place that Midshipman before an expulsion board. This is in lieu of moving/ working through the set Referral process and will be used only in cases of extremely negative progressive behavior.

The teachers carry out classroom discipline in the classrooms in accordance with their own discipline plans. However, when a faculty member feels that all options have been exhausted, an offending Midshipman will be referred to the Battalion

Director. Faculty members have the responsibility to clearly inform Midshipmen of their expectations and the rules and regulations of their classrooms.

All staff members and Midshipman officers, under the guidance of the Battalion Director, carry out discipline outside the classroom. A check and balance system consisting of Admins, Infractions, Merits, Hours, and Referrals governs enforcement of all rules and regulations.

Behavior Probation:

Each new Midshipman is subject to a mandatory behavior probationary period and will be assessed twice during this time: once at the 4-week period, and at the conclusion of 9 weeks. These reviews will be conducted and assessed by the Headmaster and the Battalion Director with inputs from the faculty and student officers. After each review, a written report will be sent to the parent/guardian. The purpose of this probationary period is to maintain a highly motivated, disciplined academic environment and student body. The goal is to create a positive, productive atmosphere and responsible students. The probationary evaluation includes:

- The number of Infractions, Merits, Hours, and Referrals that the Midshipman has accumulated during that period of time
- Academic record
- Attendance record
- Attitude in and out of the classroom environment
- Adaptation to the Leonard Hall scholastic and military programs

If the Midshipman fails to perform successfully in any of these areas, he/she may be dismissed from Leonard Hall or receive an extended probationary period. **▲ Midshipman who receives 2 Referrals during the probationary period will automatically be considered for dismissal.**

On the Spot Corrective Action:

Non-punitive actions used as a motivational tool by Staff, Battalion Commander, Executive Officer, Company Commanders, and Platoon Leaders to immediately address deficiencies in performance or conduct and to reinforce required standards. By virtue of administering corrective action, there is recognition that the misconduct did not result from intentional or gross failure to comply with standards of conduct. Corrective action is inappropriate for situations requiring additional training to master a specific level of skill proficiency, or in matters where punishment is administered as a result of formal disciplinary action.

On the spot corrective action is an “attention getter” for a minor infraction and is limited to 10 repetitions per exercise, unless the Headmaster or Battalion Director authorizes more. Corrective action is executed by staff, Battalion Commander, Executive

Officer, Company Commanders, and Platoon Leaders and not conducted in a manner or environment to embarrass or harass the Midshipman.

Physical exercise for corrective action requires Midshipman to perform 10 repetitions of authorized physical exercises as a motivational tool. However, consideration must be given to the exercises, repetitions, and total number of times each day that exercise is used for corrective action to limit the potential for overtraining and injuries. Examples of authorized physical exercise:

- Push-ups
- Sit-ups (conducted in grass or on soft surface)
- Air squats
- Wall sits
- Upper and lower body exercises with Rifle used as weight
- Other motivational tools authorized by the Headmaster or Battalion Director

Professional, responsible corrective training is preferred over blanket punishment. Corrective training is creative and individualized in nature.

Routine Punishments:

Not all violations of the rules are documented with paperwork. The administration, faculty, and Battalion Commander, Executive Officer, and Company Commanders are given a modicum of discretion to handle minor issues. Standing at attention, military drill, marching tours with rifles, push-ups, and other methods are used on the spot to recognize unwanted behaviors and to try to correct them in a timely manner.

Corrective training, corrective action, and routine punishments are conducted in lieu of formal disciplinary measures such as infractions or referrals.

The Formal Discipline System:

The following is the **Midshipman Performance Report** process used to document, track, and evaluate Midshipman behavior. The individual categories of this report are listed in the order of minor to the most severe written actions. While every attempt has been made to list all transgressions that will result in a disciplinary action, it is impossible to include every possible violation; every effort is made to apply common sense and good judgment throughout the process. Infractions, and merits are gathered by midshipmen completing a Google Form. The Battalion Director ultimately is responsible for administration of this system and the good order and discipline of the school. At the discretion of the Battalion Director, he/she may waiver from the formal disciplinary system for first time offenders with recalibration techniques. **LHJNA sends a weekly Behavioral Record home with each child that must be signed by a parent/guardian and returned by the student.**

Infractions:

An Infraction is the basic mode of documenting minor violations of the rules. Infractions are completed virtually, utilizing a Google Form. When an infraction is completed, the parent, student, teacher, and Battalion Director each receive an email notification. When an infraction occurs, the person of authority citing the violation will require the **midshipman to complete an Infraction/Merit (IM) Google Form**. A Midshipman's refusal to complete an I/M form will result in an immediate consequence as determined by the Battalion Director. Infractions may be appealed (see Infraction Appeal Process below). Offenses resulting in an Infraction include, but are not limited to:

- Failure to complete homework
- Completing homework assignments in one class that are due in another class without permission
- Not having tests or agenda/assignment books signed by parent/guardian
- Unexcused tardiness to school or school functions
- Honor Code (Minor)
- Failure to follow verbal or written rules
- Lack of military bearing
- Filling out an infraction that has incomplete or incorrect information
- Uniform issues
- Unintentional use of profanity or taking the Lord's name in vain
- Disrespect
- Bus misbehavior (minor)
- Out of uniform to/from school, in school, or at a school function
- Public display of affection (PDA), including but not limited to handholding and hugging
- Visiting lockers when not authorized
- Classroom misconduct (minor)
- Chewing gum, or unauthorized eating candy or other food items

Merits:

Only staff, Battalion Commander, Executive Officer, Company Commanders, and Platoon Leaders may award merits to Midshipmen who perform noteworthy acts or display positive behavior. Family members may not award a Merit to other family members. Students may recommend other students for Merits; the recommendation must be made to a staff member who will submit the Merit on behalf of the awarding Midshipman. Midshipmen should not ask to be awarded a Merit. Meritorious actions include, but are not limited to:

- Displaying exceptional military bearing
- Attempting to turn a negative situation into a positive one

- Displaying exceptional initiative
- Performing a random act of kindness
- Exhibiting exceptional integrity

Merits are considered for promotions, Midshipman of the Month, and other awards.

Extra Military Instruction (EMI):

Extra Military Instruction (EMI) is only given by the Battalion Director or the Headmaster, but may be done so at the recommendation of a staff member. EMI is assigned for receiving 3 or more infractions in one week, repetitive rules violations, or offenses more serious than those for which an Infraction is appropriate. If automatic EMI is earned, the midshipman will also receive 3 infractions.

The Midshipman will receive EMI notification from the Battalion Director or Headmaster. Actions that may result in EMI include, but are not limited to:

- Receiving 3 infractions in one week (1 Hour is awarded for each 3 infractions)
- Not filling out an infraction immediately when told to do so by an authority
- Purposely filling out an infraction with inaccurate information
- Blatant Personal Display of Affection (PDA), including but not limited to kissing and groping
- Blatant bus misbehavior
- Honor Code Violation (Lying, Cheating, Stealing)
- Possession of inappropriate materials, as determined by any staff member
- Unauthorized use of electronic devices
- Engaging in acts which may cause harm to self or others
- Disrespect
- Disobedience
- Failing inspection repetitively
- Misuse/abuse of school property
- Excessive tardiness
- Intentional use of profanity or taking the Lord's name in vain
- Plagiarism
- Blatantly out of uniform
- Classroom misconduct (repetitive / serious)
- Horseplay with rifle
- Failure to appear at mandatory school functions (such as parades)
- Bullying
- Use of slurs, including racial, sexual, etc.

Referrals:

Referrals are the most serious form of disciplinary action and can be issued only by the Headmaster or Battalion Director. **One Referral in any quarter precludes a Midshipman from being promoted or earning a Good Conduct Award for the quarter; a Referral also results in loss of one permanent rank and loss of position in the Battalion.** The Midshipman who loses rank and position must wait nine weeks in the current school year to again be eligible for a position (if available) or promotion (if all eligibility requirements are met).

All Referrals result in some form of suspension. The Battalion Director or Headmaster will immediately call a parent/guardian when a Referral is received. The referral will be filled out by the Headmaster or Battalion Director via Google forms and a copy will be sent to the parent/guardian. This form will be made a part of the Midshipman's permanent record.

Actions that may result in a Referral include, but are not limited to:

- Serious Honor Code Violations (Lying, Cheating, Stealing)
- Blatant disrespect
- Fighting/provoking a fight
- Sexual harassment or racial slurs or any other discrimination
- Blatant bus misbehavior
- Direct disobedience of an order
- Refusing to follow the rules
- Plagiarism
- Possession of pornographic or inappropriate materials
- Engaging in acts that may cause harm to self or others
- Receiving 5 or more Hours in one calendar month
- Sexual misconduct
- Blatantly or repetitively using inappropriate language
- Horseplay with rifle (serious)
- Abuse of or failing to register medications or prescription drugs with the office
- Unauthorized absence from school
- Excessive Bullying
- Accepting or giving a ride in another student's privately-owned vehicle without written permission of both parents
- Possession of matches or lighters

First Referral:

- The Headmaster or Battalion Director will have a conference with the Midshipman and with the parent/guardian via telephone or in person. If the midshipman is under behavioral probation, the conference must be in person or virtual.
- The student will serve a one day in-school suspension.
- The Midshipman and parent/guardian will be reminded of the consequences of subsequent referrals.

- The student will be placed in an isolated area during in-school suspension and will complete studies and assignments for credit as assigned by the teachers. Students will also be issued physical training and physical labor duties at the discretion of the Battalion Director or Headmaster. This is a time for the Midshipman to reflect on his/her actions and the consequences.
- The student will only receive 50% credit for all work completed. If the work missed during the suspension is not turned in immediately upon the student's return to school and regular classes then he/she will not receive any credit for the missing assignments.
- The suspension will also apply to all Leonard Hall functions on and off school property to include parades, sports, dances, etc.

Second Referral:

- The Headmaster or Battalion Director will have a conference with the Midshipman and with the parent/guardian in person or virtual.
- The Midshipman will receive a one day out-of-school suspension or two day in-school suspension at the discretion of the Battalion Director or Headmaster. Students will be placed in an isolated area during in-school suspension and will complete studies and assignments for credit as assigned by the teachers. Students will also be issued physical training and physical labor duties at the discretion of the Battalion Director or Headmaster. This is a time for the Midshipman to reflect on his/her actions and the consequences. The Midshipman may also be assigned other duties, such as head cleaning during in-school suspension.
- The Midshipman and parent/guardian will be reminded of the consequences of subsequent Referrals.
- **It is the sole responsibility of the Midshipman to make up all work missed during an absence, including out-of-school suspensions. Refer to Chapter II for attendance policies.** When a student is suspended from school, he/she is required to take home all textbooks and is expected to get the missed assignments from Google Classroom or by contacting their teacher(s) by email. The student will only receive 50% credit for all work completed. If the work missed during the suspension is not turned in immediately upon the student's return to school then he/she will not receive any credit for the missing assignments.
- The suspension will also apply to all Leonard Hall functions on and off school property to include parades, sports, dances, etc.

Third Referral:

- The Headmaster or Battalion Director will have a conference with the Midshipman and with the parent/guardian. The conference may be either in person or virtual.
- The Midshipman will receive a two day out-of-school suspension.

- The Midshipman and parent/guardian will be reminded of the consequences of future Referrals.
- Students will only receive 50% credit for all work completed. If the work missed during the suspension is not turned in immediately upon the student's return to school then he/she will not receive any credit for the missing assignments. **It is the sole responsibility of the Midshipman to make up all work missed during an absence, including out-of-school suspensions. Refer to Chapter II for attendance policies.** When a student is suspended from school, he/she is required to take home all textbooks and is expected to get the missed assignments from Google Classroom or by contacting their teacher(s) by email.

The suspension will also apply to all Leonard Hall functions on and off school property including parades, sports, dances, etc.

Fourth Referral:

- The Headmaster or Battalion Director will have a conference with the Midshipman and with the parent/guardian in person.
- The Midshipman will receive a three day out-of-school suspension.
- The Midshipman and parent/guardian will be reminded of the dire consequences of receiving a fifth Referral.
- Students will only receive 50% credit for all work completed. If the work missed during the suspension is not turned in immediately upon the student's return to school then he/she will not receive any credit for the missing assignments. **It is the sole responsibility of the Midshipman to make up all work missed during an absence, including out-of-school suspensions. Refer to Chapter II for attendance policies.** When a student is suspended from school, he/she is required to take home all textbooks and is expected to get the missed assignments from Google Classroom or by contacting their teacher(s) by email.
- The suspension will also apply to all Leonard Hall functions on and off school property including parades, sports, dances, etc.

Fifth Referral:

- The Midshipman will receive an out-of-school suspension, no more than ten days, pending Expulsion Board Scheduling.
- The Headmaster will schedule and convene an Expulsion Board.
- The Midshipman is subject to expulsion.
- Students will only receive 50% credit for all work completed. If the work missed during the suspension is not turned in immediately upon the student's return to school then he/she will not receive any credit for the missing assignments. **It is the sole responsibility of the Midshipman to make up all work missed during an absence, including out-of-school suspensions. Refer to Chapter II for attendance policies.** When a student is suspended from school, he/she is required

to take home all textbooks and is expected to get the missed assignments from Google Classroom or by contacting their teacher(s) by email.

- The suspension will also apply to all Leonard Hall functions on and off school property including parades, sports, dances, etc.

Automatic Three-Day Suspension:

A Midshipman will receive an automatic and immediate three-day out-of-school suspension (and a Referral) without going through the formal Referral process for the following actions:

- Possession of incendiary devices (firecrackers, flares, etc.)
- Possession, use, or selling of any type of tobacco products, electronic cigarette devices, vape pens or paraphernalia during school, on the school bus, on school grounds, or at school functions
- Seriously provoking a fight
- Using profanity or vulgarity toward a faculty or staff member or volunteer/visitor
- Sexual activity (advanced sexual contact) in school or at a school function
- Giving another student medication/prescription drugs
- Threatening or endangering the safety or well-being of a staff member, a fellow Midshipman, a non-Leonard Hall person, or the school

It is the sole responsibility of the Midshipman to make up all work missed during an absence, including out-of-school suspensions. This also applies to work missed when a student is sent out of a class for disciplinary reasons. **Refer to Chapter II for attendance policies.** When a student is suspended from school, he/she is required to take home all textbooks and is expected to get the missed assignments from Google Classroom or by contacting their teacher(s) by email.

The suspension will also apply to all Leonard Hall functions on and off school property including parades, sports, dances, etc.

A second offense in any of these areas will result in immediate, up to ten days, out-of-school suspension and the scheduling of an Expulsion Board.

Immediate Expulsion:

Actions that may lead to an immediate expulsion include but are not limited to:

- Possession, use, sale, distribution or being under the influence of alcohol or an illegal drug
- Selling medication/prescription drugs to another student
- Possession of a deadly weapon
- Assault with a deadly weapon

- Endangering or physically harming a staff member, a fellow Midshipman, a non-Leonard Hall person, or the school
- Malicious and erroneous comments that threaten or harm the reputation of a staff member, a fellow Midshipman, a non-Leonard Hall person, or the school.
- Making a false fire alarm or bomb threat
- An unlawful act while at school, on the school bus, and/or in uniform
- An unlawful act in general (refer to policy on page 13 under “Statement of Policy”)

When appropriate or required by law, police or authorities will be notified, and the student will immediately be placed on out-of-school suspension until an Expulsion Board is convened. The maximum length of suspension is ten school days. The above stated policies apply to all Leonard Hall functions on and off school property including bus travel/transfers, parades, sports, dances, etc.

Expulsion Boards:

When actions occur that lead to an Expulsion Board, the Headmaster will convene the Board as soon as is practically possible. The Headmaster will chair the Board, with the Battalion Director and staff as members. The parent/guardian and the student, in dress blue uniform, are required to attend.

Bus Misbehavior:

Leonard Hall Midshipmen are expected to conduct themselves appropriately on other school grounds and private or public transportation, during bus transfers when going to and from school, and when being transported for school functions. Bus misconduct is reported to the Battalion Director who will coordinate with the bus drivers and transportation managers. Bus managers or the Battalion Director have the right to suspend students from bus transportation, and the Battalion Director will take appropriate disciplinary measures as a result of bus misconduct.

Corporal Punishment:

Corporal punishment is not permitted.

Corporal punishment is defined as any punishment that intentionally causes physical harm to or endangers a student. However, within the scope of his or her employment, a school employee may use and apply such techniques with reasonable force and as necessary to:

- Quell a disturbance threatening physical harm to themselves and others
- For the purpose of self-defense
- For the protection of persons or property

Behavior Management Techniques:

General:

The Battalion Director, with the previously documented disciplinary procedures is responsible for the good order and discipline of the school. These processes are traditional and time-honored, and have been developed to act as learning experiences to instill self-discipline, leadership development, and structure. They provide boundaries and encourage Midshipmen to think, listen, apply themselves, and take responsibility and assume accountability for their actions.

Incident Reports:

If a student becomes a disruptive factor within the classroom setting or if a staff member is concerned about the demeanor of a student, then the staff member may fill out an incident report and/or send the student to the main office. This incident report will become a part of the student's military record and the Battalion Director will determine the appropriate punishment. An incident report can be informative information from a staff member which could result in counseling by the Administration to the student. An incident report could also result in behavioral consequences for a student or corrective action such as receiving an infraction, an hour, or a referral and/or Physical Training or Extra Military Instruction. Incident reports will be filled out by the teacher via Google forms and submitted to the office.

Physical Training (PT)/Extra Military Instruction (EMI):

P.T. is a mandatory activity that involves heavy physical conditioning during the school day. EMI is a mandatory activity that involves either heavy physical conditioning, cleaning, academic study hall or other duties as assigned and scheduled after school and/or Drill Class, PE and/or Saturdays. The Battalion Director may use P.T. or EMI as a tool with Midshipmen who have difficulty complying with the rules and regulations of Leonard Hall. The purpose of P.T. and EMI is to deter unwanted behavior, develop motivation and self-discipline, and condition the mind and body. Students who continually miss homework assignments, fail inspection, display a poor attitude, repetitively refuse or fail to follow directions, or receive an excessive number of Infractions and Hours may be assigned P.T. or EMI.

For After School Hour PT Hours students will receive a notice of PT Hours at least three days in advance. **Parents are obligated to support this program.**

Discipline Appeal Process:

Just as Leonard Hall has various levels of discipline, so too are there applicable procedures for appeals.

Infraction Appeal Process:

Infractions received from student officers or teachers/staff may be appealed. The following procedures apply:

- Try to resolve the infraction with the issuing officer/teacher.
- If not resolved informally, make a request for appeal via email to the Battalion Director within 3 school days of the infraction date. The Battalion Director will then send the most recent link to the appeal form.
- The Battalion Director decides appeals for teacher/staff-issued infractions.
- Appeals for student officer-issued infractions: Depending on the violation and the circumstances, the Battalion Director may resolve the issue himself or refer the appeal to an Officers' Meeting or Captain's Mast.

Non-judicial Punishment (NJP):

Both the Officer's Meeting and Captain's Mast allow Midshipmen to exercise their leadership and judgment capabilities and skills. They will judge their peers in an organized, formal setting. NJP includes Officer's Meetings and Captain's Masts.

Officers' Meeting Procedure:

Officers' meetings are informal and generally are convened to resolve minor Infraction appeals. The process follows:

- Members of this Board include the Battalion Director, Battalion Commander, Battalion Staff Officers, and the Company Commanders. Should any of these officers be party to the appeal, they will be recused. Also in attendance will be the student officer who awarded the Infraction.
- The Battalion Commander will convene the Board, after which the Administrative Officer will call the appealing Midshipman. He/she will enter smartly, stand at attention, state name and rank, and say "Request permission to speak with the officers, Sir (Ma'am)."
- The appealing Midshipman, standing at attention, will state why the Infraction was received, the circumstances, and reason for the appeal.
- The officers will then hear the statement of the issuing officer.
- The Battalion Commander will then dismiss both parties who will wait outside the meeting room.
- The officers will then discuss the appeal and vote with a secret ballot whether the Infraction will stand or be withdrawn.
- The Battalion Commander will then call both parties and give the decision. The appealing Midshipman will state, "Aye-aye," perform an about-face, and exit the room.

- The Battalion Director will then dismiss the Board.

Captain's Mast:

The Captain's Mast is convened, at the discretion of the Battalion Director, for more complex and serious appeals using the following procedures:

- Members of this Board include the Battalion Director, Battalion Commander, Battalion Staff Officers, and the Company Commanders; the Board shall consist of no less than 5 members. Should any of these officers be party to the appeal, they will be recused. Also in attendance will be the student officer who awarded the Infraction.
- The Administrative Officer or the Battalion Director will notify all parties involved by written notification of date, time and place.
- The Midshipman will appear before the Captain's Mast in dress uniform.
- The Battalion Commander will review Captain's Mast procedures with the members and formally convene the Board.
- When called, the appealing Midshipman will enter the room smartly using military bearing and facing movements. He/she will report to the Battalion Commander stating name, rank and say, "Reporting as ordered, Sir (Ma'am)." The Midshipman will remain standing at attention.
- The Battalion Commander will direct the Midshipman to state why the infraction was received and why an appeal is justified.
- The Midshipman may present witnesses and documentation.
- The officer who awarded the Infraction will then make a statement of the facts and may present witnesses and documentation.
- The Captain's Mast members may ask questions of any of the parties appearing before the Board.
- The requesting Midshipman will then be allowed to make a closing statement before being dismissed by the Board. This is done in a military fashion with the Midshipman stating, "Aye-aye," doing an about-face, and departing to await the decision.
- The officer who awarded the infraction will be dismissed.
- The members will then discuss the merits of the case and vote by written secret ballot.
- The Administrative Officer and the Battalion Director will tally the votes and give the results to the Battalion Commander. (Majority vote rules – if the vote is a tie the appeal is granted.)
- The Midshipman will be recalled to the room, stand at attention, and the Administrative Officer will read the verdict: "appeal granted" or "appeal denied." The vote count will not be revealed to anyone outside of the Captain's Mast.
- The Midshipman will maintain military bearing and not show any emotion.
- The Battalion Commander will dismiss the Midshipman who will state, "Aye-aye," about-face, and leave the room.

- The Administrative Officer will make a record of the Captain's Mast proceedings and results, and forward to the Battalion Director for his personal files.
- Unless there is another appeal, the Battalion Commander will announce, "Captain's Mast is hereby closed and members are dismissed."

Higher Level Appeal Process:

Any parent/guardian may appeal a disciplinary decision to the Headmaster. A written request must be addressed to the Headmaster, and submitted no later than five school days after any disciplinary decision has been made and communicated to the parents/guardians. Requests received after five school days will not be considered. Battalion Director's decisions, Referrals, Hours, and results of Officers' Meetings and Captain's Masts may be appealed to the Headmaster. The decision of the Headmaster is final.

CHAPTER IX

Military and Academic Awards

Leonard Hall Junior Naval Academy issues many awards and citations. Awards are normally presented at graduation following completion of the academic year, while citations worn as ribbons on the uniform may be earned throughout the year as specified below. The awards and citations are visible evidence of a Midshipman's achievements at Leonard Hall. They provide recognition and are positive incentives to work hard and to strive to excel.

Every effort is made to remain consistent and to emulate the Naval Junior Reserve Officers Training Corps (NJROTC) program. However, Leonard Hall has many unique century-old traditions. While the ribbons that a Midshipman can earn are identical to those in the military and JROTC, their purposes, meanings, and qualifications for earning differ in most cases.

Annual Citations and Awards:

NOTE: Overall attendance record will be taken into consideration when issuing all annual citations and awards.

Headmaster's Trophy:

Trophies are awarded to one 8th and 12th grade graduating Midshipman for outstanding scholastic, athletic, and military achievement. The recipient is selected based on the following criteria:

- Academic achievement and dedication to school work
- Athletic ability, contribution to teams, both intramural and inter-scholastic, sportsmanship and team spirit
- Exemplary qualities of leadership, maturity, pride in the Battalion, initiative, self-discipline, cooperation, and respect for others

Top Student Award:

Plaques are awarded to the top Midshipmen in each grade with the highest academic averages for the first three grading periods. To qualify, a Midshipman must have a minimum grade point average of 3.2 (out of 4.0).

Outstanding Student Honors:

This award is given to a student that maintained the honor roll for the first three quarters of the current school year. During each quarter the student had to earn one of the

following honors: Academic Achievement, Second Honors or First Honors. Students receiving this award will receive a pin to wear on the dress uniform, a ribbon and a trophy or a plaque.

Valedictorian Award:

This award is given to the graduating 12th grade Midshipman with the highest grade point average for all four years of high school. To qualify, a Midshipman must have a minimum grade point average of 3.5 (out of 4.0).

Salutatorian Award:

This award is given to the graduating 12th grade Midshipman with the second highest grade point average for all four years of high school. To qualify, a Midshipman must have a minimum grade point average of 3.2 (out of 4.0).

Military Excellence Award:

This award is presented to one graduating 8th and 12th grade Midshipman who has displayed outstanding leadership, military conduct, and ability in military drill. Students receiving this award will receive an award and a ribbon to wear on their military uniform (the same ribbon is worn by both middle and high school recipients). The ribbon will be worn with a *gold ribbon frame*.

Midshipman of the Year:

This award is presented to one middle school student and one high school student selected by both the staff and student body. Students receiving this award have been a Midshipman of the Month during the current school year and exemplify the traits of outstanding leadership, academic achievement, and dedication to LHJNA. Students receiving this award will receive an award and a ribbon to wear on their military uniform (the same ribbon is worn by both middle and high school recipients). The ribbon will be worn with a *gold ribbon frame*.

“The Midshipman in the Arena” Award:

This award is presented to one middle school student and one high school student selected by the staff. Students receiving this award may not always be at the top of their class academically or as a leader, but they exhibit traits of perseverance, teamwork and dedication to themselves and to the school. Students receiving this award will receive an award at the graduation ceremony

Citizenship Award:

This award (Daughters of the American Revolution Citizenship Award) is presented to one graduating 8th and 12th grade Midshipman who has displayed outstanding leadership, community service, and citizenship. Students receiving this award will receive a medal, a certificate, and a ribbon to wear on their military uniform (the same ribbon is worn by both middle and high school recipients). The ribbon will be worn with a *gold ribbon frame*.

Loyalty Award:

This award is presented to one graduating 8th and 12th grade Midshipman who has displayed consistent interest and exceptional pride in Leonard Hall. They have provided unselfish cooperation and service to the school. Students receiving this award will receive an award, a certificate, and a ribbon to wear on their military uniform (the same ribbon is worn by both middle and high school recipients). The ribbon will be worn with a *gold ribbon frame*.

Most Improved Midshipman:

This award is presented to one middle school student and one high school student who have displayed a consistent improvement in academic ability, conduct, attitude and overall achievement since the beginning of the current school year. Students receiving this award will be presented a certificate at the graduation ceremony.

Naval Science Outstanding Midshipman:

This Award is presented at graduation to the most outstanding student in that year's Naval Science class (if offered). The Midshipman must have a grade of 90% or better for the first three quarters of the academic year, and display exemplary personal appearance, conduct and attitude. The student receiving this award will receive an award and a ribbon to wear on his/her military uniform.

Perfect Attendance Award:

A perfect attendance award, in the form of a certificate, is given each year at graduation to those Midshipmen who missed no days of school and were present for all activities scheduled for the Battalion. For this purpose, Midshipmen attending half-days are considered to be in attendance full time. The student receiving this award will receive an award and a ribbon to wear on his/her military uniform.

Outstanding Attendance Award:

A nearly perfect attendance award, in the form of a certificate, is given each year at graduation to those Midshipmen who missed only one day of school and were present for

all activities scheduled for the Battalion. For this purpose, Midshipmen attending half-days are considered to be in attendance full time. The student receiving this award will receive an award and a ribbon to wear on his/her military uniform.

Citations (Ribbons):

Battalion Position Ribbon:

The Battalion Position Ribbon is authorized for those Midshipmen appointed to Battalion command and staff positions and who serve successfully for two consecutive quarters. Multiple ribbon devices may be worn, but no more than 3 devices on the ribbon are permitted.

Battalion Position	Ribbon Devices
Battalion Commander	Large (5/16") Gold Star
Battalion Executive Officer	Large (5/16") Silver Star
Administrative Officer	Gold "A"
Assistant to the Administrative Officer	Bronze "A"
Supply Officer	Silver "S"
Assistant to the Supply Officer	Bronze "S"
Training Officer (High School)	Gold "OAK LEAF CLUSTER"
Training Officer (Middle School)	Bronze "OAK LEAF CLUSTER"
Public Affairs Officer	Gold Torch

The school chaplain will also wear a large gold cross-centered ¼ inch above the ribbons. The school Assistant chaplain will also wear a large silver cross-centered ¼ inch above the ribbons.

Company Position Ribbon:

The Company Position Ribbon is authorized for those Midshipmen appointed to Company positions and who serve successfully for two consecutive quarters. Multiple ribbon devices may be worn, but no more than 3 devices on the ribbon.

Company Position	Ribbon Devices
Company Commander	Bronze "C"
Platoon Leader	Gold Dimond
Squad Leader	Bronze Dimond
Guidon Bearer	Silver COMPASS ROSE
Drill Team Commander Active	Bronze DRILL TEAM BAR
Color Guard Commander Active	Gold COLOR GUARD BAR

Community Service Award:

This award, presented by the Headmaster, may be awarded to a Midshipman who has accomplished a special act involving community service of at least 25 hours of volunteer time. However, NHS/NJHS hours and/or LHJNA family obligated service hours may not be utilized for this award. Any school staff member, corporate member, or member of the community can nominate a Midshipman for this recognition. LHJNA provides a Community Service Form that must be completed by the community member and turned into the school's administration. This form can be found on a Google Form on Google Classroom. A student receiving this award will be presented a certificate and a ribbon to wear on his/her uniform.

Special Honors Award:

This very special award may be presented to a Midshipman who has performed a superlative, heroic, or other act that is truly above and beyond expectations. Any school staff member, corporate member, or member of the community can nominate a Midshipman for this special award. A student receiving this award will be presented an award and a ribbon to wear on his/her uniform.

Outstanding Student Honors:

This award is presented to a Midshipman who maintains academic honors during the first three quarters of any school year. Academic Honors are: Academic Achievement, Second Honors and First Honors.

First Honors Award:

This award is presented to the Midshipmen with an average of 90% or higher in every academic subject for the quarter. Students earning this award will receive a certificate and a ribbon to wear on their uniforms.

Second Honors Award:

This award is presented to the Midshipmen with an average of 85% or higher in every academic subject for the quarter. Students earning this award will receive a certificate and a ribbon to wear on their uniforms.

Academic Achievement Award:

This award is presented to the Midshipmen with an average of 80% or higher in every academic subject for the quarter. Students earning this award will receive a certificate and a ribbon to wear on their uniforms.

Outstanding Conduct Award:

This award is presented to the Midshipmen who have received no Actual Infractions (not adjusted), Hours, or Referrals and may not have more than 5 absences (excused or unexcused) or 3 tardies (excused or unexcused) for the quarter. Students earning this award will receive a certificate and a ribbon to wear on their uniforms.

Good Conduct Award:

This award is presented to the Midshipmen who have met his/her permanent rank behavioral standards for promotion. Students earning this award will receive a certificate and a ribbon to wear on their uniforms.

Most Merits Award:

The Headmaster presents this award to the one high school and middle school Midshipman who earned the most Merits during the quarter. Students earning this award will receive a certificate and a ribbon to wear on their uniforms.

Best Platoon Leader for Competitives Award:

This award is presented to the best overall platoon leader at Competitives. He/She will wear the appropriate ribbon.

Best Platoon for Competitives Award:

This award is presented to the best overall platoon at Competitives. Each will wear the appropriate ribbon.

Best Inspected Individual Award:

This award is presented to the best inspected male and female, in both middle and high school, at Competitives. Each will wear the appropriate ribbon.

Physical Fitness Award:

This award is presented to those Midshipmen who meet the qualifications as established and certified by the Physical Education teachers per academic quarter. Students earning this award will wear the appropriate ribbon with a bronze, silver, or gold star depending on the level of achievement. No more than three stars may be worn on the ribbon for subsequent awards.

Athletics Ribbon:

The athletics ribbon is authorized to be worn by all Midshipmen who participated on a Leonard Hall athletic team or outside athletic team/sport and who are certified by their coach at the end of the season. Leonard Hall must approve this ribbon for all outside athletic teams/sports. LHJNA provides an Athletic Ribbon Form that must be completed by the coach or activity sponsor and turned into the school's administration. This form can be found on a Google Form in Google Classroom.

Color Guard Ribbon:

The Color Guard ribbon is authorized to be worn by those Midshipmen who served on the Color Guard successfully for two consecutive quarters. The active Color Guard Commander may wear a gold color guard bar on his/her ribbon.

Drill Team Ribbon:

The Drill Team ribbon is authorized to be worn by those Midshipmen who served on the Drill Team successfully for two consecutive quarters. The active Drill Team Commander may wear a bronze color guard bar on his/her ribbon.

Recruiting Ribbon:

This ribbon is authorized to be worn by those Midshipmen who *personally* recruit a new student for Leonard Hall who successfully completes his/her probationary period. A Midshipman will not receive credit for recruiting if his/her parents or relatives made the referral to the potential new student. Stars are attached to the ribbon for each subsequent new Midshipman successfully recruited.

High School Entrance Ribbon:

All Midshipmen enrolled in the high school will wear the High School Entrance ribbon.

Middle School Entrance Ribbon:

All Midshipmen who enrolled in the middle school will wear the Middle School Entrance ribbon.

Leadership Ribbon:

This ribbon is authorized to be worn by Midshipmen who have participated in prolonged leadership training may qualify for this ribbon. The Battalion Director will give approval on which camps and programs qualify. LHJNA provides a Leadership Ribbon Form that

must be completed by the sponsor of the training and turned into the school's administration. This form can be found on a Google Form in Google Classroom.

Mini Boot Camp/ Parris Island MCRD Special Training Exercise Ribbon:

This ribbon is authorized to be worn by midshipmen who have attended a military style camp during the school year or during the summer that includes leadership training. This ribbon is also authorized to be worn by midshipmen who attend and successfully complete the school sanctioned field trip to the Parris Island Special Training Exercise. LHJNA provides a Mini Boot Camp Ribbon Form that must be completed by the sponsor of the camp and turned into the school's administration. This form can be found on a Google Form in Google Classroom.

Matriculation of Ribbons and Rank from Other High School Military Programs:

If a Midshipman transfers into LHJNA after having participated in the military program at another high school, the transferring Midshipman must produce official, written documentation from the "Lead" of the prior military program stating all ribbons and rank earned. The documentation must include reasoning and procedures for each ribbon and rank earned. LHJNA's Battalion Director will then determine which ribbons and/or rank will matriculate into our program.

Wearing of Awards:

Ribbons:

Ribbons shall be worn on mounting bars in accordance with these instructions and the NJROTC manual. Ribbons are to be kept neat and clean. Lost or worn ribbons are to be replaced.

Medals:

Medals are worn only on the dress blue uniform. The bottom of the medal ribbon attachment (top bar of the medal) is centered $\frac{1}{4}$ inch below the ribbons.

Subsequent Awards:

Only one of any ribbon design may be worn. Subsequent awards are recognized in the form of stars (small (3/16 inch) worn on the ribbon (with the exception of the Physical Fitness Award). Stars are worn one ray up, two rays down. They are awarded as follows:

Second Award:	1 Bronze Star
Third Award;	2 Bronze Stars
Fourth Award;	1 Silver Star
Fifth Award;	2 Silver Stars

Sixth Award;	1 Gold Star
Seventh Award;	2 Gold Stars
Eighth Award;	3 Gold Stars

Subsequent awards beyond eight are not provided for.

Mounting Ribbons:

Mounting bars are made to hold various numbers of ribbons. They present a neat appearance and assist in aligning the ribbons on the uniform shirt or dress blue jacket. Ribbons are arranged in order of precedence in rows from top down, inboard to outboard (highest precedence closest to the heart) within rows.

Precedence:

The order of precedence for Leonard Hall ribbons is:

Military Excellence Award
 Navy League Youth Award – given by the Navy League to one student each year
 Midshipman of the Year
 Citizenship Award
 Loyalty Award
 Naval Science Outstanding Midshipman
 Perfect Attendance Award
 Outstanding Attendance Award
 Battalion Position Ribbon
 Company Position Ribbon
 Community Service Award
 Special Honors Award
 Outstanding Student Honors
 First Honors Award
 Second Honors Award
 Academic Achievement Award
 Outstanding Conduct Award
 Good Conduct Award
 Most Merits Award
 Best Platoon Leader Award
 Best Platoon Award
 Best Squad Leader Award (inactive)
 Best Squad Award (inactive)
 Best Inspected Individual Award
 Physical Fitness Award
 Athletics Ribbon
 Color Guard Ribbon

Drill Team Ribbon
Leadership Ribbon
Mini Boot Camp/ Parris Island MCRD Special Exercise
Recruiting Ribbon
High School Entrance Ribbon
Middle School Entrance Ribbon

Documentation:

The Battalion Director will maintain a list of awards and ribbons which every student is authorized to wear and will keep it in their personnel files.

Please sign the separate pledge form enclosed in this handbook – do not sign and rip this page out of the handbook!!

Student and Parent/Guardian Acknowledgement and Acceptance Pledge to LHJNA

The staff and the Board of Trustees of Leonard Hall Junior Naval Academy, Inc. (LHJNA) want to ensure that all parents/guardians and students completely accept the responsibility and task of being a part of LHJNA. **Please read the information below and sign this form no later than the Tuesday after Labor Day (if a student begins at the beginning of the school year).**

- The staff and Board of Trustees of Leonard Hall Junior Naval Academy, Inc. (LHJNA) continually seeks to expand and improve the quality of our academic, military, and athletic programs. Therefore, LHJNA reserves the right to change any and all policies, procedures, programs and manuals in order to accomplish this goal.
- We have read and want an education in agreement with the LHJNA mission.
- We support the discipline of LHJNA in accordance with the discipline policy.
- We understand and support the Honor Code of LHJNA.
- We understand and support the cell phone policy of the school.
- We understand and support the school's attendance policies.
- We understand that physical training, extra military instruction (EMI) or cleaning details may be used as a disciplinary tool with all students.
- We understand that the school hours are 0805 – 1425 and our family will make every responsible attempt to have our student at school on time each and every day.
- We understand that the homework agenda book is a daily responsibility. This tool must be taken to each class and home each evening.
- We understand that students receive a weekly behavioral record that must be signed
- We understand that homework must be **reviewed and verified** each night. It is the student's responsibility to obtain a parent signature each night whether the student is present or not during that school day.
- We understand that our student will be issued an LHJNA Chromebook to use and is responsible for maintaining its good condition..
- We understand that all tests and quizzes will be marked in the agenda book.
- We will ensure that our student has his/her proper uniform.
- We will ensure that our student has daily classroom supplies.
- We grant permission for LHJNA to use pictures of our LHJNA student in connection with the school program, including the school's website.
- We understand that LHJNA has the right to search my child's locker, cubby, book bag, other possessions, and/or person.

This form will be placed in the student's permanent record.

Midshipman Signature/ Print Name

Date

Parent(s)/Guardian(s) Signature/Print Name

Date

Please sign the separate pledge form enclosed in this handbook – do not sign and rip this page out of the handbook!!

ACADEMIC PLAGIARISM ACKNOWLEDGMENT

Leonard Hall Junior Naval Academy requires every midshipman to exhibit intellectual honesty in the preparation of all papers, reports and other academic exercises to be turned into a staff member as original work. The habit of intellectual honesty is essential to both intellectual and moral growth. **Academic Plagiarism is a violation of intellectual honesty.**

Academic Plagiarism is treated very seriously at LHJNA. A plagiarism offense could lead to severe disciplinary action as well as no credit received for the plagiarized work. The definition for plagiarism is passing off another person's work as one's own. If you choose to use the work of someone else then the author of the original work must be given credit.

According to the United States Naval Academy (USNA) Handbook:

“Academic plagiarism is the use of the words, information, insights, or ideas of others without crediting them through proper citation. You can avoid plagiarism by fully and openly crediting all sources used. Some guidelines to follow are:

- *Give credit where credit is due.*
- *Provide proper citation for everything taken from others. Citation is the way you tell your readers that certain material in your work came from another source.*
- *Recognize the work of others, even if you are not borrowing their words.*
- *Paraphrase properly.*
- *Cite sources in all work submitted for credit.*
- *Be cautious when using web-based sources – do not CUT AND PASTE.*
- *If in doubt, always provide a citation.”*

You can find this and more information about these guidelines from the USNA at <https://libguides.usna.edu/plagiarism>.

This issue is perfectly related to Leonard Hall Naval Academy's Honor Code: **“I will not lie, cheat, steal or tolerate those who do. I will live an honorable life. I am obligated to support and enforce the honor code.”** As stated earlier, this is not only an intellectual issue but it is also a moral one. The staff of Leonard Hall wants midshipmen to respect all original works.

If a midshipman violates the Honor Code with plagiarism, the midshipman will not receive any credit for the plagiarized work, he/she will not be given another chance to complete the assignment and a disciplinary action will be taken.

I HAVE READ THE ABOVE STATEMENT AND UNDERSTAND IT.

MIDSHIPMAN SIGNATURE

DATE

PARENT/GUARDIAN SIGNATURE

DATE