

2018-2019

Student & Parent Handbook



CMI and Technology

CMI highly discourages parents and students from bringing personal electronics to school. We do not have the resources to investigate and search for lost personal electronics. We feel this especially applies to expensive cell phones. We encourage parents that feel they must send students to school with cellphones, that they investigate low cost cell phone alternatives to maintain essential contact with their student outside of class time.

Your worth is not measured in likes, comments, notes or followers; but in your ability to love, keep comments to yourself, take note and lead.

@DULLCERUBY - THEGOODVIBE.CO

The screenshot shows the Common Sense Media website. At the top, there is a search bar with the text "What are you looking for?" and a "DONATE" button. Below the search bar is a green navigation bar with the following menu items: Reviews, Top Picks, Family Guides, Parent Concerns, Videos, News & Advice, Latino, Research, and About Us. The main content area features a blue header for "Cell Phone Parenting" with a "More Topics" dropdown menu. Below the header is a photograph of a woman and a young boy looking at a smartphone together. To the right of the photo is a text block that reads: "Getting a cell phone has become a milestone for most kids. Common Sense helps parents lay the groundwork for responsible cell phone use and manage the challenges and opportunities they bring. Learn how to **decide the right age to get your kid a cell phone, set rules, choose the right phone and service plan, and stay on top of what your kid is doing on his or her phone.**" Below this text are three icons with corresponding counts: a speech bubble icon for "FAQs 29", a document icon for "Articles 36", and a play button icon for "Videos 16".

Table of Contents

GENERAL POLICIES AND PROCEDURES	7
Mission Statement	7
Vision	7
STATEMENT OF CORPS VALUES	8
Non Discrimination	9
ACADEMICS	10
Grades and Report Cards	10
Academic Progress Reporting	11
Description of Grades	11
ACADEMIC EXPECTATIONS	12
LATE WORK	12
Academic Probation	12
Mandatory Intervention	12
Homework	12
Attendance	13
WAIVER OPTION	13
EXCEPTIONS	14
ATTENDANCE RESPONSIBILITIES	14
School Notification of Absences to Home	14
TRUANCY	15
TARDY POLICY	15
MAKE-UP POLICY	15
CLOSED CAMPUS	16
LUNCH AREAS	16
STUDENTS LEAVING SCHOOL GROUNDS	16
STUDENT MEDICATIONS	16
ALTERNATIVE EDUCATION PROGRAMS	16
CALLING STUDENTS FROM CLASS	16
FINES AND CHARGES	17
INDEPENDENT STUDY (Short Term)	17
TEXTBOOK CARE AND PROCEDURE	18
WORK PERMITS	18
EARLY RELEASE	19
CADET LEADERSHIP	20
MIDDLE SCHOOL CLASSROOM PROTOCOLS	20
CLASSROOM PROTOCOLS: HIGH SCHOOL	22

COLLEGE ENTRANCE REQUIREMENTS	24
SCHOOL SERVICES	25
TRANSPORTATION	25
Senior Activities	25
Senior Contracts	25
COMMUNITY SERVICE	25
DAILY BULLETINS	26
SPORTS and ATHLETICS	26
CELL PHONES	27
Student owned technology	27
DISCIPLINE GUIDE	28
Progressive discipline	29
JURISDICTION	30
CLASSROOM DISCIPLINE	30
Corporal Punishment	30
PROCEDURES FOR ADDRESSING CONFLICT	31
WRITING AND PLAGIARISM	32
CHEATING	33
DRESS AND GROOMING	33
Cold or Rainy weather accommodations	35
Grooming Examples:	35
DISCIPLINE RULES AND BOUNDARIES	39
APPROPRIATE PUBLIC BEHAVIOR	40
HORSEPLAY	40
BULLYING/HAZING	40
DISCIPLINE INTERVENTIONS AND CONSEQUENCES	40
GOVERNANCE	41

PERRIS UNION HIGH SCHOOL DISTRICT BOARD OF TRUSTEES

Mission Statement

The Governing Board believes the mission of the district is to provide quality educational programs and meaningful opportunities which encompass the intellectual, social, emotional, and physical aspects of all students within the district and which will enable them to become productive members of society.

Board of Trustees

Dr. Jose Luis Araux
President

Email: jose.arau@puhsd.org
Trustee Area 5

Edward G. Garcia, Jr.
Vice President

Email: edward.garcia@puhsd.org
Trustee Area 4

David G. Nelissen
Clerk

Email: david.nelissen@puhsd.org
Trustee Area 3

Anthony T. Stafford, Sr.
Member

Email: anthony.staffordsr@puhsd.org
Trustee Area 2

Carolyn A. Twyman
Member

Email: carolyn.twyman@puhsd.org
Trustee Area 1

Grant Bennett
Superintendent

Candace Reines
Deputy Superintendent

Kirk Skorpanich
Assistant Superintendent
Human Resources

Dr. Charles Newman
Assistant Superintendent
Educational Services

Joseph Williams
Executive Director
Technology

THE CALIFORNIA MILITARY INSTITUTE
Administration:
Michael Rhodes, Principal
Elston Pyne, Assistant Principal
Tate Burns, Assistant Principal
Major Joseph Alo, Commandant, CACC

WELCOME TO THE CALIFORNIA MILITARY INSTITUTE!

The staff at The California Military Institute (CMI) welcomes you to the 2018-2019 school year. We hope that each student will find this year to be rewarding, relevant, productive, and enjoyable as we build upon successes in student academic achievement. It is the vision of CMI to enable all students to acquire the knowledge, learn the skills, and develop the attitudes necessary for them to realize their full potential. We hold firmly to our *Corps Values* of **Honor, Courage and Commitment** and expect that they will help guide all students to a highly successful year.

The staff is here to assist in academic pursuits and school activities. If you experience obstacles in your educational career feel free to ask questions or seek assistance from any staff member. We are all here to help.

All large organizations utilize certain procedures to ensure smooth and effective operations. We are not an exception. In order to familiarize you with CMI, enable you to assume all of your responsibilities, and take full advantage of those services CMI has to offer, we have created this handbook. Please read and discuss the handbook contents immediately with your student, for they are responsible for compliance with the policies, procedures and regulations herein. If at any time you have questions related to the school's policies or procedures, please contact the school.

The California Military Institute believes in the motto "Amer-I-CAN," the last four letters representing the attitude and spirit of the CMI Rough Rider. We believe that our student's potential has no end so long as they are focused and driven towards their goals. We try to repeat this mantra as often as possible so that staff and students realize that together we CAN accomplish our objective.

GENERAL POLICIES AND PROCEDURES

Mission Statement

The mission of Perris Union High School District is to create high quality relevant learning opportunities for all in a safe and caring environment. We will develop a high quality, caring staff who will be dedicated to learning, and connect students to their education and potential goals. We will care for all students while developing a growth mindset through collaboration, creativity, communication, and critical thinking.

Vision

The California Military Institute (CMI) is a unique educational experience for youth in grades 5 through 12 residing in Perris/Moreno Valley area and other communities in and out of Riverside County. The combination of intensive high quality learning opportunities with the rigorous and demanding daily routine of self-discipline demanded in a military environment ensures that the uniqueness of our program will continue.

CMI operates on the values of honor, courage and commitment as detailed in the Statement of Corps Values. CMI further believes that every student and recruit has within themselves the potential for leadership and service that will benefit our society as a whole. Activities and training opportunities at CMI focus on developing our students as leaders who excel at all levels of responsibility. First and foremost among the skills of being a good leader is being a good follower and CMI recognizes the value of both follower and leader.

Community service is one of the hallmarks of CMI both as a means of creating a positive identity and recognition in the community, but also as a way of developing in our future leaders an understanding of the importance of service. Students and recruits serve their communities in a wide variety of ways including, but not limited to, participation in civic celebrations and events, assisting charitable organizations through fundraising or direct service, and assisting surrounding schools or similar organizations with after school programs available to all.

STATEMENT OF CORPS VALUES

As students in the Corps of Cadets, California Military Institute, we hold certain values to be vital in guiding behavior at home, at school and in my community. These values are:

HONOR
COURAGE
COMMITMENT

HONOR guides students of the California Military Institute to exemplify the ultimate in ethical and moral behavior as detailed in the following list:

- Obey the law
- Lead by example
- Respect yourself and others
- Maintain a high standard of integrity
- Uphold special trust and confidence
- Place faith and honor above all else
- Honor fellow Cadets, the Corps of Cadets, Country, and Family.

The qualities of maturity, dedication, trust and dependability commit students of the California Military Institute to act responsibly; to be accountable for their actions; and to fulfill their obligations.

COURAGE is the mental, moral and physical strength ingrained in students. Courage is the ability to do the right thing, in the right way, for the right reasons. It carries students through the challenges of youth and aids them in overcoming fear. It is the inner strength that enables a student to do what is right; to adhere to a higher standard of personal conduct; to lead by example; and to make tough decisions under stress and pressure.

COMMITMENT is the spirit of determination and dedication found in students. It leads to the highest order of discipline for individuals and units within the Corps of Cadets. It inspires the unrelenting determination to achieve a standard of academic and personal excellence. Commitment includes a personal determination to:

- Perform all tasks at the highest level of personal ability
- Always be truthful and forthright
- Complete all assigned tasks with pride and dignity no matter how difficult or simple

Non Discrimination

Prohibition Against Unlawful Discrimination, Sexual Harassment, and/or Retaliation

Under governing federal and state laws and District Board Policies (“BPs”) and Administrative Regulation (“ARs”), no individual is to be subjected to unlawful discrimination, including discriminatory harassment, intimidation, or bullying, based on actual race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other legal protected status; the perception of one or more of such characteristics; or the association with a person or group with one or more of these actual or perceived characteristics. Retaliation against an individual who has filed a complaint of unlawful discrimination or participated in an investigation regarding such a complaint is strictly prohibited. The District’s strictly forbids and has zero tolerance of any form of unlawful discrimination.

Filing a Complaint of Discrimination, Sexual Harassment, and/or Retaliation

Perris Union High School District (the “District”) recently revised and thereby clarified its Board Policies (“BPs”) and Administrative Regulations (“ARs”), specifically those addressing (1) uniform complaint procedures (BP/AR 1312.3); (2) nondiscrimination/harassment (BP/AR 5145.3); and (3) sexual harassment (BP/AR 5145.7). A copy of each of these BPs and ARs can be found by visiting this website: <http://www.gamutonline.net/district/perrishigh/>. Please review and familiarize yourself with these important BPs and ARs.

Any individual who believes unlawful discrimination has occurred under either BP/AR 5145.3 (Nondiscrimination/Harassment) or BP/AR 5145.7 (Sexual Harassment) may file a complaint as described in BP/AR 1312.3 (Uniform Complaint Procedures). Upon receiving a complaint, the District will follow the specific procedures described in AR 1312.3 (Uniform Complaint Procedures).

AR 1312.3 describes the District’s prompt and equitable process to investigate and resolve complaints, including complaints of unlawful discrimination based on race, color, national origin, sex, or any other protected characteristic referenced above. It also contains timeframes and a description of the investigation of the complaint, report of findings, final written decision, and corrective action, if needed, to stop the discrimination, harassment, and/or retaliation, prevent its recurrence, and remedy the effects of discrimination.

The District has an independent obligation to investigate a complaint irrespective of whether a complaint has also been filed with another governmental entity, such as the Office for Civil Rights of the U.S. Department of Education or law enforcement.

To find out more information about the District’s prohibition against unlawful discrimination, harassment, and/or retaliation or if you would like to file a complaint, please contact: Kirk Skorpanich, District Assistant Superintendent of Human Resources, (951) 943-6369, ext. 80302, kirk.skorpanich@puhsd.org. You can also find additional information about filing a complaint by visiting: <http://www.puhsd.org/pages/have-a-complaint>.

All that we do is guided by these Corps Values and they are incorporated in all the information that follows.

ACADEMICS

Academic Courses

All CMI students will participate in coursework stressing fundamental core subjects. Students will attend courses in subject areas of language arts, mathematics, history, reading, science, foreign languages, military science and physical education.

Students should expect to take numerous tests and quizzes during their years at CMI. Comprehensive semester and final examinations are required in all courses not only for evaluation of the semester's work, but also to provide the student with the experience of taking major exams under strict time requirements. No student may take a delayed semester examination except for reasons of proven illness or family emergency. Minimum "competency" exams may be required for subjects at higher grade levels as a prerequisite to enrollment in the next course level. Proficiency exams may be used to determine appropriate placements.

All students are assigned to an Academic Intervention and Enrichment session after formation, before 1st period each Monday, Tuesday, Thursday, and Friday. Students who are excelling academically may be asked to serve as student tutors during this time.

Grades and Report Cards

Grades represent an assessment of the student's work and potential for success. They are devices for measuring and reporting progress and achievement. They aid students in determining their individual strengths and weaknesses and they are incentives to greater academic growth.

NOTE: All students are required to perform community service hours as part of their JROTC classes, this must be performed at a CMI approved non profit organization. It is the **student's responsibility** to find an organization, and make sure it is approved by their JROTC teacher. For example, animal shelters, parks and recreation centers, etc.

Students or parents who have a question regarding a grade should first attempt to resolve the problem or question with the teacher concerned. The request for a grade review conference must be made within three weeks of the grade being issued. If there is a dispute that cannot be resolved in the initial meeting, the teacher and/or student or parent may appeal to the Principal who will make the final decision.

Academic Progress Reporting

Progress reports are issued every six weeks. Report cards are issued at the end of each of two 12-week semesters. Every student will be issued a progress report or report card and these reports must be reviewed by the parent/guardian. Please check the school calendar, the school website (www.cmi.puhsd.org) or call the school office to verify the issuance dates of the progress reports and/or report card. If, by any chance, you do not receive either the progress report or the report card please contact the school counselor immediately.

Academic and Non-Academic Grades

A student's transcript shows two different Grade Point Averages (GPA) – Academic GPA and Total GPA. The Total GPA includes courses such as military science and Physical Education course grades while the Academic GPA includes only core academic courses required for college admission. Successful completion of all courses is a prerequisite for graduation and advancement to the next grade level.

Parents/guardians should consult with the school counselor if there are any questions regarding which courses are academic or nonacademic.

Description of Grades

94-100	A	Indicates superior proficiency and achievement	4 grade points
90-93	A-		
87-89	B+	Indicates above average proficiency and achievement	3 grade points
84-86	B		
80-83	B-		
77-79	C+	Indicates fair proficiency and achievement	2 grade points
74-76	C		
70-73	C-		
69 or Below	F	Unacceptable work. No credit given Incomplete. Must be cleared within 30 days or goes to F.	NO grade points NO grade points

ACADEMIC EXPECTATIONS

The California Military Institute has very high expectations for academic achievement. Entrance requirements include the requirement of a 2.0 grade point average (GPA) in the two semesters immediately preceding application for admission.

Students are expected to maintain at least a 2.0 GPA while a member of the Corps of Cadets. Grades will be reviewed with each progress report and report card. Students who fall below a 2.0 GPA will receive a letter placing them on academic probation. **Students who fail to improve their GPA to a minimum of 2.0 after two grading periods (Quarters or semesters) will be considered for dismissal from the Corps of students and from CMI.**

LATE WORK

Students are expected to turn in assignments on the assigned deadline. Each Student and Parent should be aware of each course syllabus and teacher expectations for deadlines. Teachers reserve the right to **NOT ACCEPT** work past the stated deadline(s).

Academic Probation

Full commitment to academics is mandatory. Students must try their best, pursue a standard of excellence and ***ask for help when needed, and/or pursue tutoring whenever and wherever available, it must be a priority.*** Any student whose GPA falls below a 2.00 (C average) or who receives an “F” at any grading period is placed on academic probation. When a student is placed on academic probation the student becomes ineligible to participate in extracurricular activities. Extra-curricular activity is any activity that would remove the student from the classroom for any reason. Included in these activities are participation in sports teams, ASB, special activities during school hours or any other activity that will interfere with the students focus on improving his/her GPA. Students who are on academic probation are not eligible for promotion.

Mandatory Intervention

Students on Academic Probation will be assigned to Mandatory Intervention Classes (MIC) MICs will meet at different times with different teachers depending on the general need of students, students will need to see the **counseling office** for times and places each semester. Students assigned to MICs will meet with the Counselor and sign a contract detailing the requirements and expectations for achievement and behavior in MIC.

Homework

Completion of homework is mandatory. Failure to complete assigned homework, projects or other assignments is unacceptable and may be grounds for dismissal. It is our philosophy that good study habits and consistent completion of homework are necessary for success in all academics. Absence from school does not excuse students from completing or turning in homework. The purpose of homework at CMI is to reinforce material covered in class, to accelerate learning outside of class and to prepare students for the next lesson. Homework is one of the many assessments that CMI teachers design and use to measure student learning. Students must complete homework assignments regularly and to the best of their ability. Homework effort and quality of homework are components of student grades in all academic courses.

Students should expect to spend about 2 hours each night completing homework in the 7th, 8th and 9th grades. More time can be expected in higher grades. Advanced Placement (AP) and Honors courses will require more homework than typical classes.

Being absent from school does not excuse students from completing homework or from meeting deadlines, it is the student’s responsibility to request extra time or make up work if the absence is an excused absence.. If absent, the student is responsible for obtaining the homework assignments. Students are also encouraged to contact classmates for appropriate assignment information.

Attendance

The administration and staff of the California Military Institute believe that if a student is absent from class, the educational experience lost during the absence is irretrievable. The interaction

in the classroom setting can seldom be duplicated through make-up work.

We strongly encourage parents to call ahead or email and arrange Independent Study for student illnesses, so that this will not have a negative impact on the student's attendance.

NOTE: During Pass in Review days, we STRONGLY recommend that parents do not sign out students. Students must complete the school day.

The maximum number of the absences per semester shall be twelve (12) unexcused days or absences from that class or course, students absent for more than the allowable number of absences in a semester will receive no grade and loss of credit for that class.

WAIVER OPTION

A student who accumulates absences because of a legitimate medical reason, a special religious holy day or a personal family tragedy may be eligible for a waiver. **Waivers must be submitted in writing to the site administrator and the applicant must have appropriate documentation in support of the waiver request.** Waiver request will be reviewed by and approved by the administrator in charge of attendance. Waiver requests must be submitted within **3 business days** of absence. A medical doctor must verify legitimate medical reasons. **Please ask for short term independent study.**

EXCEPTIONS

- A. School-related activities, with prior approval from administration, will be excluded from the number of allowable absences.
- B. A student suffering serious illness or injury may be eligible for home/hospital teaching or an independent study contract if deemed appropriate by the administrator in charge of attendance.
- C. Students absent from class due to school-related business are considered in attendance.
- D. Students participating in religious instruction or exercises are excused if they attend minimum day not to exceed more than four days a year.

A student who has twelve (12) days of unexcused absence in any class in a semester may receive no grade and lose credit for the class although they may remain in the class for enrichment purposes, may be dropped from the class and/or be referred by the school's Student Study Team for alternative placement. Parents will be notified of absences on a timely basis.

ATTENDANCE RESPONSIBILITIES

PARENTS ARE RESPONSIBLE FOR THE PUNCTUAL AND REGULAR ATTENDANCE OF THEIR CHILDREN. Illness, death, or funerals in the immediate family, required attendance to a court or legal proceeding and medical/dental appointments are the only excusable reasons for absence. It is recommended that dental and medical appointments be made for non-school

hours. Because of the need to interpret California School Attendance laws, the school determines whether the absence was excused or not. Excessive tardiness and/or unexcused absences may lead to loss of credits, removal from class, or referral to the Counselor for possible placement in an alternative education setting.

School Notification of Absences to Home

When a student is absent for a day or a period, the school will attempt to notify the parents by calling home to report the absence to the parents. In addition to notifying parents of a potential truancy or unexcused absence, this phone call is a reminder to parents/guardians to contact the school to excuse the absence. **Parents should make sure that the school has the correct and updated phone contact information on file.**

WHEN YOU ARE ABSENT — Parents must call the school at **number below** during normal business hours (7:30 a.m. – 4:00 p.m.) the first day the student is absent.

(951) 443-2731 ext. 35105

email: absentcmi@puhsd.org

ATTENDANCE CODES

- **Excused:** Absence for illness, funeral or death of any immediate family member, medical/dental appointments, and court. **Students are allowed to make up missed work.**
- **Unexcused:** Absences that don't qualify according to State Education Code Section 48200. **Students may not make up missed schoolwork.**
- **Truant:** Absences that are not cleared by parents. **Student may not make up schoolwork missed while truant.**

TRUANCY

A "truant" is defined as a student who has been truant three or more times during the school year or has been tardy in excess of 20 minutes on three or more days. Parents are required by various laws to compel their children to attend school. Parents of habitual truants will be notified and asked to attend a meeting to determine the reasons for the truancies. Students who are habitually truant from the California Military Institute are subject to dismissal from the Corps of Cadets.

TARDY POLICY

Students habitually late to class should expect disciplinary action from their teachers and/or the school administration including, but not limited to, reduction of grade, loss of credit, suspension, removal from class, or referral to SART (Student Attendance and Review Team). A student tardy to three or more 1st period(s) will be assigned one Lunch detention. A parent conference will be scheduled to determine reason(s) for the habitual tardiness.

MAKE-UP POLICY

Students are expected to complete all work assigned in each class. When a student has an excused absence, they will be given one day for each day of absence to make up class work.

Homework may be requested for absences of three (3) or more days. Please contact the office to make arrangements. Allow at least 24 hours for make-up work to be collected and be ready for pick up. Some teachers may require make-up work upon a student's return to school. Teachers are not required to provide homework or make-up activities to those students who have been suspended as the absences during a suspension are not excused absences.

CLOSED CAMPUS

The Board of Trustees has established a closed campus at the California Military Institute. Once a student arrives on school grounds, they must remain on school grounds until the end of the school day. ***Students may not leave the CMI campus for lunch or at any other time during the school day or return to their vehicles to retrieve items.***

LUNCH AREAS

Students must remain in a supervised area while walking around campus during lunch. Students may NEVER loiter in or around T, R, S, Q, and P Buildings, especially the quad in between Q, N and P. Also, the quad in front, side, and behind the S building.

STUDENTS LEAVING SCHOOL GROUNDS

Whenever a student leaves school grounds during the day with or without permission, the parent or guardian of such pupil is hereby notified that neither the California Military Institute nor any officer or employee of the California Military Institute or the Perris Union High School District as the chartering agency shall be liable for the conduct or safety of any student during such time as the student has left the school grounds.

STUDENT MEDICATIONS

All students needing to take medications of any kind are required to bring their medications to the Health Technician or front office staff member before school each morning and return to the office at the prescribed time to receive their medications. Under no circumstances are students to be in possession of any medications outside of the office. Medications include prescription drugs as well as all non-prescription medications such as aspirin or Tylenol.

ALTERNATIVE EDUCATION PROGRAMS

Continuation School and Adult Education programs are not available through the California Military Institute, however, the Perris Union High School District offers a full range of alternative education programs including, but not limited to, home and hospital, independent study, credit recovery and Adult Education. Students seeking these services will be required to withdraw from CMI upon enrolling in the alternative program. An exception to this withdrawal requirement is a concurrent enrollment in Adult Education for the purposes of earning necessary credits for graduation from high school. CMI offers no guarantee that any of the alternative education or adult education programs will be offered or available.

CALLING STUDENTS FROM CLASS

Call slips or phone calls are used by staff when there is need to see students during class time. Students should report immediately to the person requesting to see them. Class disruptions will be kept to a minimum whenever possible. Parents needing to leave a message

with students may leave the message with office personnel and every effort will be made to make sure that the student receives the message. Classes will not be disturbed to deliver messages of a non-emergency nature.

FINES AND CHARGES

Fines and charges that have accumulated can be costly. Fines and charges must be paid prior to your graduation or when requesting a transfer from CMI.

FIRE AND DISASTER DRILLS — Students are responsible to their teacher in case of an emergency. Students should listen carefully to all directions from teachers and administrators in the event of a fire or earthquake.

- **Fire** — Repeated, short bursts from the bell system and a flashing strobe light indicates a fire drill.
- **Earthquakes** — Students are to “duck and cover” immediately and will only leave the classroom when directed.
- **Lock Down**—When a lockdown is declared students and staff are to remain in the classroom. Teachers are to lock the classroom door. Students and teachers are to remain low either sitting or prone on the floor away from windows. Students who are not in a classroom when a lockdown is declared are to report immediately to the nearest classroom or office. Only the administrator in charge may cancel the lock down.

INDEPENDENT STUDY (Short Term)

Students who know that they will be away from campus for five (5) or more days (religious reasons, conventions, long trips, etc.), should apply for a short term Independent Study contract. See the office for details. More than 10 school days may have to be approved through student services at 1151 N. A Street Perris, CA.

REPORTING ACCIDENTS — Anytime a student is injured on campus, they should report the injury to their teacher, the office staff, Counselor or the school administration immediately. An accident report form must be filled out.

REPORT CARDS — Report cards will be distributed to students to take home to their parents/guardians on regular six-week intervals. Parents will be asked to sign a slip indicating that they have received the report card. Parents are encouraged to request teacher conferences if needed. The final report card of the year will be mailed home the month of June. Please mark your calendars and discuss your child’s academic performance regularly.

TEXTBOOK CARE AND PROCEDURE

Students are responsible for maintaining their textbooks in good condition. Lost or damaged textbooks must be replaced by the student prior to another textbook being issued. Students and parents are financially responsible for the cost of replacing any item of school property that is issued to the student by CMI. Examples of school property issued includes, but is not limited to, textbooks, padlocks for PE locker, and military gear.

TECHNOLOGICAL RESOURCES—Recent purchases of computers and peripherals have

enabled students to benefit from a wide array of equipment, which is readily available and accessible to them. Students will be allowed access to the computers provided that the Perris Union High School District Network Resources Acceptable Use Policy form has been completed, signed by both student and parent and is turned in annually. Violations of the PUHSD Use Policy will result in disciplinary action and revocation of computer/technology privileges.

TRANSFER OUT OF SCHOOL — Parents must accompany any student withdrawing from CMI and provide the name of the student's next school to the Counseling Office. All fines and charges must be cleared before permanent records will be forwarded to another school.

VISITORS

To comply with insurance stipulations and Closed Campus regulations under Education Code Section 44808.5, visitors are not permitted on campus without authorization from school officials and a pass. Parents and officials must check into the Administration Office and sign in at the receptionist's desk prior to entering the campus to receive their pass. Visitors will be required to provide satisfactory identification prior to being given a pass to enter the campus. Any visitor on campus without a pass issued by the office will be asked to leave the campus. Trespassing and loitering constitutes a violation of Penal Code Sections 602, 627 and Section 653, in part.

WORK PERMITS

Education Code section 12259 states that a permit to work is necessary for all minors 14 through 17 years of age. Applications for work permits are issued through the office and must be completed by the student's prospective employer prior to issuance of a work permit. Work permits can be denied or revoked by administration at the discretion of the school administration for reasons including behavior, attendance, academics, and the like.

PASSES

It is the **student's responsibility** to obtain a valid pass when out of class for any reason. This includes all students, regardless of status or schedule. Unscheduled visits to classes will not be tolerated.

OFF CAMPUS PASSES - Self transporting students who must leave campus prior to the end of the school day must bring a note from parents that contain a method for phone contact or have their parents call the School Office for verification. Students leaving campus before the end of their regular school day must be signed out, in person, in the CMI Office by their **parent, guardian or another person indicated on their emergency card, ONLY**. Students leaving campus without permission will be considered truant.

EARLY RELEASE

Students who qualify must carry an Early Release Pass. This pass must be carried by the student daily and presented to school personnel upon request. Students with short schedules or Work Experience must leave the campus at the designated time. Students are not to loiter on campus.

UNIFORM REQUIREMENT -- Every recognized military organization has a uniform that clearly distinguishes it. The proper wearing of a uniform develops mental discipline and displays pride in the organization to which the wearer belongs.

Enrollment in the California Military Institute acknowledges that students are required to wear a prescribed uniform in the prescribed manner every day. Enrollment also signifies that the student's parent/guardians understand the uniform requirement and will support the fulfillment of that requirement. The Principal, working with a committee of parents, staff members and students, will adopt and approve recommendations concerning uniform specifications and standards. These specifications and standards will be communicated to all students and parents in a timely manner so that all students will be able to comply with the uniform regulations. Uniform specifications and standards will be published under a separate directive and that directive is incorporated by reference into this handbook. The Uniform Regulations for the California Military Institute are available at our web site: www.cmi.puhsd.org. The uniform of the California Military Institute identifies the wearer as being affiliated with CMI. Therefore, any time the uniform is worn it must be worn according to existing standards and specifications. **Modifications to the uniform of any kind are not allowed at any time.**

Students who fail to wear the prescribed uniform in the prescribed manner are subject to disciplinary action which may include exclusion from classroom attendance until the uniform is brought into compliance with the standards. During the time that a student is excluded from the classroom as the result of a uniform deficiency, the student will be involved in alternative activities intended to develop an appreciation for adherence to military uniform standards and specifications in keeping with the spirit and traditions of CMI. Parents will be notified of the uniform discrepancy and will be provided with the options of correcting the uniform problem, taking the student home or having the student serve in our Campus Clean Up (CCU) unit for the day or until the discrepancy is corrected.

During spirit days, students must adhere to dress code regulation, no rips or holes in jeans, no lower back or midriff skin or undergarment showing or visible when sitting or bending. **Headphones of any kind cannot be visible while in uniform.** Continued violations of the uniform regulations will result in disciplinary action including, but not limited to, suspension and dismissal from the Corps of Cadets.

Parents and students who do not wish to voluntarily comply with the uniform requirements are strongly urged to consider their reasons for enrolling at CMI.

CADET LEADERSHIP

The Corps of Cadets utilizes the rank structure of the United States Army. All new students enter CMI with the rank of Recruit. Promotion is awarded on the basis of merit, competence, ability, and military bearing. Students may receive promotions based on "time in grade" through the rank of Private First Class (E-3). All Non-Commissioned Officers and

Commissioned Officers are promoted through a process involving demonstration of ability, knowledge of military subjects, military bearing, command presence and enthusiasm. Promotions may be made by the Principal based on exceptional and meritorious actions of a student. Promotions will be reviewed and granted at each grading period. NCOs are expected to maintain a GPA of 2.5 or better and Officers are expected to maintain GPAs at a minimum of 3.0 for O-1 (2nd Lt.) through O-2 (1st Lt.). Officers O-3 (Captain) and above must maintain a GPA of 3.5 or better. NCOs and officers failing to maintain the required GPA may be relieved of their duties until such time as they meet the minimum GPA standards for their rank. Promotion requirements, policies and procedures are detailed in CMI operational manuals. Copies of these manuals are available on the CMI website.

MIDDLE SCHOOL CLASSROOM PROTOCOLS

The purpose of middle school classroom protocols is to teach habits of behavior that promote academic achievement. These are foundational behaviors of academic achievement that are repeated in all middle school classrooms. As a student matures and moves into high school classes, these habits of behavior should have become second nature. The middle school classroom protocols guide students from the moment they approach a classroom, through the daily learning activities, and as the students leave the classroom.

Entrance:

Each student will form up, in a platoon formation, outside their classroom at parade rest. At the direction of the teacher, the class leader will give the commands to enter the classroom quietly, store personal property, and stand by the left side of the student's assigned desk. Talking inside the classroom at this time is not allowed. The class student leader will call the class to attention immediately after the tardy bell has rung. The class student leader will report the absent students to the teacher so that the teacher may verify and take roll. Once the report has been given to the teacher, the class student leader will instruct the class to "prepare to learn".

Prepare to Learn:

Each student will take seats and immediately prepare their materials for class. Students are required to have the appropriate textbook, paper, pen or pencil, homework assignments and notebooks. There is no talking during this time. The teacher may have a "warm up" exercise assigned that the students are to be working on at this time. Students with questions may raise their hands and ask the student leader for assistance. When the student leader is satisfied that the class is ready to learn, the student leader will report to the teacher, "Sir (Ma'am), the class is prepared to learn."

Goals for the Day:

The teacher will address the class first by outlining the day's learning goals and then explaining the day's learning activities. There is no student talking at this point. Students should write the learning goals for the day in the appropriate place in a student planner or notebook.

Chromebooks:

The use of technology in the classroom will follow proper guidelines for learning. Students are prohibited from using the internet for inappropriate searches and inquiry not approved by teacher or related to school assignments. Students are responsible for the proper handling and upkeep of any electronic device assigned to them for school or home use. The loss or damage to chromebooks, due to recklessness, is the financial responsibility of the student assigned to that chromebook.

Learning Activity Behaviors:

Although each teacher may employ a wide variety of learning activities to assist the students in attaining the daily learning goals, middle school students use four primary ways of responding, doing and behaving in class. The teacher instructs the students as to which one of these four classroom learning activity behaviors is to be used during the day's learning activities.

- Quiet Work: This classroom behavior includes listening to a teacher's instructional lesson, taking notes in either the planner or notebook, writing an essay, taking a test or listening to a student presentation. No talking is allowed.
- Stand and Deliver: When called upon, a student responds by standing next to the left side of the desk and, in a clear and strong voice, answers the question, contributes to the discussion, or asks a question.
- Teamwork: Students work together in small teams to accomplish a particular goal. The teacher may have assigned specific tasks to each team member or organized the team in various ways. Students must cooperate with each other, perform the assigned task, listen to each team member's ideas or contributions or questions, respect the ideas of other teammates and be a helpful contributor to the overall success of the team.
- Open Discussion: Students are free to contribute their ideas to a class discussion by listening to each other's comments thoughtfully, waiting for the appropriate time to contribute their ideas.

Preparation for the End of Class:

The student class leader will announce to the teacher that "class is concluding" when three minutes remain in a class period. The teacher will make any final comments or give any final assignments. The student class leader will check each student's planner or notebook and note for the teacher which students have not completed their planning tasks (writing down of learning goals, homework, etc). There is no talking during this period. One minute before the bell is to ring, the student class leader will command "Secure your gear". When the dismissal bell rings, the student class leader will call the class to attention. The teacher, when ready for the students to be dismissed, will direct the student class leader to "Dismiss the Class." The student class leader will then have the students exit the classroom in a quiet orderly fashion, row by row.

CLASSROOM PROTOCOLS: HIGH SCHOOL

At the discretion of the individual teachers of high school students, the entrance and end of class middle school protocols may be modified to meet the academic, personal and social needs of the students. All other middle school classroom protocols are to be followed.

High School grades 9-12

Students shall receive diplomas of graduation from high school only after completing the prescribed course of study and meeting the standards of proficiency established by the district and the state.

All students in grades 9 through 12 shall complete the following course of study and shall have 225 credits in order to receive a diploma of graduation.

a. Four years of courses in English	40
b. Three years of math including an Algebra course (Algebra I and Algebra II)	30
c. Three and one half years of courses in History/Social Studies	35
i. One semester of World History	
ii. One year of US History	
iii. One semester of American Government	
iv. One Semester of Economics	
d. Three years of courses in Science	30
i. One year of physical science	
ii. One year of biological science	
iii. One Year Of physical/biological science	
e. Two years of courses in PE	20
i. JROTC and marching band may be used	
f. One Year of courses in either Visual or Performing Arts or Foreign Language	10
g. One semester of Health	5
h. Electives	
A. Linguistic courses required for 9th, 10th, 11th, and 12th grade students	
B. Math support courses required for 7th, 8th, 9th, 10th, and 11th grade students scoring below meets standards on CASSPP.	
C. Limitations:	
Office / Student aide	10 credits
Work experience	40 credits
Community Service	20 credits
ROP Classes	40 credits

Total credits

225

COLLEGE ENTRANCE REQUIREMENTS

CALIFORNIA STATE UNIVERSITY

Course Entrance Requirements (a – g): All “a - g” courses must be passed with a “C” or better.

- a. 2 years – History/Social Science
(Including World History, U.S. History and Government)
- b. 4 years – English
- c. 3 years – Math
(Including Algebra I, Geometry, Algebra II); 4 years highly recommended)
- d.
- e. 2 years – Lab Science
(Including Biology, Chemistry or Physics); 3 years recommended
- f. 2 years – Foreign Language
(From same language); 3 years recommended
- g. 1 year – Visual/Performing Arts
(Art, Dance, Drama, Music or Visual Arts)
- h. 1 year – Academic Electives

Test Requirements: SAT or ACT

UNIVERSITY OF CALIFORNIA

Course Entrance Requirements (a – g): All “a - g” courses must be passed with a “C” or better.

- a. 2 years – History/Social Science
(Two years of History/Social Science, including one year of U.S. History or one-half year of U.S. History and one-half year of Civics or American Government and one year of World History, Culture and Geography.)
- b. 4 years – English
(Four years of college preparatory English Composition and Literature required.)
- c. 3 years - Math
(Three years of college preparatory Mathematics including the topics in elementary and advanced Algebra and two and three-dimensional Geometry required. Four years recommended.)
- d. 2 years – Laboratory Science
(Two years of Laboratory Science providing basic knowledge in at least two of the fundamental disciplines of Biology, Chemistry, and Physics required. Three years recommended.)
- e. 2 years – Languages other than English
(Two years of the same language other than English required. Three or four

years recommended)

- f. 1 year – Visual/Performing Arts
(Art, Drama, Music or Visual Arts)
- g. 1 year – College Preparatory Elective Courses
(One year – in addition to those required.)

Test Requirements: SAT or ACT

The course of study at the California Military Institute will meet or exceed the requirements for entry to the University of California and/or California State University systems.

SCHOOL SERVICES

TRANSPORTATION

CMI provides bus transportation for students being bussed in from Moreno Valley at no additional cost to parents. However, students may be refused service if their conduct on the bus is deemed unacceptable and unbecoming of a California Military Institute student.

Senior Activities

All Seniors must use school provided transportation to and from Senior related activities, outside of Prom. Parents are not permitted to void this with a parent permission note.

Senior Contracts

All Seniors must have their senior contract signed and turned into the school administration by the end of September.

COMMUNITY SERVICE

Students are required to participate in community service as part of their educational program. Students are encouraged to volunteer for community service opportunities. Students are required to accumulate 30 hours (Middle School) and 60 hours (High School) of community service each year. Community service must be provided with and to civic, governmental or **non-profit** agencies.

CLUBS/ORGANIZATIONS — CMI will offer a wide variety of co-curricular opportunities for all students. Student clubs and organizations will be established in conjunction with students' requests and availability of qualified sponsors and advisors.

DAILY BULLETINS

Each day the bulletin will be read to the entire student body. Announcements of important school events and deadlines are read. Students should pay close attention to these announcements for information of interest and importance to them. Daily bulletins are distributed electronically to parents/guardians with email addresses on file with the school.

HEALTH SERVICES— CMI does not offer direct health services for students. A school nurse is available for consultation through the Perris Union High School District. Minor first aid

(bandages, etc) may be available in the office. Parents will be notified and will be solely responsible for making healthcare decisions for their students. In the case of potentially life-threatening medical situations, CMI staff will use existing emergency medical system resources such as the Fire Department paramedics to assist.

SPORTS and ATHLETICS

All students CANNOT participate in tryouts, practice, or games/scrimmages of any kind unless they comply with the following:

Visit Website: www.athleticclearance.com

WARNING: Students must have a completed and signed parent pick up form if they ever plan to not return to CMI on non CMI transportation, 24 hours prior to each event. Students can ONLY be released to the student's PARENT/GUARDIAN of record, regardless of student age. Students can NEVER self-transport to or from CMI sporting events.

- Students are responsible for maintaining a minimum 2.0 GPA and free from disciplinary matters. CMI Administration reserves the right to deny any student access to any sport for behavioral or academic concerns.
- Students are responsible for each sports item issued to them by CMI, failure to return items in good working order will result in fines and/or sanctions.

INSURANCE — Student Accident Insurance forms are available from the receptionist. Students are not allowed to participate in CIF team sports without having some form of medical insurance and an athletics physical conducted by a licensed physician or medical provider.

LOST/FOUND — Students who lose any items while at school should report the loss immediately to the office. Found items are kept in the office until the last day of school. After that, the items are given to a charitable organization. To see if any lost item has been turned in, students are to contact the office and/or the Campus Supervisor.

TELEPHONES —In an EMERGENCY, students may utilize the telephone located in the Attendance Office.

CELL PHONES

While we recognize that there are many legitimate reasons for students to have cell phones, we also know that cellphones are capable of being disruptive to the educational process. It is the policy of CMI that students who bring cellphones to school must have them turned off and stored by the student during school hours. **No cell phone usage is allowed during classroom instruction. Phones and ear buds ARE allowed in the lunch area, before and after school hours, and during lunch recess in the designated lunch area, HOWEVER earbuds or headphones must never be visible over any uniform.** CMI is not responsible for any electronic devices, including cell phones, which are brought to the campus. See "TELEPHONES" above for emergency information. Failure to adhere to this policy on cell phones will result in disciplinary action including, but not limited to, confiscation of the cell phone and revocation of the privilege of possessing a cell phone on school property.

CMI staff **WILL NOT** use class time or staff resources to locate a missing or stolen personal electronics, we **HIGHLY** encourage parents not to send students to school with expensive electronics.

Student owned technology

CMI highly encourages students and parents NOT to send expensive technology with their student to school. CMI will not conduct a search of a student or a classroom without solid evidence that the missing property on the person or backpack of another student, any “Find me” apps have proven unreliable and will not be used to locate lost or stolen property.

STUDENT ASSISTANCE PROGRAM (SAP) — CMI is aware of the academic, social, and behavioral problems that adversely impact our students. A variety of student Assistance Programs are available to students, including the following : Counselor visits, student Review Team and student Recognition and Awards. Students may obtain these services through non-punitive self-referral or through referral from a staff member.

ELECTRONIC SURVEILLANCE—It may be necessary, to insure campus safety and security, to install electronic surveillance devices in and around the campus of the California Military Institute. These devices may electronically record the activities of individuals in public areas of our campus. **Electronic surveillance recordings are not available to the public and will be maintained by the Principal.**

DISCIPLINE GUIDE (Expectations of Students)

The following General Orders for Discipline apply to all CMI students at all times and will not change. They constitute the bedrock of discipline and conduct upon which CMI students base their academic and social successes. Students are expected to memorize these General Orders. There is a sound logic for the strict requirement that the General Orders be memorized. The General Orders for Discipline represent CMI’s expectations and will guide student behavior throughout attendance at CMI.

The General Orders for Discipline are as follows:

1. To comply with any instructions or directions given to me by any adult staff member of the California Military Institute. I may disagree with the instructions, but I will always comply with them. If I disagree with any instructions or directions I am given, I have the right to prepare a written request for the reason(s) of the instructions.
2. To treat all members of the Corps of Cadets, staff, visitors and parents with absolute courtesy and respect. I am not obliged to socialize with any member of the Corps of Cadets, but I am required to be courteous and respectful at all times.

3. To neither commit nor condone any acts of violence or threats of violence against any member of the Corps of Cadets, faculty or staff for any reason. It is my duty to assist others in resolving conflicts without violence or to seek assistance before any violence is committed.
4. To respect the property of others and of the California Military Institute. I will take care of all property entrusted to me and will return all such property in a timely manner and in the same condition as when I received it.
5. To never leave the campus of the California Military Institute without permission from staff members.
6. To conduct myself at all times in such a manner as to reflect honor on myself, the Corps of Cadets and the California Military Institute.

In addition to the General Orders for Discipline, students and parents are expected to comply with the laws governing the conduct and education of their children. Parents are also expected to cooperate with school authorities regarding the behavior of their children. Parents/guardians are liable for defacement, injury, or loss of any property belonging to the District. Penalties shall be those specified by the law.

All students are expected to conduct themselves in such a manner as to contribute to a productive learning environment. Each individual's conduct on the campus and going to and from school shall be orderly and in keeping with the rules and regulations of the school, the school district, and the laws of the state. An educationally sound environment does not allow anyone to interfere with the teacher's right to teach and/or the student's right to learn. **Students WILL BE HELD ACCOUNTABLE FOR ALL ASPECTS OF THE DISCIPLINE GUIDE.**

Students should have the freedom and be encouraged to express their individuality in any way as long as their conduct does not infringe upon the freedom of other students or interfere with the instructional program. Students who violate the General Orders for Discipline may be subject to suspension, exclusion, dismissal from the Corps of Cadets, or expulsion.

Progressive discipline

Whenever possible CMI administration will use progressive discipline. Sanctions by administration are made in consultation with age, education code, and administrative discretion. Mandatory suspensions include but are not limited to:

- Weapons or drug possession
- Bodily injury
- Any device capable of flame or other means or potential of destruction of CMI property

Students Having Impressive Performance (C.H.I.P.)

Students who are "caught" exhibiting impressive performance in or out of the classroom may be awarded a CMI Chip. The chip may be retained by the student or exchanged for a variety of privileges and/or merchandise. Teachers and staff members will award the chips, solely at

their discretion, based on their individual standards of “impressive performance”. Examples of privileges and merchandise are as follows (this is not an all-inclusive list):

- Line cut in lunch line
- Credit towards purchase of dance ticket
- Credit towards purchase of merchandise from student Exchange

JURISDICTION

It should be noted that a pupil may be suspended or recommended for expulsion for acts which are enumerated in The General Orders for Discipline, student Code of Conduct and the California Education Code Section and related to school activity or attendance which occur at any time including, but not limited to, the following circumstances:

1. While on school grounds or school transportation
2. While going to or coming from school.
3. During the lunch period whether on or off campus
4. During or while going to or coming from a school sponsored activity.

Note: Campus jurisdiction also extends 1,000 feet from campus boundaries at all times.

CLASSROOM DISCIPLINE

The classroom teacher, under state law, is given the authority to act in the place of the parent/guardian during the time the student is under the teacher’s direction. To insure suitable control, teachers will utilize a variety of methods of controlling students’ behavior. Strategies teachers may use include, but are not limited to, the following:

1. Confer with student and explain the District’s school behavior policy.
2. Take away privileges enjoyed by other students.
3. Lower a student’s citizenship rating.
4. Assign special tasks, which must be completed within a specified time.
5. Contact the parents/guardians so that concerted action can be taken to mutually correct the inappropriate behavior patterns of the student.
6. Give student detention. students assigned to after school detention will be given 24 hour notice.
7. Class suspension of student for up to two days per infraction.
8. Class suspension requires a formal parent conference.
8. Refer student to school administration for correction and control.

Students may be required by their teachers to restore cleanliness to a classroom, or campus beautification as a consequence for any behavior that is disruptive to the classroom environment.

Corporal Punishment

CMI is not a military boot camp and does not engage in any unlawful corporal punishment of students. During the teaching of certain military subjects, however, it may be necessary for instructors to touch and physically or verbally direct the movements of students. By the very

nature of the military environment that we are creating at CMI, there may be times when actions of instructors seem to be overly demanding and inflexible. These actions are educational in nature and are not punitive. Application for admission to the California Military Institute signifies an understanding and acceptance of the nature and military climate of the institution.

PROCEDURES FOR ADDRESSING CONFLICT

students have the right to feel safe and to be free from intimidation, threats, or any form of harassment at CMI.

The way in which students react to conflict will determine in large part whether or not we maintain a safe and orderly environment at CMI. Here are the possibilities and consequences to consider:

- **Ignore the problem and hope that it goes away:** This usually does not work, unless the conflict is truly trivial.
- **Ask Counselor/Administrator/Staff Member to help resolve the conflict:** This technique is almost always successful. This also puts the school on notice that the student has attempted a mature means of resolving a conflict, which would work in the student's favor, should an altercation erupt nonetheless.
- **Try to "Talk it Out":** When done privately with an adult mediator, peaceful solution is likely. When done in front of a crowd with no adult to mediate, usually a fight occurs.
- **Fight:** Possible injury, definite suspension, possible dismissal, possible expulsion.

The CMI staff is committed to providing a safe campus for you. We highly recommend that you do not ignore intimidation, as it usually tends to get worse when ignored. In order for us to provide safety for you, you must tell us of any intimidation, threats, etc., and allow us to resolve the problem. Please bring these types of concerns to your teacher, the Administrators, or any other staff member on campus.

Two final tips:

1. Talking about people behind their back (a.k.a. GOSSIP) is the primary cause of the vast majority of conflicts which arise. **JUST SAY NO TO GOSSIP!** If we all refuse to listen to it and participate in it, **IT WILL STOP!**
2. Avoid gathering at a conflict situation. Being a part of a crowd inciting an argument or fight only adds tension to an already tense situation. You can protect yourself and others by avoiding being an onlooker of the situation. Students who participate as onlookers, and can be viewed as instigators will be subject to suspensions in much the same manner as those involved in the physical altercation.

WRITING AND PLAGIARISM

Plagiarism is a direct violation of intellectual and academic honesty and the student Code of Conduct. Plagiarism refers to representing someone else's words or ideas as one's own. The most extreme forms of plagiarism are the use of a paper written by another person or obtained from a commercial source. The use of a paper made up of passages copied word for word without acknowledgment may be plagiarism. In none of its forms can plagiarism be tolerated in an academic community. Plagiarism constitutes grounds for disciplinary action including, but not limited to, a failing grade or withdrawal from the class with no credit.

One distinctive mark of an educated person is the ability to use language correctly and effectively to express ideas. Teachers assign written work for the purpose of helping students achieve that mark. Each teacher will outline specific ideas wanted but all expect students to present work that represents the student's understanding of the subject in the student's own words. It is seldom expected that student papers will be based entirely or even primarily on original ideas or original (Personal) research.

Plagiarism is considered cheating!

Therefore, to incorporate the concepts of others may be appropriate with proper acknowledgment of sources, and to quote others directly by means of quotation marks and acknowledgments is proper. However, if a paper consists entirely of quotations and citations, the paper should be rewritten to show the student's own understanding and expressive ability. The purpose of the written assignment (i.e., development of communication and analytic skills) should be kept in mind as each paper is prepared. Research and understanding should not be evaded through plagiarism.

CHEATING

Teachers have the responsibility of planning and supervising all academic work in order to encourage honest individual effort and of taking appropriate action if instances of academic dishonesty are discovered. However, honesty is primarily the responsibility of each student. CMI considers cheating to be a voluntary act for which there is no acceptable excuse. The term "cheating" includes, but is not limited to:

1. Plagiarism
2. Receiving or knowingly supplying unauthorized information during an examination, to include stolen teacher resources, or from the teacher work area (classroom or desk), paid for by the teacher (website membership).
3. Using unauthorized material or sources during an examination.
4. Changing an answer after work has been graded and presenting it as graded.
5. Forging or altering roll sheet information

CHEATING CONTINUED:

The student who is caught cheating may be subject to a punitive grade for the assignment. Furthermore, the student may be withdrawn from the class without credit. Theft of any examination will result in disciplinary action determined by the school administration to be appropriate.

DRESS AND GROOMING

Attendance at the California Military Institute requires the daily wearing of the approved uniform. Students who report for school without the entire approved uniform of the day will be required to make arrangements to have the uniform brought to them or receive JROTC consequences. Students who cannot make arrangements to have a complete uniform to wear will be assigned to campus beautification activities including, but not limited to, light cleaning, raking, sweeping, and campus beautification projects.

The Principal may, at his discretion, designate “free” dress days. The following guidelines shall be enforced and shall apply to all extracurricular activities where the uniform is not required or authorized “free dress” days:

1. MALE Students should never have have hair length longer than TWO INCHES on top, tapered or faded down the sides (See example pictures).
2. MALE Students must be clean shaven DAILY.
3. Parts in the hair should be natural, not created by clippers.
4. Hair color must be natural, no dye or highlights.
5. FEMALE hair must be in a bun and off the collar.
6. Students are to be in complete and proper CMI uniform at all times while on CMI Campus or at CMI events.
7. Clothing, hats, and jewelry shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, sexually suggestive, or which advocate violence, racial slurs, sexism, religious prejudice, or the use of drugs or alcohol. Board Policy 5136 requires that anything worn, carried, or gestures that indicate gang involvement will be referred to the Assistant Principal or the Principal for disciplinary action. When a new fashion trend becomes a symbol that may be dangerous, anti-social, or the arrangement of specific clothing items denote gang affiliation, the CMI Administration reserves the right to prohibit such items and arrangements. Parents of offending students will be notified. It is important for staff, students and parents to recognize and prohibit the trend. It is important not to ignore the warning signs.
8. Bandages or other coverings are not acceptable to cover piercings, though piercings are a personal choice, jewelry of any kind in Non Authorized Piercings is BANNED while ON CMI Campus or ON A CMI EVENT.
9. Clothing shall be modest in nature not revealing any undergarment. Females shall not wear tube tops, completely off-the-shoulder tops, or tops that expose the midriff with arms raised above the head. Males shall not wear any sleeveless or tank-tops and trousers or shorts shall be secured at the waist and not sagged. Trousers shall be hemmed so that there is no cuff dragging on the ground at a normal pace. All clothing is to be neat, clean and in good repair.

10. **Fingernails:** Students are not allowed to have fake or false nails, nails should be in natural, neutral colors if any. For special events, CA Cadet Corps allows a “French Manicure-White tip” nail design with natural, non fake nails, as well as natural colors, not to exceed one half inch past the nail bed. Exceptions will be made by the CMI Commandant or Military Advisor. Further exceptions will be made for short term events like Family Religious Functions, Prom, again, **see the Commandant of cadets before spending money on nails, hair, etc. for such events.**
11. On “Free dress days” students can wear shorts (4 inches above the knee), capris, etc. So long as midriff or undergarments are not showing while standing or sitting.
12. Students that wear jeans or shorts with tear marks or rips, must wear a garment to cover skin approximately 4 inches above the knee.
13. Students that choose to wear shorts or dresses/skirts, the length must fall to approximately four inches above the knee.
14. Caps may be required as part of the designated uniform. During “free dress” days, caps may be worn for the purpose of protection from the elements. Caps, when worn, are to be worn in the manner in which they were designed to be worn. Bills are to be worn squarely to the front so as to provide optimum protection from the sun. Caps are never to be worn inside a building or classroom.
15. Hoodies, or sweaters with hoods are NEVER TO BE WORN WITH ANY CMI UNIFORM.
16. Hair training caps, bandanas, scarfs, or “Doo-rags” are never to be worn while at CMI or CMI events. The only exception is an ASB approved and sanctioned event, within explicit event directives.
17. Clothing shall be appropriate for an academic setting. At CMI the authorized CMI uniform of the day is approved and required.
18. CMI will annually review the uniform regulations and make changes as necessary. Uniform changes will be announced in sufficient time to allow for all students to purchase and receive the required uniforms.
19. If a student decides to wear sheer clothing, no undergarments or midriff can be visible.
20. For safety reasons, students are NEVER allowed to wear sandals, flip-flops, or any open toed footwear of any kind. The only exception will be formal events, please see the Commandant of Cadets for any questions.
21. Uniform specifications and standards are to be followed and will be enforced rigorously. The Uniform Regulations for the California Military Institute are available online at www.cmicharter.org. **Students not willing to voluntarily comply with the uniform requirements are encouraged to examine their reasons for attending CMI.**
22. **Only natural colored makeup will be allowed, again, see the Commandant of Cadets for make up questions or concerns.**
23. Determinations of dress code or uniform violations are made solely by the administration of CMI.

Cold or Rainy weather accommodations

1. Students may wear long sleeves, thermal shirts, sweaters, and other such garments under their uniform. These items shall never be visible, for example if the student is wearing short sleeve class B uniform, the undergarments to keep the student warm

should never be visible. The hood from a “Hoodie sweater” should never be worn with the uniform.

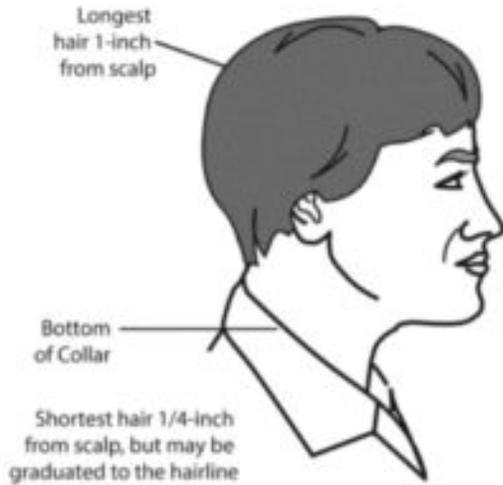
2. Students can wear a plain black jacket over their uniform, the jacket must not have any print or logos, ONLY worn outside, students must have their name visible at ALL TIMES.
3. We highly encourage students to use thermal shirts under their uniform for warmth.

Grooming Examples:

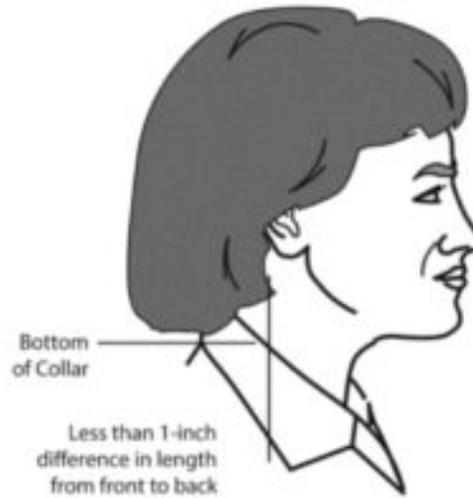
Examples



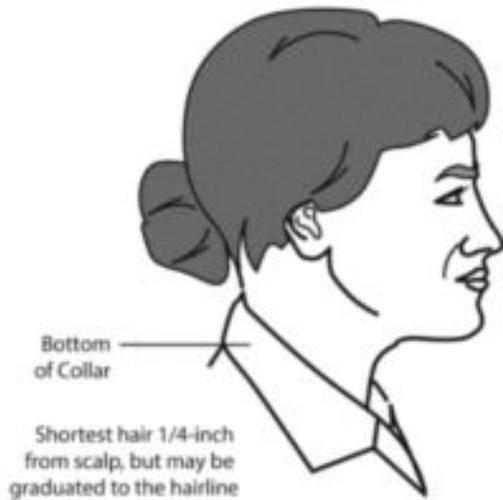
Short Hair Length



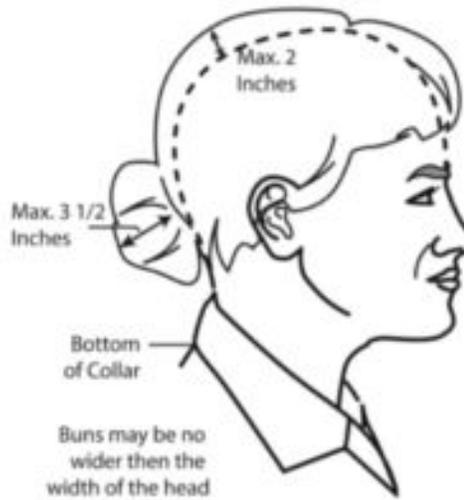
Medium Hair Length



Long Hair Length



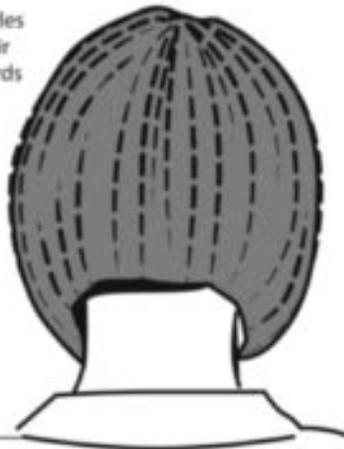
Bulk of Hair



Braids or fashionable styles must conform to all hair and appearance standards

Less than 1-inch difference in length from front to back

Bottom of Collar

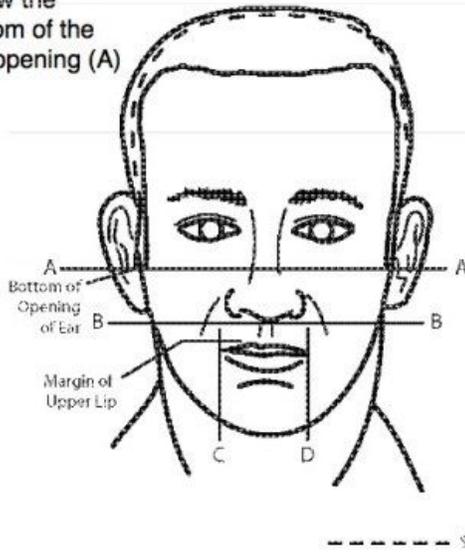




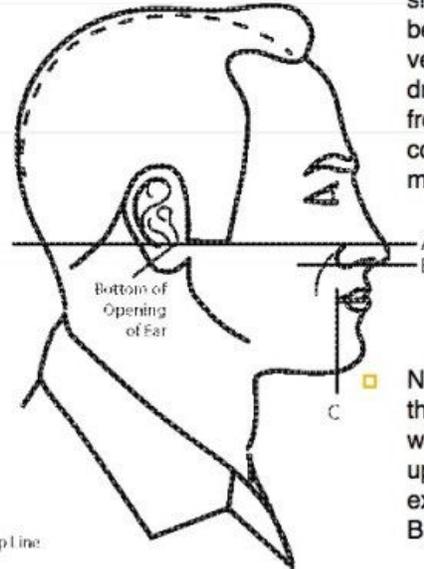


MALE GROOMING STANDARDS

- Sideburns will not extend below the bottom of the ear opening (A)



- No mustache will extend sideways beyond a vertical line drawn upward from the corners of the mouth (C,D)



- No portion of the mustache will cover the upper lip line or extend beyond B, C, or D

DISCIPLINE RULES AND BOUNDARIES

DRUGS, ALCOHOL, AND TOBACCO—The use of any non-prescribed drugs, alcohol, or tobacco or possession of a lighter or matches and papers on school grounds, at school-related functions, or prior to attending school-related functions, is strictly prohibited. A student who abuses this policy is subject to suspension, dismissal and/or expulsion.

CMI is a Tobacco-Free Campus. Use of tobacco in any form is prohibited on the school grounds. **Campus jurisdiction extends 1000 feet from campus grounds.**

WEAPONS—Items that could be classified in the weapons category, including knives, firearms, imitation firearms, fireworks, or other dangerous objects, are not permitted on school grounds unless at the request and under the supervision of a school official or faculty member. Any violation of this rule will be considered a major disciplinary violation.

LASER POINTERS—A laser pointer of any kind is a dangerous object and any use of a laser pointer on the school campus or at any school activity without staff permission and supervision is prohibited.

APPROPRIATE PUBLIC BEHAVIOR

No public displays of affection (*including, but not limited to, hugging, kissing or hand holding*) on campus or at any school sponsored activity are allowed.

HORSEPLAY

“Horseplay” is dangerous activity that has the potential for serious injury. Pushing or shoving others, jumping on others, tripping or making intentional contact of any kind, or the throwing of any object at or in the general direction of another—even if “just playing” is the excuse—is not permitted. Too many injuries and items of damaged property result from horseplay. Students are required to keep their hands and feet to themselves and are not to engage in horseplay. Students and their parents are liable for all damages and injury to others or others’ property arising out of engaging in horseplay.

BULLYING/HAZING

Any attempt to harass or intimidate another through physical or verbal actions is considered bullying and will subject the offending student to disciplinary action. Hazing is causing or requiring another to act in manner that is degrading or humiliating. Hazing, in any form, is illegal and offending students will be subject to serious disciplinary action.

DISCIPLINE INTERVENTIONS AND CONSEQUENCES

Students are expected to follow the rules listed in the student Handbook and to exercise good judgment regarding their behavior at all times. If a student chooses to break the rules or interferes with the learning of others, then they are expected to accept the consequences for their actions. The Administrator or designee may utilize one or more of the following interventions depending on the frequency, degree, and individual circumstances of the misbehavior.

- Teacher Interventions—phone call to home or parent’s work
- Conference with parent and student
- On-Campus Detention—period by period suspension from class
- On-Campus Suspension—all day suspension from classes
- Suspension Off Campus
- Saturday School— (written).
- Refer to Counselor
- School Community Service
- Mandated Student Assistance Program (SAP) Participation
- Site initiated Behavioral or Attendance Contract
- Student Attendance Review Board (SARB) Referral
- Dismissal from the Corps of Cadets
- Pending Further Disciplinary Action (PFDA) Hearing
- Referral to Alternative Education Committee
- Notification to Local Police Agency
- Student Attendance Review Team (SART) Referral
- Youth Accountability Team (YAT)
- Multi Agency Youth Community – Intervention Team (MAYC-IT)

GOVERNANCE

The California Military Institute operates under a charter granted by the Perris Union High School District. The charter is renewable every five years. A copy of the operating charter is available for inspection in the office of CMI.

The Principal of the California Military Institute is the chief administrative officer of the school. An Advisory Board serves to advise and direct the Principal on CMI programs, policies and procedures. The Advisory Board is comprised of two parents, the Lead Teacher, two community members, a representative of the Corps of Cadets and a designee of the Superintendent of the Perris Union High School District. The Advisory Board meets on a monthly basis and those meetings are open to the public.

The Governing Board of the California Military Institute is comprised of the elected members of the Perris Union High School District. The CMI Governing Board meets on a monthly basis and the schedules and agendas for those meetings are published on the Perris Union High School website. The Governing Board meetings are open to the public.