



Bataan Military Academy™

Cadet and Parent Handbook Cadet Code of Conduct Regulations Manual 2009-2010

www.BataanMilitaryAcademy.org

EXCELLENTIA PRO ERUDITIO
(EXCELLENCE THROUGH EDUCATION)

**PREPARING LEADERS FOR
TOMORROW'S WORLD**

MISSION STATEMENT

The mission of the Bataan Military Academy™ is to provide a world-class public high school education for students of all abilities and backgrounds and to create a partnership among parents, teachers, students, military-related organizations, military services, and community members that maximizes student potential.

Message from the Commodore of Bataan Military Academy

On behalf of all staff members, I take pleasure and pride in welcoming you to Bataan Military Academy. This Cadet and Parent Handbook is published so that all students of Bataan Military Academy may have a ready reference to information that is necessary for an understanding of the daily operation of our school. It is essential that all Cadets read the information contained in this handbook so there may be as few misunderstandings as possible. It is also strongly suggested that Cadets share the information in this handbook with their parents. When this handbook does not give you the information you need, you should contact Headquarters or an Instructor for help.

The mission of Bataan Military Academy is EXCELLENCE through education. Striving to reach this goal must be a cooperative effort on the part of the students, teachers, administrators, parents and the community. We earnestly solicit your cooperation in this venture and assure you that the result will be well worth the effort. Therefore, parents, I urge you to become actively involved in your Cadet's studies, extra-curricular activities and the pride that Bataan Military Academy offers.

Welcome Aboard!

//signed//

Commodore S. Dawson Tallchief

Founder

Bataan Military Academy

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ADMINISTRATORS

**COMMODORE S. DAWSON TALLCHIEF
PRINCIPAL**



**CAPTAIN JEAN PODBORNY
ASSISTANT PRINCIPAL**

**SCHEDULES, DAILY CLASS 2009-2010
REGULAR CLASS SCHEDULE
MONDAY, TUESDAY, THURSDAY, FRIDAY**

Muster	0810-0825
1 st Period	0830-0920
2 nd Period	0925-1015
3 rd Period	1020-1110
<u>4th Period</u>	<u>1115-1205</u>
<u>Mess</u>	<u>1205-1230</u>
5 th Period	1235-1325
6 th Period	1330-1420
7 th Period	1425-1515
After School Activities:	1525-1630
(BUILDINGS CLOSE AT 1700 HOURS)	

**ADVISORY DAY SCHEDULE
WEDNESDAY**

Muster	0810-0825
1 st Period	0830-0915
<u>2nd Period</u>	<u>0920-1005</u>
<u>Advisory</u>	<u>1010-1035</u>
3 rd Period	1040-1125
<u>4th Period</u>	<u>1130-1215</u>
<u>Mess</u>	<u>1220-1250</u>
5 th Period	1255-1340
6 th Period	1345-1430
7 th Period	1435-1515
After School Activities:	1525-1630
(BUILDINGS CLOSE AT 1700 HOURS)	

**TEACHER IN-SERVICE
ABBREVIATED CLASS SCHEDULE**

Muster	0810-0825
1 st Period	0830-0855
2 nd Period	0900-0925
3 rd Period	0930-1005
4 th Period	1010-1035
5 th Period	1040-1105
6 th Period	1110-1135
7 th Period	1140-1205
Formation	1210
Early Dismissal	1215
After School Activities at Discretion of Coaches (BUILDINGS CLOSE AT 1230 HOURS)	

ASSEMBLY SCHEDULE

Muster	0810-0825
Assembly	0830-0920
1 st Period	0925-1005
2 nd Period	1010-1050
3 rd Period	1055-1135
4 th Period	1140-1220
Mess	1225-1255
5 th Period	1300-1340
6 th Period	1345-1425
7 th Period	1430-1515
After School Activities	1525-1630
(BUILDINGS CLOSE AT 1700 HOURS)	

**SNOW DAY/LATE ARRIVAL
TWO HOUR DELAY**

Muster	1000-1010
1 st Period	1015-1050
2 nd Period	1055-1130
3 rd Period	1135-1210
Mess	1215-1240
4 th Period	1245-1320
5 th Period	1325-1400
6 th Period	1405-1440
7 th Period	1445-1515
After School Activities:	1525-1630
(BUILDINGS CLOSE AT 1700 HOURS)	

**EXTENDED NOON MESS
ABBREVIATED CLASS SCHEDULE**

Muster	0810-0825
1 st Period	0830-0915
2 nd Period	0920-1005
3 rd Period	1010-1055
4 th Period	1100-1145
<u>Mess</u>	<u>1150-1245</u>
5 th Period	1250-1335
6 th Period	1340-1425
7 th Period	1430-1515
After School Activities	1525-1630

(BUILDINGS CLOSE AT 1700 HOURS)

**ALL AMERICAN DAY
ABBREVIATED CLASS SCHEDULE**

Muster	0810-0825
1 st Period	0830-0855
2 nd Period	0900-0925
3 rd Period	0930-1005
4 th Period	1010-1035
5 th Period	1040-1105
6 th Period	1110-1135
7 th Period	1140-1205
Formation	1210
Report	1215-1445
Field Day	1445-1510
Dismissal	1515

(BUILDINGS CLOSE AT 1700 HOURS)

BELL SCHEDULE FOR TESTING DAYS WILL BE ANNOUNCED.

ACADEMIC EVENTS CALENDAR

School Pictures	09 September
First Quarter Progress Report	14 September
Open House	17 September
End of First Quarter	16 October
Final Exams & End of First Quarter	16-18 December
Third Quarter Progress Report	08 February
End of Third Quarter	05 March
Fourth Quarter Progress Reports	12 April
Senior Finals	17-18 May
Under Class Finals	19-21 May
Honors Assembly	21 May
Graduation	22 May 2009
Year End Training (Under Class)	24-27
All American Day	28 May

CALENDAR TRADITIONAL 2009-2010

Thursday-Friday	August 13-14	Registration
Monday	August 17	Teachers Report (First Day)
Thursday	August 20	Students Report
Monday	September 7	Labor Day Holiday
Friday	October 9	Fall Break
Wednesday	November 11	Veterans' Day Holiday
Wednesday-Friday	November 25-27	Thanksgiving Holidays
<u>Friday</u>	<u>December 18</u>	<u>End of First Semester</u>
Monday-Friday	December 21-January 1	Winter Holidays Break
Monday	January 4	Teachers Report (First Day)
Tuesday	January 5	Students Report
Monday	January 18	Martin Luther King Jr. Holiday
Monday	February 15	Presidents' Day Holiday
Monday-Friday	March 15-19	Spring Break
Friday	April 2	Traditional Holiday
<u>Friday</u>	<u>May 28</u>	<u>Last Day of Second Semester</u>
Monday	May 31	Memorial Day Holiday
Monday-Thursday	June 1-4	Make Up Days (as needed)

Safe Schools HelpLine

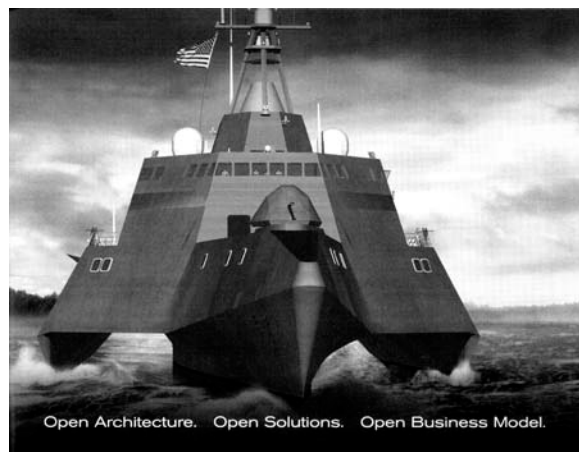
Your name is never required. Call the Academy's main number as a safe, helpful way to keep the Academy a safe place to learn: (505) 292-5588.

School Closings

In the event of inclement weather, school delays and closings will be posted online at www.bataanmilitaryacademy.org. Delay and closing information will also be reported to all local television stations.

Information Sources

Bataan offers a variety of ways to keep up with important news and information about our school. The Academy's site offers a wealth of information, including school closings and delays, Governing Council and parent organizations' meetings, the weekly *Captain's Log*, educational programs, school resources, activities, maps, photos, graduation requirements, and much, more. Make sure you regularly visit www.bataanmilitaryacademy.org.



Open Architecture. Open Solutions. Open Business Model.

Military Services, Support All

The Bataan Military Academy honors and supports the military services of the United States. With the Navy's youth organization as the Academy's military program, the Academy proudly supports all of our nation's services: Army, Navy, Air Force, Marine Corps and Coast Guard.

Enlisting Not Required

Upon high school graduation, Cadets attending the Bataan Military Academy and members of the USNSCC are not required to join the military. Having met requirements, if a Cadet in good standing decides to join the military, rather than entering as an E-1, (s)he may enter as an E-3.

United States Naval Sea Cadet Corps

Cadets at the Bataan Military Academy are members of the United States Naval Sea Cadet Corps (USNSCC), the U.S. Navy's youth organization. Today, there are about 30,000 young high school age men and women members of USNSCC. The organization is worldwide. USNSCC provides the military structure for the Academy and is supported by the U.S. Congress, the Department of Defense, the U.S. Navy, the Navy League and the National program. USNSCC emphasizes building leadership skills, education and career exploration.



Colors, Academy

Bataan's proud school colors are blue and gold.

Sea Lion: Academy Mascot

The ancient heraldry symbol of the mythic Sea Lion is the Academy's mascot. With the head of a lion and the tail of a fish, the Sea Lion dates to the year 400 AD as the emblem for military personnel who guarded the coastal waters.

On the third day following the bombing of Pearl Harbor at the beginning of World War II, Japanese bombers sank the *USS Sea Lion* submarine as it was docked on the island of Luzon in the Philippines. Soon afterward, Luzon would be the site of the Bataan Death March that included hundreds of men from New Mexico. Following the War, the survivors of the Bataan March chose the Sea Lion for their organization's emblem. The Sea Lion reigns today as a symbol of success over hardship and overwhelming odds.

Fight Song, Sea Lion (to the tune of *Anchors Aweigh*).



*We're loyal, brave and strong,
Faithful to defend.
Lift high our valiant colors,
Blue and gold will win, win, win.
Stand tall, our loyal team,
Soaring o'er the waves.
Sea Lions in the battle
Hit them hard.
We're fighting 'til the end.*

Enrollment Procedures

To enroll in the Bataan Military Academy the student must complete the following process:

1. The student and parent will complete the Application available in Headquarters and on the Academy WEB site.
2. The student will write a letter addressed to the Commodore stating the reasons the student is interested in attending the Academy.
3. The student and parent will schedule an appointment for an interview with an Academy Administrator to review the application material.
4. The student will be notified by mail concerning acceptance or, depending upon available space, the student's name may be placed on a waiting list. The lottery process is applicable in such situations.

Students enrolling ten (10) days or more after the beginning of the semester and/or who have been absent more than ten days may be enrolled on an “audit” basis and may not receive credit.

Traditional School

The Bataan Military Academy is a traditional high school. Here are a some of the traditional qualities of the Academy:

1. Students and staff will demonstrate respect for each other and practice the core values of the United States Navy: Honor, Courage and Commitment.
2. The Academy follows a traditional school calendar during the school year.
3. The Academy has a traditional schedule of seven (7) classes each day.
4. While the latest technology is available and utilized by Cadets, Bataan issues textbooks and agendas to all students.
5. The Academy’s Plan for Student Success emphasizes math and reading skills.
6. Academy Cadets will be assigned homework.
7. All Cadets will learn leadership skills.
8. The Academy offers laboratory science classes supported by the latest technology and laboratory equipment.

Pupil/Teacher Ratio

The Academy makes every attempt to maintain small class size. We believe that smaller class size provides greater support and opportunity for learning. Commonly referred to as the Pupil/Teacher Ratio (PTR), most Academy classes remain small depending upon the size of the classroom, the subject, the grade level, and the demand for the class. Many classes may have as few as 18-20 students.

Change of Contact Information (Name, Address, Phone, *et al*)

Please notify the Registrar’s Office promptly if there is a change in the home address or telephone number. Parents are encouraged to help keep this information current in the event of an emergency. Any name change must be accompanied by legal evidence of the change.

ID Cards

Picture ID cards are issued to every student. ID cards are used for textbook/materials check out, admission to activities, and for identification purposes. **Students must carry their ID’s at all times and must present the card to any Officer upon request.** Lost ID’s can be replaced in the Attendance and Registrar’s Office for \$5.00.

Library Books and Materials, Use of

ID cards and a current class schedule are required in order to check out materials, such as library materials or textbooks. Students are responsible for textbooks or other materials issued to them by the school. In case of loss, damage, or destruction of instructional material, the school will withhold the grades, diploma, and transcript until the parent, guardian, or the student has paid for the damage or replacement. Students are encouraged to use their agenda to record textbook documentation.

Textbooks

The Governing Council furnishes all necessary textbooks. For identification, each book is numbered. Each student is responsible for textbooks loaned to him/her and is expected to return the book at the end of his/her participation in the course or pay for any book lost, destroyed, stolen or mutilated. No report card, records, transcripts or diplomas may be issued until all books are turned in and/or fees paid.

Students should immediately write their name and their Instructor’s name in all textbooks issued to them in the space provided inside the front cover. Lost textbooks will be returned to the appropriate teacher.

Library / Media Center Guidelines

The Library/Media Center combines print and electronic resources to support and enrich the high school curriculum. Students are encouraged to research and prepare class assignments at the

Media Center. The collection also includes fiction titles, magazines and newspapers for leisure reading. The Media Center should be used for education-related purposes. The designated staff member librarian is available to help students locate needed information and resources. Do not hesitate to ask the librarian for assistance.

Class research needs determine whether the Media Center will be open for general use or reserved for class use. When open for general use, students are to sign-in in accordance with the procedures established by the librarian.

Books may be borrowed for up to three weeks, and checked-out materials may be renewed for an additional loan period. Reference volumes may not be checked out. An overdue fine of \$1.00 per day per book may be imposed when books are not returned on time. If materials are lost or damaged, students are responsible for paying replacement costs.

Media Center computers should be used only for educational purposes. Game playing, chat and instant messaging, and inappropriate Internet surfing are strictly prohibited. Students must comply with the Computer Usage Policy as published in this handbook.

When using the Media Center, students should work independently, quietly and productively. Students should treat others in the Media Center with courtesy and respect. Misuse or abuse of Media Center materials or other school property is prohibited. Eating, drinking and chewing gum are not permitted in the Media Center.

Noon Mess and Chow

The Academy does not prepare or serve food (chow) for Cadets' consumption. Cadets are encouraged to bring a sack lunch. Microwave ovens are available to heat pre-cooked meals brought from home. For the safety of all Cadets, the Bataan Military Academy is a 'closed campus.' On regular schedule days, *all* Cadets are to be on campus from 0800 until 1515 hours. The USNSCC and on occasions, other organizations may have commercial snacks or drinks available as a fund raising event.

Insurance

Bataan Military Academy high school does not carry insurance on any students. Students participating in athletics must provide their own coverage. Students will be provided an opportunity to purchase insurance at the beginning of the year. Accident insurance for students is made available by a local insurance agency. Application forms are available. The completed forms should be returned to the insurance provider.

Uniforms, Cadet

The Academy and USNSCC uniforms are official modified United States Navy uniforms. The uniform will be respected. It represents our Nation's finest men and women and all those who serve or have served our country. Uniform regulations are in force at all times while a Cadet is under Academy jurisdiction.

All Cadets will wear assigned uniforms at all times when on campus unless exempted by Command. Cadets will wear authorized PT clothing and gear for physical exercise classes and official PT events. Cadets will arrive on campus wearing complete, properly prepared uniforms. Cadets will leave campus in complete, properly prepared uniforms. Cadets will exit Academy buildings in complete and properly prepared uniforms. Failure to comply will result in disciplinary consequences.

1. Cadets are to prepare (wash and press, or have dry cleaned) the uniform with correctly placed patches and appurtenances. See the *Basic Military Regulations* (BMR).
2. Cadets are to wear the uniform assigned for the day as posted in the *Captain's Log*. Cadets will shower and follow USNSCC and military regulations for hair length (females: make-up and jewelry) (males: clean shaven).

3. Cadets will shine their shoes. Corfam/patent is not authorized. Dress shoes will be black leather.
4. Cadets will leave their homes in complete and proper uniform.
5. Cadets will wear the properly prepared and complete uniform at all times until returning to the Cadet's residence or completely remove the uniform. Wearing a partial uniform is not allowed.
6. Uniforms are to be worn only for Academy attendance, officially sponsored events, or officially sponsored training. No exceptions.
7. Covers are to be worn at all times when out of doors. Covers are to be removed when the Cadet is in doors. No exceptions.
8. Cadets are not authorized to wear Battle Dress Uniforms (BDUs) except during officially authorized field training or at the direction of the Commanding Officer.

Failure to follow uniform regulations is a *Cadet Code of Conduct Regulations* violation and will be addressed with disciplinary action.

Civilian Attire, Cadets Wearing

On rare occasions Cadets may be authorized to wear civilian attire on campus or when attending an Academy or USNSCC event. On those occasions, Cadets will dress in modestly designed clothing and comply with the following regulations:

1. Attire or accessories which advertise, display, or promote any drug including alcohol or tobacco, sexual activity, violence, disrespect, and/or bigotry towards any group are not acceptable.
2. Gang-related attire, such as, bandanas, colors, hairnets *et al*, is not acceptable.
3. Excessively tight or revealing garments or sleepwear are not acceptable.
4. Short shorts or skirts are not acceptable.
5. Bare midriffs are not acceptable.
6. Low-cut and/or off the shoulder blouses are not acceptable (one inch width for straps and no low-cut arm holes).
7. Spiked jewelry is not acceptable.
8. Chains other than those of the common jewelry store variety, are not allowed.
9. Belts may not have more than a two inch excess.
10. "Sagging" and "bagging" pants are not acceptable. Pants should be worn at waist level. Waist level is above the hip bones. Pant bottoms should not drag or touch the ground.
11. No underwear should be showing. Pant crotch should not be near the knees but at the crotch.
12. Pants cannot be wider than feet are long.
13. Head gear including hats, caps, hoods, headbands, scarves and sunglasses cannot be worn inside the building.
14. Students are required to wear shoes at all times. Bedroom slippers, sandals and flip flops are not acceptable.
15. Cheerleaders, Dance Team, Drill Team, Athletic Team Members: Activity and athletic uniforms or related clothing or gear, may be authorized by the Commodore to wear during the school day on the day prior to a team competition. Dress must comply with the dress code. Uniforms that are an exception to the dress code may be used for activities or performances where participation is required.

Ultimately, interpretation of inappropriate attire lies with the administration. Inappropriate dress may result in the Cadet being sent home to change into clothing that follows the Academy or USNSCC regulations. Disciplinary action may be implemented.

Rank and Rate, Academy

The Bataan Military Academy, like most other military academies, has an internal rank and rate. Officers and Cadets at the Bataan Military Academy are members of the United States Naval Sea Cadet Corps. The USNSCC rank and rate system will be observed when engaged in an official USNSCC activity or as ordered. Rank for Officers and Cadets is earned through time in service and completion of courses.



Officers' Rank and Rate

1. As approved by JAG, the principal of the Academy is authorized to wear the rank of Commodore of the Academy. With a long tradition in the U.S. Navy, the official use of the commodore rank was discontinued following World War II. Whereas most military academies' principals are called 'commandant' (an Army term), since Bataan's military structure is Navy-related, the term 'commodore' is fitting and right. In accordance with Navy tradition and as the principal and highest ranking member of the Academy staff, Cadets and Officers may refer to him using the following terms: Sir, Commodore, Captain, or Commander.
2. In the USNSCC rank system, Commodore Tallchief holds the official rank of Lieutenant (LT), and the position of Commanding Officer (CO) of the Bataan Battalion RMR 15-2. He is also the Associate Regional Director for New Mexico and Arizona. He may be addressed as Sir, Commander, or Captain.
3. The assistant principal of the Academy is authorized to wear the rank of Captain of the Academy. The Captain as the First Officer of the Academy fills the position of Executive Officer for Academic Affairs. The Captain may be addressed as Ma'am or Captain.
4. The Bataan Military Academy's Chief is a member of the U.S. Navy Reserve. The Academy is honored to have the Chief as a member of its staff. The Chief is addressed as "Chief" – never as "Sir". At the Academy, Chief fills the position of Executive Officer for Military Affairs and is the Executive Officer for the USNSCC Bataan Battalion.
5. All other personnel will conform to the adult rank system of the United States Naval Sea Cadet Corps: Instructor (INST), Ensign (ENS), Junior Grade Lieutenant (LTjg), Lieutenant (LT), and Lieutenant Commander (LCDR).
6. Officers may be assigned positional duties, and thus, rate; such as, Supply Officer, Training Officer, Administrative Officer, Operations Officer, Attendance Officer and others.
7. All adults will conform to the USNSCC rank system and uniform regulations when actively engaged in an official USNSCC Bataan Battalion RMR 15-2 event or as ordered.

Cadets' Rank and Rate

1. Bataan Military Academy Cadets will conform to the USNSCC rank system and wear Bataan Military Academy patches on uniforms.
2. All Cadets will conform to the USNSCC rank system, patches and appurtenances when actively engaged in an official USNSCC Bataan Battalion RMR 15-2 activity or as ordered.

Attendance Policy in Compliance with State Law

The Academy is in session on school days from 0810 until 1515 (3:15 PM). Students arriving before 0800 are to wait in either the patio or Mess Hall areas. Students are not allowed in other areas of the buildings without permission prior to 0800. Students not involved in extra-curricular activities or not supervised by a school staff member must leave the school building by 1600 hours (4:00 PM) or other designated time as authorized.

If a student is absent from school, on the day of the absence the parent must call the school to report the absence and when the student returns to school, the parent will send a signed note to the Attendance Office in order to inform the school of their student's absence in writing. Viable excuses include the following:

1. Medical Appointments: Note from physician required.
2. Illness or Injury: Additional note from physician may be required by Administration.
3. Death of Relative: Limited to three days unless reasonable cause is demonstrated.
4. Family Emergency: Parental written verification required.
5. Religious Commitment: Must be consistent with Cadet's established creed or belief.
6. Diagnostic Testing: Note from diagnostician required.
7. School/College Visits: Dates reported to Administration in advance.
8. Quarantine: Documentation from state or county health officials required.

Bataan requires that students returning to school after all absences bring a written note signed by their parent or guardian stating:



1. The date(s) of absence(s);
2. The reason for the absence(s);
3. The parent or guardian signature; and,
4. The parent or guardian phone number.

The parent or medical verification note should be delivered to the Attendance Office the day the student returns to school. Absences documented with medical verification notes for each date absent will be excused.

Unexcused Absences

Students are expected to bring a parent note upon their return. Students who fail to bring a written excuse upon their return may be subject to the following consequences:

1. On the first offense a warning will be issued and the parent will be contacted.
2. On the second offense a student will be issued a BRIG detention.
3. On the third or subsequent offenses a student will be issued *Code of Conduct* Referral that may include out-of-school suspension, EMI/NMI, Saturday EMI, or other results.

Students leaving school because of illness or other excused reason must submit a written parental note upon their return to school. Parent absentee notes will not be accepted by e-mail. Failure to follow Attendance Guidelines may result in Academy discipline being implemented.

Parent Notification of Cadet Absence

1. Parents will be notified of every absence whether excused or unexcused, by a computer call the day following the absence.
2. Students will be placed on an attendance contract at the sixth absence. At this time, a third party note (from a doctor, dentist, etc.) is required in order to excuse an absence.
3. After the 7th absence, parents will receive a letter identifying the student as truant, and may be required to attend a truancy prevention program.
4. Students who accumulate 9 absences during the school year (at the request of the teacher and approval by the Commodore), may receive a "WF" for the class. Loss of credit will ensue.

Removal of a Cadet During the School Day

In the event the Cadet needs to be dismissed during the school day, the student, parent and teacher will implement the following procedure:

1. The parent will write and sign a note explaining the anticipated removal.
2. Before first period, the Cadet will present the note to the Attendance Officer in Headquarters and receive a Hall Pass. The initialed note will serve as a pass for the Cadet to be dismissed from class at the designated time.
3. At the beginning of the class during which the removal will occur, the Cadet will show teacher the Hall Pass. The Cadet will be dismissed by the teacher and meet the parent in Headquarters.
4. The parent will sign the appropriate log in Headquarters removing the Cadet from school.

Doctor Appointments/Court Appearances

Under normal circumstances, no more than one-half day will be excused for medical appointments or court appearances. Medical appointments should be scheduled at time other than school hours. Cadets should never leave the building without permission or without signing out in the Attendance Office. In general, students have the same number of days to make up work as they have been absent from school (i.e., if a student is absent three school days, he has three school days after his return to make up the work).

Contact and Medical Information, Current

Parents, it is important that phone numbers be kept current on student records in case emergency notification is necessary. Also, parents must notify the Nurse's office of any chronic health problems, medication routines, including inhalers, or communicable diseases.

Tardy Policy

- If arriving late, a parent will accompany the Cadet to Headquarters for check-in. The parent will sign the designated log. Or, the parent will send a signed note concerning the tardy and the Cadet will deliver the note to Headquarters. In this case the Cadet will sign the log. The Cadet will receive an *Admit to Class* to be presented to the teacher. Failure to follow this procedure will result in an unexcused tardy.
- On the second, third and fourth unexcused tardies in a quarter, detention (BRIG) or other disciplinary action may be implemented.
- Subsequent unexcused tardies in a quarter, In-School Detention (BRIG) may be assigned, EMI/NMI, Saturday EMI, a parent conference may be requested, and other disciplinary actions may ensue.
- Muster or formation is an important feature of military environment. Cadets are to be present and on time for all duties and assignments.

Make-Up Work

Students may make up missed work regardless of the reason for the absence. In order to receive make up work for any absence, excused or unexcused, a note from the parent must be submitted to the Attendance Officer upon the student's return to school. The student is responsible for requesting make-up assignments and will have a period of time equal to the absence to complete the work. Any exceptions to this will be included in the teacher's class syllabus. If any student is to be absent more than 3 days, the parent may request homework assignments through Headquarters. Please allow a minimum of twenty-four (24) hours advanced notice for the homework to be collected from teachers.

Hall Pass Protocol

Each student is required to have a pass if he/she is in the hall while classes are in session. Student-Aide passes will be issued for each aide through Headquarters. These must be visibly worn when out of the classroom during the assigned period.

Illness While at School

If the student should become ill or is injured during school, (s)he must ask his/her teacher for a pass to the Office. The school must obtain parental permission in order for a student to be released from school due to illness. Prior to leaving the Academy, the parent or an assigned adult agent must sign the appropriate log in Headquarters. A note written by the parent will be required upon the student's return to school. If, at the school's request, the student is sent home from school for medical reasons, the absence for that school day will be counted as excused. Being ill and remaining in the restroom for any extended period of time will not be accepted as an excuse to miss classes. Should the student be too ill to report to the Office, the student is to send word to that effect to the Office in order to receive immediate attention by adult staff members. Parents are requested to report all communicable diseases to the school.

Attendance, Consequences for Poor

It is the student's responsibility to be aware of the number of days he or she has missed in each class. Upon the first absence, the parent will be notified by the school. Upon the sixth absence, the parent will again be notified and the student will be placed on an Attendance Contract. The parent and student will be notified that the student may fail classes in which the student has more than five (5) absences. On the seventh absence, a parent conference will be required. Grades earned in a course that a student has failed due to attendance will be replaced with a grade of "F", that is 59%. Students earning a grade lower than 59% will retain that lower grade upon failure due to attendance.

Early Dismissal

A. Dual Credit Program Early Dismissal

1. Students must never leave the school building or grounds without permission and/or without a parent or assigned adult agent granting written permission. Failure to follow this procedure will result in disciplinary action.

2. If the Cadet is officially enrolled in the Dual Credit program, the parent will sign the form granting the Cadet permission to leave campus on designated times and days of the week in order to attend classes at CNM. This form will remain on file in the Attendance Office.
3. Prior to leaving the campus, the Cadet officially registered in the Dual Credit program, and each day prior to leaving campus, the Cadet will sign the appropriate log in Headquarters.

B. Other Early Dismissal (See *Removal During School Day* procedures)

Legitimate reasons for early dismissal from school with prior administrative approval will be accepted provided a note signed by a parent is presented to the Attendance Officer. A student must also submit a parent's note to the Attendance Office upon returning to school the next day. Students seeking an early dismissal should report to the Attendance Office before first period with a parent note stating the reason and time to be excused. The Parent or an assigned adult agent for the parent must sign the appropriate log in Headquarters prior to removing the Cadet from the premises. The student will be given a pass that is to be shown to the classroom teacher before leaving. The reason for early dismissal must be explicit in order to be considered excused.

Withdrawing from the Academy

Upon withdrawing from Bataan, a student must report to the registrar's office to receive a withdrawal form. The form is presented to each teacher. If the Cadet has outstanding books, materials, fees or textbooks, the teacher will indicate the missing classroom items and value. The teacher will enter the Cadet's grade on the date of the withdrawal. The Registrar will document the Cadet's financial status concerning outstanding fees, books, uniforms and other property. Grades and transcripts will be released when the following conditions are met:

1. Fees, including USNSCC annual membership fees, library fines and other fees are paid.
2. Books, uniforms, damage to computers, and confirmation that other school properties are returned in satisfactory condition, or fees for these missing or damaged items are paid in full. There is a \$25.00 fee for returned checks.

A parent or guardian must also sign the withdrawal sheet and be present at the time of the Cadet's withdrawal.

1. Any withdrawals from school must be initiated by a parent request, preferably in person, meeting with the Academy Registrar.
2. The withdrawal form must be returned to the Registrar's Office before the student may be officially released from the Academy.
3. Students who simply stop coming to school will be withdrawn after ten (10) consecutive days of absence.

Code of Conduct, About the

The image a school portrays is often determined by the behavior of its students and the physical appearance of the facility. We must all – students, parents, teachers, administrators, support staff and community members – show pride by doing our share to make our high school a better place in which to learn and work. One of the main goals of the high school staff members is to develop self-discipline in all students. The *Code of Conduct* rules apply while on school premises, activity buses or any other school property, during school activities at or away from school, or off the school grounds if the situation is initiated at school. Students' due process rights will be observed in all situations requiring disciplinary action.

Criminal Activity. Any student behavior that constitutes criminal conduct under the New Mexico Revised Code is also a violation of the *Cadet Code of Conduct*. The regulations apply to any form of student misconduct directed at an Academy official or employee or the property of a Academy official or employee, at any place, at any time. A complete copy of the *Cadet Code of Conduct* is available in the Office. A copy will be given to each Cadet at the beginning of the school year, and is always accessible on the Academy WEB site. Cadets with convictions may not continue as USNSCC members in good standing; hence, may be removed from the Academy.

A violation of any rule may result in discipline including, but not limited to the following results:

1. After-school or morning detention (BRIG)
2. Noon Mess In-School Detention (BRIG)
3. Saturday Extra Military Instruction (EMI)
4. EMI/NMI as assigned
5. Authorized and assigned community service (non-credit)
6. Out-of-School Suspension (short term or long term)
7. Court referral
8. Mental Health referral
9. Police referral
10. Expulsion (remainder of semester, remainder of semester and all of the following semester, minimum of one year or for life)
11. Compensatory payment of damages
12. Loss of bus or school transportation privileges
13. Assigned work related to the offense
14. Loss of privileges
15. Assignment to extra duties (building and grounds, landscaping, cleaning et al)



Notice to students and parents: The use of video surveillance equipment may be used in the investigation of violations of the *Cadet Code of Conduct*. Students may receive discipline as a result of recorded information.

Video Surveillance Notification

All areas of the Bataan Military Academy buildings and grounds are under video surveillance. Recordings are instantaneously backed-up on local and contracted regional servers. Video surveillance recordings may be used in reviewing behavioral incidents. In the event of criminal activity, such recordings may be released to the district attorney or police and used for prosecution.

Search, Academy's Right to

Lockers, desks or storage places provided for student use are, and remain at all times, property of the Bataan Academy. These areas and the contents, therefore, are subject to a random search at any time, pursuant to Academy policy. All areas of the Academy building and grounds are subject to search by authorized Academy personnel. Vehicles parked on Academy property or within the jurisdiction of Academy officials, are subject to being searched.

Cursory Search. A cursory search is defined as requesting that the Cadet empty all pockets, backpacks, purses, and other bags or containers. Cadets may be asked to remove socks and shoes. Cadets may be asked to demonstrate that the waist band is free of any contraband. Cadets may be asked to open their mouths for inspection. Two authorized adults will be present for the search of a Cadet. If the Cadet is a female, an adult female Officer will be present. Failure to cooperate with the request to search may result in disciplinary consequences and engagement of law enforcement authorities.

Parent Contact Information. In all such circumstances, the Academy will make a reasonable attempt to contact parents or guardians of the Cadet in question. The Academy is not required to contact parents prior to a cursory search. It is the parent's responsibility to maintain current contact information with the Academy. Current contact information will include home, cell, daytime, work and emergency contact persons' telephone information. The Academy reserves the right to leave messages when attempting to contact the parent or guardian.

School and Surrounding Property. Administrators are authorized to conduct reasonable inspection of school property, students and items brought on school grounds, including vehicles. Reasonable cause constitutes the administration receiving information indicating that a student or area may contain contraband or that a regulation or law has been broken.

Cell Phone Search. In addition, the contents of a cell phone may be searched if there is a reasonable suspicion that it may have been used in an activity prohibited by the *Cadet Code of*

Conduct. Such information may become evidence in the event of disciplinary action by the Academy officials, police or the district attorney.

Hazing and Bullying

Hazing means doing any act or coercing another, with or without the victim's consent, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Bullying is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Permission, consent or assumption of risk by an individual subjected to hazing and/or bullying does not lessen the prohibition contained in this policy.

Prohibited activities of any type including those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the Academy shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No student, including leaders of student organizations, may plan, encourage or engage in any hazing and/or bullying.

Hazing Alert. Administrators, teachers and all other Academy employees are particularly alert to possible conditions, circumstances or events that might include hazing and/or bullying. If hazing and/or bullying or planned hazing and/or bullying is discovered, involved students are informed by the discovering Academy employee of the prohibition contained in this policy and are required to end all hazing and/or bully activities immediately. All hazing and/or bullying incidents are reported immediately to the administration. An investigation will result and shall include documentation of the event, response and strategy for protecting the victim.

Computer Usage Policy

Students are encouraged to use the school's computers/network and the Internet connection for teacher-assigned, educational work. All references to schools in this policy will mean any school in the Bataan Academy. The term computer or computer equipment includes: system units, displays, mice, keyboards, speakers, microphones, scanners, video projectors, video cameras, printers, hubs, switches, routers, patch panels, wiring, connectors, programs and any other piece of equipment or software which is part of the school's computer system. Students using a school's computers are expected to abide by the following rules:

1. Students may only access the Academy network and/or Internet by using their assigned network account. Use of another person's account/password is prohibited. Students may not allow other users to utilize their passwords. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
2. The Computer Usage Policy must be read and approved, in writing, by each student and, in the case of students under the age of eighteen, the student's parent, guardian or custodian. Bataan reserves the right to filter any Internet sites.
3. Students are permitted to use networked software and school-supplied software. Programs written by the student which are part of an assignment in a school's course of study may be run, as required, for that course of study's requirements, with teacher supervision.
4. Students may not download programs from the Internet or any portable device. Students may not install or delete programs on the school's computers.
5. Students may not use the Internet to engage in "hacking" or other unlawful activities.
6. Students may not create keyboard macros in Microsoft Word or any other program. Macros written by the student that are part of an assignment in a school's course of

study may be run, as required, for that course of study's requirements, with teacher supervision.

7. Students should only use computer programs approved by the classroom teacher.
8. The school staff may review computer files or messages that are created by the student. Material may be reviewed for grading and appropriate content. It may be reviewed for any harassing or threatening material, trade secret protection and/or any vulgar or obscene content.
9. Only one student may work at a single computer. Only a teacher may assign more than one student to work at a single computer.
10. Students are not to send messages over the network using outside email accounts or systems nor participate in online "chat rooms."
11. Students are not to enter the network's operating system.
12. Students are not authorized to use school computers to copy programs or disks. A teacher may authorize the copying of student-created work to CDs or floppy disks. The use of CD's, jump/flash drives, and floppy disks is not permitted without permission from a teacher.
13. Students may not bring food or drink into the computer lab.
14. All copyright laws are to be enforced.
15. Students are not to unplug or change any computer device or network connections.
16. Students are not to change any display screen settings.
17. Students are not to change any program's toolbars or settings.
18. Students are not to add or delete any program icons on the desktop or Start Menu.
19. Malicious use of the school's computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the school's computers/network in such a way that would disrupt their use by others.
20. Students are not to remove, modify, damage or destroy any computer or networking equipment.
21. Students are not to modify or remove any identifying labels on computer equipment.
22. Students are not to modify or remove any printer settings.
23. Students are to advise school staff when they observe any violation of the school's policy for the use of the school's computers.
24. Students are to advise their teacher when a computer malfunctions in any way (example: a diskette cannot be removed from a computer). The teacher will notify the technical support staff so that the PC can be repaired.

Exceptions to the above rules are permitted only under direct teacher supervision. Violations of these rules may result in disciplinary action, including but not limited to termination of access to the school's computers, detention, and/or suspension. Violations also may be referred to the appropriate legal authorities and/or other legal action may be pursued. If a Cadet is found to have damaged a computer belonging to the Academy, the Cadet will be held financially responsible for the cost of repair or replacement.

Fire Drill Procedures

A fire drill is signaled by a loud beeping sound on the speaker system. Emergency lights flash. Everyone will quickly evacuate the building in an orderly, quiet manner and follow the instructions of those in charge. The all-clear signal to return to classes will be three long rings of the bell. Cadets will report to a designated for accountability. Teachers will call roll and account for all Cadets.

Emergency Drill Procedures

Emergency drills may be signaled in a variety of ways. Students should follow the directions of the adult in charge.

Pictures, Cadet

Pictures for the yearbook and for student purchase will be taken by the school's contracted photographer on the date printed in the calendar. Charges for these pictures will be payable at the

time pictures are taken. This money is refundable upon consultation between the parent and the photographer. The date for 're-take' photos appears on the Academy's Academic Calendar.

Telephone Messages

In Headquarters a telephone is available for Cadets to use with permission from Academy staff members. It is to be used only for emergencies. Because of the size of the campus and limited availability of staff, we are unable to call students to the phones or to deliver gifts, food items or personal messages other than emergencies.

Visitors On Campus, Protocol for

By state law, all persons who are not regular members of the school personnel must report to the Office and state their reason for being on school grounds or in the building. As to whether the person can remain is entirely up to the Commodore. This law is for the protection of students and staff and will be enforced. Failure to register with Headquarters may result in the individual being charged with criminal trespassing.

Bringing student visitors to school is discouraged. However, if there is a valid reason why a student visitor must come to school with one of our students, this will be considered by the Commodore or his designee. The student must complete a *Request for Student Visit* form three days prior to the visit and must be responsible for the behavior of the visitor while at school. The visitor is to have a pass from the office.

Student Agenda

All students are required to have an official Bataan Military Academy Cadet Agenda. Replacement cost will be five dollars (\$5.00).

Lockers, Protocol for Use of

Cadets are assigned a school locker by the PT Instructor and the Chief. A current school ID is required. Students must bring their own school combination lock. The lock's combination is to be reported to the teacher. A record of combinations will remain on file in Headquarters. Bataan Military Academy assumes NO responsibility for damage to or theft from any student locker or backpack.

DO NOT leave anything in your locker that you cannot afford to lose. Lockers offer minimal security, and items of value should not be placed in the lockers. Cadets will report thefts to security, assistant principal or advisor. Administrators retain the right to determine the extent of any theft, loss or damage investigation. Lockers are the property of the school and may be examined or searched by school authorities when necessary. Lockers are not to be painted or defaced. Students will be fined \$10.00 for not cleaning out their locker.

Parking, Cadet

1. Cadets who drive vehicles to and from the Academy and need to park their motorized vehicle are required to park in designated student parking areas. Cadets must have a parking permit. Cadets may not park in surrounding parking lots or on-street parking areas.
2. (Freshmen will not be issued parking permits.) Cost for annual parking permits will be \$15.00 for cars and \$10.00 for motorcycles. Students must provide their drivers' license, proof of insurance, and car registration in order to purchase a permit. The parking permit must be clearly displayed on the rearview mirror or on the front dash of the vehicle. Vehicles without a permit may be towed at the owner's expense. Permits are non-transferable. The Academy is not responsible for the safety of a vehicle parked on Academy property.
3. Students with permits are required to park in the designated parking places north of the 8009 Mountain Road building. Cadets will enter and exit this area observing the one-way direction as posted.

4. Parking is not permitted next to buildings or in any designated parking for faculty or visitors.
5. Students not parking in the assigned area are subject to towing at the owner's expense with no warning issued. Vehicles will be stickered on first offense and towed on second offense. Additional parking violations may result in disciplinary action and loss of permit/parking privileges.
6. Bicycle and motorcycle parking is between and nearest the east POD.
7. Loss or theft of Parking Permit will necessitate the purchase of another permit at full cost.
8. Cadets will not loiter in or near parking areas.

Safe Campus. The Academy will continue making every effort to assure campus safety. Even though the Academy does employ security personnel, the parking fee does not imply that the Academy guarantees security or safety for persons or property. Bataan Military Academy is not responsible for damage to or loss of personal property.

Driving Regulations

Those students granted permission to operate a vehicle should understand that driving their vehicles to school is a privilege that may be revoked by the school authorities in the event a student violates any of the guidelines pertaining to the Driving Regulations.

The Bataan assumes no responsibility or liability for injuries to persons or for damage to or loss of contents from any vehicle while on school property.

A student who has had a driver's license for at least six months (based on issue date on the license) wishing to drive to school must abide by the following rules:

1. Students must observe a proper, slow speed while on or near the school grounds.
2. Students driving vehicles to school must park only in the designated student parking spaces.
3. Students may not park in faculty parking, visitor parking spaces, or on the street.
4. Students must be out of their cars and in school by 0750.
7. Driving privileges may be denied for violation of Attendance Policies (to include absences, tardies and/or leaving school without permission).
8. Cars are to be parked within parking lines.
9. Students are not allowed to move their cars without permission from the office.
10. Students are to complete a *Cadet Driving Permit Registration and Agreement* form, available in the Main Office and on the Academy Web site. Upon completion and return of this form, a high school permit will be issued. A parking fee will be charged. The permit must be displayed from the front mirror or on the front dash of the car that is being driven to school. Failure to do so may result in school discipline.
11. Violation of these rules may result in suspension of driving privileges for a period of time to be determined by the principal or principal's designee.
12. Students are not to loiter in their cars.

Driving Privileges, Loss of

When the Commodore of the Academy receives information that the student of compulsory school age has:

1. Been absent without legitimate excuse for more than ten consecutive days or a total of at least fifteen school days;
2. Withdrawn from school and is not enrolled in and attending an approved program to obtain a diploma or its equivalent;
3. Been suspended or expelled from school and the reason for the suspension or expulsion is the use or possession of alcohol and/or drugs; or,
4. Been suspended or expelled from school pursuant, knowingly conveying, or attempting to convey, a deadly weapon or dangerous ordnance, knowingly possessing a deadly weapon or dangerous ordnance on school premises, in a school or school building, at a school activity or on a school bus.

Denial of privileges may remain in effect until the student reaches age 18, or until the denial is terminated for another reason allowed by law. The student will have an opportunity to present evidence that he has not been habitually absent without legitimate excuse.

Instructor Advisor and School Counseling Services

Each student is assigned to an Instructor Advisor. Weekly, Cadets will meet for a designated period of time with the Advisor. Cadets may request to meet privately with their Advisor by making an appointment with that person. Students may not go to the Advisor's office or room at other times during class without a pass from the teacher and the approval of the Advisor.

Instructor Advisor services are designed to serve the needs of individual students by providing the student with information and referrals to other resources. The Advisor may assist in areas such as academic, career/vocational planning, advice concerning testing, long-range school program participation, Academy resources, vocational or college planning, resources for course adjustment, limited personal matters, discipline and attendance.

School Counselor. Teacher Advisors and school counselors are not licensed therapists. Neither is designed to provide professional therapy. If the Cadet needs the assistance of a professional psychological therapist, referrals are available to see licensed counselors, social workers, licensed marriage and family counselors, psychologists and psychiatrists.

Confidentiality, Limits of

It is important for counselors to explain the limits of confidentiality to their students and parents. Information divulged by a student to a counselor is confidential except in the following cases:

1. The student is considering harming him/herself or others
2. A major crime has been committed or the student is engaging in illegal activity while in school jurisdiction.
3. State laws require adults working at schools to report suspected child abuse or neglect.

In the above cases, the appropriated individual or agency should be immediately contacted (the parents, the school administrator, CYFD, etc.). Parents may ask a counselor to disclose the contents of a counseling session. In those cases, it is important to remind the parent that the counseling relationship is built upon trust and the bond of confidentiality. If appropriate, the counselor will share general themes with the parent and provide them with suggestions for how they can best assist their child with the issues presented. It is generally a good idea to encourage the student to share his/her concerns with the parent to include them in the process.

In some instances a counselor may be asked to share confidential information with an outside individual/agency or the counselor may wish to request confidential information from an outside provider who is working with the family. In such cases, a Release of Confidential Information is required.

Informed Consent

There may be circumstances when it is necessary to release information regarding a student. State law requires that any suspicion or evidence of child abuse or neglect, or knowledge of a minor engaging in dangerous or illegal behavior be reported to the appropriate child protection agencies and/or legal authorities. Furthermore, if a student poses a serious danger to him or herself, or a substantial danger to others, any individual, including school personnel, with knowledge, evidence, or suspicion of said danger is required by law to intervene by informing family members, identified victims and the proper authorities to provide for the safety of the student and others.

Withdrawal from Class

A student who chooses to drop a class after the first ten days of the semester will be given the grade of "W/F". A grade of "W/F" will also be given to students who are removed from class for reasons of attendance, discipline or a long-term suspension. A "W/F" does not carry credit and is

included in the GPA. The course title and the “W/F” will remain on the transcript. If a student is withdrawn from a class, he/she may be required to attend a non-credit study hall.

Schedule Corrections and Changes

Before the 10th day of the semester, students must meet with the Assistant Principal and complete all paperwork for schedules to be changed. The parent’s signature is required before a schedule correction will be considered. Schedules will be changed for the following reasons:

1. Class missing from master schedule
2. Class not needed for graduation requirement (taken in night school, summer school or on-line)

The following regulations will be followed:

Due to commitments for staff employment/assignments and the ordering of textbooks and other supplies, no schedule changes can be made after the end of the first two weeks (ten school days) of the semester, except for the following reasons:

- a. Mechanical error changes
- b. Changes necessitated by failures
- c. Class balancing (guidance and administrative)
- d. Subject-level changes (teacher recommendation)
- e. Administrative (teacher/guidance) recommendation



If a student is permitted to withdraw from a course after the third week of the school year, the student will receive a ‘withdraw’ or ‘withdraw fail’ (“WF”) on his/her transcript.

Commencement and Senior Activities

Participation in commencement exercises is voluntary and a privilege. Participation must be declared by the end of the first semester. If applicable, information for ordering caps and gowns will be available in the Registrar’s Office. Students are responsible for ordering and paying for their own cap and gown. Participation in commencement requires attendance at events, such as, senior class meetings, Honors Assembly, and graduation practice. Failure to attend any of these events may result in the student being dropped from the graduation ceremony.

Disruptive behavior during commencement will result in consequences including, but not limited to withholding diplomas, delay in sending transcripts, and assigned community service. Further information on graduation will be issued from the Registrar’s Office. Participation in Senior Day/Commencement is an extra-curricular activity. Therefore it is a privilege, NOT a right.

Report Cards

Report cards are issued every nine (9) weeks. These reports are indicators of Cadet achievement to the date of the report. Report cards will be mailed to the address of record at the end of each grading period. Parents will receive mid-term reports from the Academy. Cadets may be responsible for weekly grade checks. Student progress and grades are available on-line to Cadets and parents. A password for each Cadet is available in Headquarters. Report Cards may be withheld for non-payment of fees. (See “Fees.”)

College-Bound Course of Study, Recommended Minimum

- | | |
|---------------------------------|-------------|
| 1. Modern or Classical Language | 3.0 credits |
| 2. Math | 4.0 credits |
| 3. Science | 3.0 credits |

Testing

Tests to determine students’ progress and their achievement are required by the district and/or state, such as, short-cycle assessments that are administered three times each school year.

Credits for Graduation

Twenty-three credits are required for graduation. Students are responsible for keeping an account of their own credits. This involves knowing the courses passed and knowing the courses needed to graduate. If a student fails a required course, he/she must repeat the same or an equivalent course in order to receive credit and the passing grade added to the transcript. Duplicate credit cannot be granted for the same course. Minimum credits needed for classification:

Sophomore	6 credits
Juniors	12 credits
Seniors	18 credits

Sportsmanship

We have a great tradition of success at Bataan Military Academy, and we will maintain that tradition.

Expectations:

1. Our cheers will always be positive and supportive of our teams.
2. We need to cheer for our team, not against the opponent.
3. All rules and regulations outlined in the *Cadet Code of Conduct* will be enforced at sports and activity events.
4. We will welcome and be courteous to our visitors at all times.

Cadets will refrain from the following behaviors:

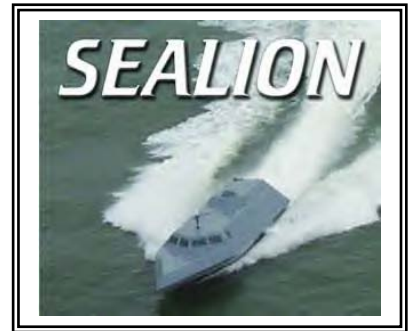
1. Disrespectful behavior (booing and use of horns or noise makers)
2. Use of profanity
3. Taunting of opposing fans, players, or game officials
4. Verbal or physical confrontations in parking lots or other locations

WE SUPPORT SEA LION PRIDE AND SPORTSMANSHIP AT EVERY BATAAN MILITARY ACADEMY AND BATAAN BATTALION SPONSORED EVENT.

Inter-Scholastic Teams

Bataan offers inter-scholastic teams in the following sports and activities:

Football
Cross Country
Wrestling
Track and Field
Marksmanship
Cheer Leading



Activities

All of the activities at Bataan Military Academy are designed to support the academic mission and vision of our school. Academics are a priority. Activities add an important dimension to the educational environment here at Bataan. Many “character counts” qualities are developed in and through a Cadet’s involvement in this aspect of their school experience. Cadets’ participation in extra or co-curricular activities helps strengthen the unity of the school and creates a climate where students treat others with mutual respect and tolerance. Involved students have opportunities to impact school policy, strengthen their leadership skills, promote school spirit, and most importantly, they have fun in the process. Most activities available at Bataan are held either before or after school, during lunch periods, or in the early evening. Stop by Headquarters and sign up for one or more activities.

Additional activities that may be offered include the following:

Drum and Bugle Corps
Radio Club
Fly Boys’ Club
Chess Club

Color Guard Team
Drill Team

Activities, Extra and Co-Curricular Eligibility for

Bataan Military Academy High School offers a variety of extra and co-curricular activities open to all students. A complete list of activities and clubs can be found above. To be eligible to participate in extra and co-curricular competitions, a student must be enrolled in a minimum of four (4) classes with a 2.0 GPA for the previous grading period and may not have failed more than one class during that grading period.

Training Opportunities and Career Exploration

The Academy offers Cadets opportunities for unique training experiences and career exploration. Trainings cited below are offered or are being planned. Cadets must qualify to attend. The list is not complete. If interested, consult with the Training Officer for more information.

Special Training Opportunities include the following:

1. SCUBA Certification
2. Red Cross Life Guard Certification
3. Small Arms Training
4. Forensics Training at the Albuquerque Police Academy
5. Master-at-Arms (MAA) Police and Security
6. Pilot's License and Ground Crew Training
7. Emergency Medical Technician (EMT) Certification
8. Red Cross First Aid Certification
9. Journalism (class)
10. Yearbook (Class)
11. National Honor Society
12. Boys'/Girls' State

In order to participate, the student must have a current completed and signed Academy or USNSCC sports physical form signed by a physician on file in Headquarters and meet grade requirements of the New Mexico Activities Association. Physical forms to be provided to a physician are available in Headquarters. See "Interscholastic Eligibility" for additional requirements.

Interscholastic Eligibility

A student shall have passed a minimum of four (4) classes, not fail more than one (1) class and had a grade point average of 2.0 or better for the previous grading period, or cumulatively, beginning with and including the first semester of ninth grade. The Cumulative Provision may only be applied to the beginning of a semester and only semester grades are to be used.

1. All class work counted for eligibility must be acceptable for graduation.
2. The grade point average is based on a 4.0 scale with consideration of honors points.
3. Incoming 9th graders are automatically eligible for the first grading period.
4. These are minimum standards, but standards may be set higher.
5. Transfer students are only eligible for "C" Team and Junior Varsity for 90 days after the transfer.

NCAA Requirements for Athletes

If interested in college level competition, the Cadet will confer with a coach to be informed of all NCAA acceptable courses.

Assembly, Cadet Conduct During

Co-curricular organizations, military service members, and special guests from the community work very hard to provide assemblies that will be of interest to all students. Students are responsible for all information disseminated at assemblies and during announcements. Cadet behavior will be exemplary during such events.

Academy Boosters Club (ABC)

The Academy Boosters Club (ABC) parents' organization is sponsored by the Academy. It has general meetings each year open to all Bataan parents. The parent group helps support the school through tutoring, academic boosters, volunteer help, participation in school committees, the graduation party, and financial help. Information regarding meeting times and places are published in the *Captain's Log*.

Awards and Recognitions

Bataan USNSCC Academic Certificates are given after each semester's grading period. A USNSCC Academic ribbon is presented to the Cadet with the highest overall grade point average at the end of each school year.

There are three areas of participation awarded at Bataan: Athletics, Activities including USNSCC rank or rate promotion, and Academics.

1. Athletic awards are granted to members of varsity athletic teams who meet the criteria for as established by the head coach. Copies of requirements are available from the Coach.
2. Activity letters are awarded to members of organizations according to the individual activity/club's criteria. Copies of requirements are available from the Coach.
3. Academic criteria for receiving an award: Cumulative GPA of 3.5 or better after a minimum of four semesters. Students earning an award after four semesters and maintaining a cumulative GPA of 3.5 or higher through their Junior year will receive recognition. An awards presentation will be held to present the awards to qualifying students.

Disagreement, Procedures to Resolve Parent/Teacher

Whenever an unresolved complaint is made to the Governing Council, school administrators, teacher, or staff member, it will be referred to the Commodore. A teacher who is the object of a complaint will be promptly informed.

1. Step No. 1 - Direct Conversation

If a parent or community member (complainant) has a disagreement or misunderstanding with a teacher, the complainant should address the concern to the specific teacher directly involved with the circumstances surrounding the concern. The staff member will meet with the parent as soon as possible, but in no case longer than five calendar days after the teacher has been notified of the concern (subject to change by mutual agreement).

2. Step No. 2 - Fact and Possible Resolution

If the complainant or the teacher is not satisfied with the outcome of Step No. 1, or the complainant or teacher is unwilling to meet independent of an administrator, a meeting with the teacher, appropriate administrator and complainant will be arranged at a mutually convenient time, but in no case more than five calendar days after the meeting in Step No. 1. This step is to be informal and verbal. No further action will be taken beyond Step No. 2 unless the complainant submits in writing a signed and dated statement of facts giving rise to this concern, the name of the teacher involved and the remedy sought.

3. Step No. 3 - Formal Process

If a complainant's concern is not satisfactorily resolved at either the first or second level, the complainant should then refer this concern to the Commodore in writing. At that time another meeting will be arranged at the convenience of the complainant and staff member directly concerned, but in no case more than ten calendar days (subject to change by mutual agreement). The staff member has the right to be at all meetings with or without a representative as he/she so determines. Copies of the disposition will be sent to the Council.

4. Dispositions

Dispositions at Step 3 will be sent in writing to all parties within ten calendar days of the meeting with reasons stated.

5. Repeat Concerns

If a complainant believes there has been a repeat of the previous concern, they may go directly to Step No. 3 – "Formal Process".

Transportation, After-School and Other

It is the parent's responsibility to transport students to after-school and USNSCC training activities.

Dances, Socials and Selected Special Events

All dances are only open to students in grades 9-12. The exception will be the Junior-Senior Prom. All guests must be pre-approved by the administration. Once students leave a school dance, they may not return. Some dances may be designated as advance ticket sales only. The Academy dress code will be in force.

Personal Property, Valuable

Personal property including, but not limited to, laser pointers, radios, recorders, CD, MP3 and tape players, pagers, cellular phones, expensive jewelry and electronic games, etc., are to be turned off, kept out of sight, and not used during the school day. Violation of this rule may result in disciplinary action and confiscation of the item(s). On the first violation, confiscated items will be returned to the parent at the end of the day, provided there are not concerns with the contents of the items. On a second violation, the item(s) will be confiscated and released one week later only to parents. On the third and subsequent violations, students may also be assigned school discipline.

Federal/State/Local Compliance

The Bataan Local School Academy complies with federal laws that prohibit discrimination in programs and activities receiving federal assistance. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age. Bataan Local Schools also complies with the Family Education Rights and Privacy Act of 1994 and grants parents/guardians the right to examine children's official school records. Inquiries regarding unlawful discrimination may be directed to the principal of the building.

Test Security / Standardized Tests

Each year, Bataan students are required to take a number of "standardized" tests. These include state achievement tests, New Mexico Competency tests and "norm-referenced" tests such as the ASVAB and others. All of these tests are considered "secure". The tests must be kept locked up when not in use and students should refrain from discussing test items or otherwise divulging information regarding the content of these tests – even after the test is given. Any student sharing information with others regarding secure tests or cheating in any other way will be referred to the Administration for disciplinary action.

Conceal Carry

Unless otherwise authorized by law, pursuant to New Mexico Revised Code and federal statutes, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon into a school safety zone. Entrances to Academy areas are clearly marked by signage concerning federal school zone status.

Student Services

Should a student desire to talk with a counselor, registrar, attendance clerk, assistant principal or other resource person, he should make an appointment in advance. No student should miss a scheduled class unless an emergency exists. Counseling and advisement may also be designated for "walk-in" students during lunch.

By appointment, a student may meet with a counselor, Assistant Principal, Advisor or Training Officer concerning the following subjects:

1. Schedule changes
2. Career information
3. College information
4. Test information
5. Study help
6. Job opportunities
7. Limited personal problems
8. High school programs
9. Summer school

10. Transcript requests
11. Financial aid
12. Other concerns

Grade Classification

Assignments to grade level classifications are made on the basis of credits accumulated according to the following:

1. Freshman must have completed 8th grade
2. Sophomore must have five credits
3. Junior must have ten credits
4. Senior must have fifteen credits

Grading Scale and Policies

Following is the regular grading system at the Academy:

A+	= 100-98	= 4.000
A	= 97-93	
A-	= 92-90	
B+	= 89-87	
B	= 86-83	
B-	= 82-80	= 3.00
C+	= 79-77	
C	= 76-73	
C-	= 72-70	= 2.00
D+	= 69-67	
D	= 66-63	
D-	= 62-60	= 1.00
F	= 59-Below	= 0.00

A student should receive a grade if enrolled for three or more weeks of the grading period. The student must make up “incompletes” within a reasonable time or credit may be denied for the course. It is suggested that students be granted the same amount of time to make up work, as they were absent from school. This is a suggestion and "rule of thumb"- the time of the grading period will influence this guideline greatly. If no change is requested, the incomplete “I” will automatically convert to a failing grade “F” at the end of the following quarter. Requests must be delivered to the registrar in writing. Semester grades are determined by counting each quarter letter grade and may also include a grade for the final examination and assigned projects.

Honor Roll and Merit Roll

The Honor Roll and Merit Roll are published at the end of each quarter. Students with a nine-week GPA of 3.5 or above will be listed on the Honor Roll. Students with a nine-week GPA of 3.0 to 3.49 will be listed on the Merit Roll. Students with “Incompletes” are ineligible for the Honor Roll and Merit Roll.

Graduation, Early

Students desiring to accelerate their four-year high school academic program should contact the Executive Officer for approval. A Cadet Next Step Learning Plan should be completed prior to the parent/counselor/administrative conference.

Requirements for early graduation may include:

1. Scheduling accordingly in the spring of the *sophomore year*
2. Plans to attend an institution of higher learning after graduation
3. A cumulative grade point average of 3.0 or higher
4. A required four credits of English

Transcripts

Students desiring a copy of their transcript should complete a *Transcript Request Form* available from the Registrar. Both official and unofficial transcripts are available via appropriate protocol.

An official transcript is clearly marked "Official." It is signed by the Commodore and has an official seal imprint. The official transcript is then placed in an envelop, sealed and mailed directly from the Bataan Military Academy to the requesting school or individual. It is the parent's responsibility to resolve all outstanding indebtedness concerning fees, book, uniforms, lab fees, USNSCC membership fees, and other obligations, prior to a transcript being released.

Student Assistance Team (SAT)

Concerns about academic performance or emotional, social or behavior problems will be discussed by the Student Assistance Team (SAT), that is, a group of teachers, counselors, administrators and other appropriate school personnel, in an attempt to resolve the problem. Parents or school personnel may make referrals to the SAT. All referrals for special education consideration must be made through SAT.

Fees

A list of course and workbook fees will be distributed to the students at the beginning of the school year. A fee statement, listing all course and workbook fees, if any, for the year, will be sent to the parents during the month of September. At the end of the school year, no report cards or course credit will be released unless all fees are paid. Report cards may also be held each quarter for non-payment of fees.

USNSCC and Related Fees

The Bataan Military Academy is a school of choice. Rather than a school in the local district, parents make a decision to place their child at the Academy. Doing so, parents acknowledge and accept responsibility for active and complete participation in the Academy requirements. All students at the Academy are members of the USNSCC. All Cadets must maintain acceptable status and membership in the USNSCC.

The first year membership fee is \$150.00. Second and subsequent years' memberships are \$125.00 per year. Advanced trainings cost between \$170.00-\$240.00 or more. Cadets are required to attend at least one advanced training each year. Uniforms may cost in excess of \$50.00. There are expenses for special clothing, materials and supplies for Cadets to attend advanced trainings. On occasion, parents may elect to pay for Cadets to be transported to training sites rather than personally deliver Cadets to such sites. At the end of the school year, no report cards or course credit will be released unless all fees are paid. Grade cards may also be held each quarter for non-payment of fees.

Financial Aid

If you are financially unable to pay your fees, you may obtain a fee waiver *Financial Aid* application in Headquarters. Eligibility for the fee waiver is determined by the number of adult wage earners in the family and their combined income. This information, along with adult family members' social security numbers, must be given in writing to Headquarters in order to be considered for fee waiver.

Checks. The Academy is happy to accept checks as payment but every check must have your name, address and phone number. Frequently the student's last name is different from that of the parent. Please include the student's name on each check. Please keep in mind that when a check is provided as payment, it is an authorization by the check writer to either make a one-time electronic transfer from the account or to process the payment as a check transaction. In doing so, the check writer also authorizes a collect fee through an electronic fund transfer from the check writer's account if the payment is returned unpaid. If you have any questions about this service or your account with the school Academy, please contact the Office 292-5588.

Records, Release of

The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years or older certain rights with respect to the student's education records. These rights, which are fully explained in Bataan Governing Council Policy and Procedures, include:

1. The right to inspect and review the student's education records.
2. The right to request the amendment of the student's education records that are believed to be inaccurate and the right to a hearing if the request is not honored.
3. The right to file a complaint with the U.S. Department of Education regarding the alleged violation of FERPA.
4. The right to consent to the disclosure of personally identifiable information within the student's records, unless disclosure otherwise is authorized by law or unless disclosure is made to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
5. The following is designated as "directory information," which may be disclosed without prior written consent: a student's name, address, telephone number, grade, date of graduation, extracurricular participation, achievement awards or honors earned, weight and height if a member of an athletic team, photograph and parents names.

Parents have the right to submit a written request to the Office, preferably within two weeks after the first day the student is enrolled in a school year, directing the Academy not to release directory information concerning their child to third parties. Examples of third parties include fund raising organizations, the media and military recruiters. According to New Mexico Code, public schools are prohibited from releasing directory information to third parties who intend to use the information for profit making ventures. The written request or any questions should be directed to the Registrar, Bataan Academy, 8001 Mountain Rd Pl NE, Albuquerque, NM 87110.

Release of Student Photos, Media Interviews

During the year, the Bataan Academy often has the opportunity to photograph students in a variety of school-related activities. Student recognition programs, academic and fine arts programs are a few examples of these activities. As such, these photographs may be used in communication tools such as the Academy newsletter and calendar and in communications with the media such as allowing interviews or photographs with students. The Academy reserves the right to deny media requests for student interviews at any time.

Highlighting achievements in our schools is an integral part of reporting responsibly to our community and is a way of sharing in the success of our schools and students. For this reason, the Academy has designated student photographs as "directory information." However, it is our primary goal to respect your privacy.

Parents have the right to submit a written request to the Registrar directing the Academy not to release directory information, including the information as listed above. The written request or any questions should be directed to the Registrar, Bataan Military Academy, 8001 Mountain Rd Pl NE, Albuquerque, NM 87110.

Health Screenings

Hearing, vision, blood pressure, height, weight and scoliosis screenings are conducted as a routine ninth grade health screening or may be conducted when a concern arises.

Right to Change or Add Information Reserved

The Bataan Military Academy reserves the right to change, alter or adjust information provided in this Handbook. Revised versions will be released at the beginning of each school year. If you have questions, please call Headquarters at (505) 292-5588.



CODE OF CONDUCT REGULATIONS MANUAL®



47.15.11 - INTRODUCTION

The Bataan Military Academy is in the tradition of the finest military academies in the United States. As such, extra military instructions (EMI) for unbecoming conduct are in keeping with the style of the U.S. military, military schools and military-related youth organizations.

The *Code of Conduct Regulations* of the Bataan Military Academy® describes unbecoming behaviors resulting from poor decisions made by Cadets, and the Academy's educational program designed to provide counseling and additional training to address these behaviors.

The code is based on the theory and practice implemented in schools and other institutions to address instances when students make poor decisions relating to their own conduct. Instructional responses to unacceptable behavior is not punishment or punitive, but rather offers Cadets clear and concise educational responses in the development of learned positive outcomes.

UNBECOMING CONDUCT RESULTANT OUTCOMES: EXTRA MILITARY STYLE INSTRUCTIONS (EMI)

The following educational program in keeping with a long history of military training allows parents to select and approve a military-style or non-military style sequential results and outcome for their Cadet. Results include a variety of educational strategies including counseling, assigned demerits, an opportunity for additional physical education training, and others. In this system, each unbecoming act by a Cadet as cited in the *Cadet Code of Conduct Regulations Manual* is placed in one of three progressive 'articles' of actions.

CLASSIFICATIONS OF UNBECOMING BEHAVIORS: ARTICLES 1, 2, 3

ARTICLE 1

ABSENCES, TARDINESS, TRUANT, AWOL, HOMEWORK, TRESSPASSING, UNIFORM, DISRESPECT, LANGUAGE, INSUBORDINATION, INCITING, PERJURY, SIGNS, CLASSROOM

- ARTICLE 1-1 ABSENCES UNEXCUSED
- ARTICLE 1-2 ABSENT WITHOUT LEAVE (AWOL), TRUANT
- ARTICLE 1-3 CLASSROOM DISRUPTION
- ARTICLE 1-4 ACADEMY DISRUPTION: RUMORS, GOSSIP
- ARTICLE 1-5 DISRESPECT TOWARDS CADETS,
OFFICERS OR VISITORS
- ARTICLE 1-6 HOMEWORK LATE OR MISSING
- ARTICLE 1-7 INCITING OR ENCOURAGING THE
VIOLATION OF AN ARTICLE
- ARTICLE 1-8 INSUBORDINATION
- ARTICLE 1-9 LANGUAGE AND GESTURES PROFANE
AND OR ABUSIVE
- ARTICLE 1-10 PERJURY
- ARTICLE 1-11 SYMBOLS OR SIGNS INAPPROPRIATE
- ARTICLE 1-12 TARDY
- ARTICLE 1-13 TOBACCO POSSESSION, USE
- ARTICLE 1-14 TRESSPASSING, UNAUTHORIZED
PRESENCE
- ARTICLE 1-15 UNIFORM DRESS CODE, FAILURE TO COMPLY

ARTICLE 2

AFFECTION, CHEATING, COMMERCIAL ACTIVITY, COPYRIGHT VIOLATION, ELECTRONIC EQUIPMENT, FORGERY, FRATERNIZATION, GAMBLING, INDECENT EXPOSURE, INTERNET ABUSE, LOBBYING, PLAGIARISM, PUBLIC DISPLAY, AND VOYEURISM



ARTICLE 2-1 CHEATING, PLAGIARISM
ARTICLE 2-2 COMMERCIAL ACTIVITY ON BASE
ARTICLE 2-3 COPYRIGHT STATUTE VIOLATION
ARTICLE 2-4 ELECTRONIC EQUIPMENT, POSSESSION/USE
ARTICLE 2-5 FORGERY
ARTICLE 2-6 FRATERNIZATION
ARTICLE 2-7 GAMBLING
ARTICLE 2-8 INDECENT EXPOSURE
ARTICLE 2-9 INTERNET OR EMAIL ABUSE
ARTICLE 2-10 LOBBYING, POLITICAL OR RELIGIOUS
ARTICLE 2-11 PLAGIARISM, CHEATING
ARTICLE 2-12 PUBLIC DISPLAY OF AFFECTION

ARTICLE 3

ARSON, ASSAULT, BOMB THREAT, BULLYING, COMPUTER HACKING, CONTROLLED SUBSTANCE, EXPLOSIVE, FALSE ALARM, FIREARM, GANG ACTIVITY, GENERAL DISRUPTIVE, HARASSMENT, KIDNAPPING, INDECENT EXPOSURE, TRANSPORT, ROBBERY, TAMPERING, THEFT, VANDALISM, WEAPON, VOYEURISM AND RECKLESS DRIVING

ARTICLE 3-1 ARSON
ARTICLE 3-2 ASSAULT, SIMPLE
ARTICLE 3-3 ASSAULT, AGGRAVATED
ARTICLE 3-4 BATTERY, SIMPLE
ARTICLE 3-5 BATTERY, AGGRAVATED (CADET)
ARTICLE 3-6 BATTERY, AGGRAVATED (OFFICER)
ARTICLE 3-7 BOMB THREAT
ARTICLE 3-8 BULLYING, HAZING, INTIMIDATION
ARTICLE 3-9 COMPUTER HACKING
ARTICLE 3-10 CONTROLLED SUBSTANCE POSSESSION
ARTICLE 3-11 CONTROLLED SUBSTANCE SALE OR
DISTRIBUTION OR THE INTENT
ARTICLE 3-12 CONTROLLED SUBSTANCE USE
ARTICLE 3-13 EXPLOSIVE DEVICE POSSESSION,
USE OR INTENT
ARTICLE 3-14 FALSE ALARM
ARTICLE 3-15 FIREARM POSSESSION
ARTICLE 3-16 FIREARM USE
ARTICLE 3-17 GANG RELATED
ARTICLE 3-18 GENERAL DISRUPTIVE CONDUCT
ARTICLE 3-19 HARASSMENT; RACIAL, RELIGIOUS OR OTHER
ARTICLE 3-20 KIDNAPPING
ARTICLE 3-21 INDECENT EXPOSURE
ARTICLE 3-22 MISBEHAVIOR DURING TRANSPORT
ARTICLE 3-23 ROBBERY, EXTORTION, COERCION, BLACKMAIL
ARTICLE 3-24 SEXUAL HARASSMENT
ARTICLE 3-25 TAMPERING WITH EQUIPMENT OR SETTINGS
ARTICLE 3-26 TAMPERING WITH EVIDENCE
ARTICLE 3-27 THEFT/LARCENY
ARTICLE 3-28 THEFT/LARCENY
ARTICLE 3-29 VANDALISM, GRAFFITI
ARTICLE 3-30 WEAPON POSSESSION
ARTICLE 3-31 WEAPON USE
ARTICLE 3-32 VOYEURISM

ARTICLE I UNBECOMING CONDUCT AND EXTRA MILITARY INSTRUCTION (EMI) RESULTS

MAXIMUM NOT TO EXCEED PHYSICAL EDUCATION BASELINE
(ONE OF THE FOLLOWING)

- COUNSELING AND/OR
- TWO HUNDRED AND FIFTY (250) DEMERITS
- 10 PUSHUPS
- ADDITIONAL COURSE ASSIGNMENTS
- PARENT NOTIFICATION
- OTHER RESULTS AT SENIOR OFFICER'S (ADMINISTRATOR'S) DISCRETION
- REPEATED ARTICLE I MISCONDUCT WILL BE PROCESSED AS ARTICLE II

ARTICLE II UNBECOMING BEHAVIORS AND EXTRA MILITARY INSTRUCTION (EMI) RESULTS

MAXIMUM NOT TO EXCEED PHYSICAL EDUCATION BASELINE
(ONE OF THE FOLLOWING)

- COUNSELING AND/OR
- FIVE HUNDRED (500) DEMERITS
- 11 PUSHUPS
- ADDITIONAL COURSE ASSIGNMENTS
- REFERRAL TO SENIOR OFFICER
- OTHER RESULTS AT SENIOR OFFICER'S (ADMINISTRATOR'S) DISCRETION
- PARENT NOTIFICATION
- REPEATED ARTICLE II MISCONDUCT WILL BE PROCESSED AS ARTICLE III



ARTICLE III UNBECOMING BEHAVIORS AND EXTRA MILITARY INSTRUCTION (EMI) RESULTS

MAXIMUM NOT TO EXCEED PHYSICAL EDUCATION BASELINE
(ONE OF THE FOLLOWING)

- COUNSELING AND/OR
- LOSS OF RANK
- ONE THOUSAND (1,000) DEMERITS)
- BRIG CONFINEMENT (IN SCHOOL SUSPENSION)
- SUSPENSION, SHORT TERM, LONG TERM, EXPULSION
- LOSS OF SELECTED PRIVILEGES INCLUDING TEAM PARTICIPATION
- ADDITIONAL COURSE ASSIGNMENTS
- OTHER RESULTS AT THE SENIOR OFFICER'S (ADMINISTRATOR'S) DISCRETION
- CAPTAIN'S MAST HEARING

*NOTE: (A) TWO HUNDRED (200) OR MORE DEMERITS MAY RESULT IN NO LESS THAN FOUR HOURS IN THE BRIG (IN SCHOOL SUSPENSION/CONFINEMENT) BEFORE, DURING OR AFTER SCHOOL, 1-10 DAYS OF OUT-OF-SCHOOL SUSPENSION, LONG-TERM SUSPENSION, EXPULSION, OR OTHER CONSEQUENCES AS CITED ABOVE AT THE SENIOR OFFICER'S (ADMINISTRATOR'S) DISCRETION. (B) PARENT NOTIFICATION.

ARTICLE I UNBECOMING BEHAVIORS AND NON-MILITARY STYLE (NMI) RESULTS
(ONE OF THE FOLLOWING)

- COUNSELING AND/OR
- TWO HUNDRED AND FIFTY (250) DEMERITS
- ADDITIONAL COURSEWORK

- OTHER RESULTS AT OFFICER'S DISCRETION
- PARENT NOTIFICATION
- REPEATED ARTICLE I MISCONDUCT WILL BE PROCESSED AS ARTICLE II

*NOTE: (A) TWO HUNDRED AND FIFTY (250) OR MORE DEMERIT POINTS MAY RESULT IN ONE HOUR OF BRIG CONFINEMENT, OUT-OF-SCHOOL SUSPENSION OR (B) OTHER RESULTS AT SENIOR OFFICER'S (ADMINISTRATOR'S) DISCRETION.

ARTICLE II UNBECOMING BEHAVIORS AND NON-MILITARY STYLE (NMI) RESULTS

- COUNSELING AND/OR
- FIVE HUNDRED (500) DEMERITS
- ADDITIONAL COURSEWORK
- REFERRAL TO SENIOR OFFICER
- OTHER RESULTS AT OFFICER'S DISCRETION
- PARENT NOTIFICATION
- REPEATED ARTICLE II MISCONDUCT WILL BE PROCESSED AS ARTICLE III

*NOTE: (A) FIVE HUNDRED (500) OR MORE DEMERITS MAY RESULT IN NO LESS THAN FOUR HOURS OF BRIG CONFINEMENT, 1-5 DAYS OF OUT-OF-SCHOOL SUSPENSION, OR (B) OTHER CONSEQUENCES AT THE SENIOR OFFICER'S (ADMINISTRATOR'S) DISCRETION.

ARTICLE III UNBECOMING BEHAVIORS AND NON-MILITARY STYLE (NMI) RESULTS

- COUNSELING AND/OR
- LOSS OF RANK
- ONE THOUSAND (1,000) DEMERITS
- BRIG CONFINEMENT (IN SCHOOL SUSPENSION)
- ADDITIONAL COURSEWORK
- LOSS OF PRIVILEGES INCLUDING TEAM PARTICIPATION
- OTHER RESULTS AT OFFICER'S DISCRETION
- SUSPENSION, SHORT TERM, LONG TERM, EXPULSION
- CAPTAIN'S MAST HEARING



*NOTE: (A) ONE THOUSAND (1,000) OR MORE DEMERITS MAY RESULT IN NO LESS THAN FOUR HOURS IN BRIG CONFINEMENT, 1-10 DAYS OF OUT-OF-SCHOOL SUSPENSION, LONG-TERM SUSPENSION, EXPULSION, OR (B) OTHER CONSEQUENCES AS CITED ABOVE AT THE SENIOR OFFICER'S (ADMINISTRATOR'S) DISCRETION. (B) PARENT NOTIFICATION.

Incorporating the Academy's Classroom Assertive Discipline strategies, a Cadet who chooses to perform one of the *Code of Conduct Unbecoming Behaviors* may be assigned a sequential result as described above. The conduct and resultant will be documented. In some cases the Cadet may be briefly removed from the Class.

Class I and II results will be handled by an adult Officer at the school. All Class III results will be processed by a Senior Officer (Administrator), in accordance with the *Cadet Code of Conduct Regulations Manual*. Academy Senior Officers (Administrators) retain the right to process any Cadet unbecoming conduct whether Class I, II, or III. The Cadet retains the right to opt out of the military results program. Documentation will be maintained.

NOTE: The administration retains the right to have illegal activity that occurs on school property or at events sponsored by the school investigated and enforced by law enforcement officials. The administration retains the right to press charges possibly leading to prosecution and conviction.

Each parent will be provided with a permission form describing the above choices and detailed descriptions of possible unbecoming conduct and results. The parent will select 'military' or

'non-military style' outcomes for their child. The parent will sign the form and return it to the Administration where it will remain on file. If a parent does not sign and return the form, or personally come to Headquarters to sign a waiver for the non-military style program, in the event of unbecoming behavior, military style outcomes will be implemented for the Cadet.

CODE OF CONDUCT REFERRAL FORMS. A Code of Conduct Unbecoming a Cadet act resulting from a decision made by a Cadet will be documented on Code of Conduct Referral (CCR) forms. CCR-10 Forms are applicable for Article I misconduct. CCR-11 Forms are applicable for Article II misconduct, and CCR-112 Forms are applicable for Article III misconduct.

ASSURANCE OF A SAFE SCHOOL. This code is designed to ensure that each classroom will have a climate of order, discipline, control and learning as well as a climate that brings out the best qualities in both the teacher and the Cadet, allowing for individual growth and differences.

The right to attend public school is not absolute. It is conditional on each Cadet's acceptance of the obligation to abide by the lawful rules of the Academy community. The right to attend public school may be taken away permanently or lost temporarily for unbecoming conduct resulting from the Cadet's poor decisions. Teachers are required by law to maintain a suitable environment for learning in their classes and to assist in maintaining school order and discipline. Administrators are responsible for maintaining and facilitating the educational program by ensuring an orderly, safe environment in the Academy. In discharging their duties, all school employees have the right to be free from intimidation or abuse and to have their lawful requests and instructions followed.

47.15.12 RESPONSIBILITIES AND RIGHTS OF PARENTS

Parent Responsibilities

- Work with the Academy in fulfilling recommendations made in carrying out disciplinary actions taken in the best interests of the Cadets.
- Visit the Academy regularly, obtaining a visitor's pass in Headquarters.
- Plan the time and place for Cadet's homework assignments and provide necessary supervision.
- Be responsible for informing the Academy of any information useful in making appropriate educational decisions for a Cadet.
- Be responsible for talking with the Cadet about Academy activities and expected conduct.
- Be responsible for encouraging the Cadet's prompt and regular compliance with attendance procedures.
- Be responsible for the Cadet's periodic health examination required by the law.
- Work with the Academy in the best interest of the students through the parent-teacher committees, advisory committees, volunteer activities and other school organizations.
- Attend parent-teacher conferences as scheduled.

47.15.13 Parent Rights

- Parents have the right for their child to be exempt from the Extra Military Instruction (EMI) program and may confirm the same by signing the *Parent Preference Agreement* available in the Academy Headquarters.
- Receive or have access to regular official reports concerning the Cadet's academic progress and conduct.
- Inspect, copy, and challenge, according to the appropriate guidelines, any and all information contained in the Cadet's records.
- An explanation of the basis for any grade given by the teacher.
- Be granted access to all records pertaining to the student.
- Promptly receive a report of the student's absence, tardiness, and truancy of class.
- Be given information concerning the complete program offered in the school.
- Participate in local school organizations and volunteer activities.
- Request and be granted a conference with the teacher.

47.15.14 RESPONSIBILITIES AND RIGHTS OF CADETS

47.15.154 Cadets' Responsibilities

- Do your best to achieve excellence in personal conduct and academics.
- Make every effort to graduate from high school and continue your education.
- Contribute to and assist in providing a good learning climate.
- Attend Academy and class every day the Academy is in session, be on time, and come prepared to learn.
- Maintain your uniform and grooming according to regulations.
- Exhibit good sportsmanship, be honest, and courteous.
- Respect the individual rights of fellow Cadets, Academy personnel, and others, while setting a good example for your peers.
- Provide proper identification when requested.
- Submit required medical reports to the appropriate Academy personnel.
- Make every effort to improve your performance upon notification of unsatisfactory progress.
- Participate in activities in a gracious manner that shows respect and dignity.
- Have pride in your school.
- Respect Academy property.
- Respect the property of others.

47.15.15 Cadets' Rights

- A free and appropriate public school education.
- Be informed about the guidance services and co-curricular activities available in the Academy.
- Be guaranteed equal treatment in every aspect of the educational system.
- An explanation of the basis for any grades given.
- Information on Academy policies and rules.
- Make up class work after an excused absence.
- A formal due process hearing before a hearing officer or the Commanding Officer when being considered for long term suspension or expulsion.
- Privacy in your personal possessions, subject to the rights of Academy officials to conduct searches when there are reasonable grounds to suspect that a Cadet has violated or is violating either the law or Academy rules.
- Participate in authorized Cadet activities.

47.15.16 - RESPONSIBILITIES AND RIGHTS OF TEACHERS/INSTRUCTORS AND OTHER STAFF MEMBERS

Responsibilities of Teachers/Instructors and Staff

- Be guided by professional ethics in your relationship with Cadets, parents, the community, and other school personnel.
- Devote yourself exclusively to your duties during school hours.
- Inform parents about the academic progress and conduct of their children, using established Academy criteria.
- Indicate by attitude and action genuine concern and respect for each Cadet.
- Plan and conduct a program of instruction that captures the interest and meets the needs of each Cadet.
- Manage classroom routines so that they contribute to the program of instruction and the development of civic responsibility.
- Be sensitive to the behavior of each Cadet, and work with the Cadet assistance personnel.
- Know and enforce the rules of the Academy courteously, consistently, and fairly, and deal with misconduct quickly, firmly and impartially.
- Keep parents informed and submit to parents a report of a Cadet's absence, tardiness and truancy from class.

- Attend to job duties and be punctual.
- Observe the basic standards of cleanliness, modesty, and good grooming.
- Dress appropriately in accordance with the dress code requirements of the Bataan Military Academy Officers' Dress Code standards.

47.15.17 Rights of Teachers/Instructors and Staff Members

- Be present at any disciplinary conference concerning serious classroom or school disruption of Cadets in their charge.
- Be free from any physical or verbal threats while carrying out your teaching and other duties.
- A positive, unencumbered teaching environment.
- Respect for individual rights.
- Be guaranteed equal treatment in every aspect of the educational system.

47.16 DEFINITIONS OF RESULTANT ACTIONS AND INTERVENTIONS

47.16.10 Mediation - At the discretion of the Academy administrator, mediation may be utilized as a resultant when appropriate.

47.16.11 Instructors - Cadet Conference - The teacher will speak with the Cadet, and they shall mutually agree upon expected Cadet behavior. A statement of the expected Cadet behavior may be signed between the teacher and Cadet. A copy of the statement is maintained in the teacher's file. The teacher has the option of notifying parent(s) regarding such conferences.

47.16.12 Counseling/Administrative Staff-Cadet Conference- A Cadet shall confer with an adult Officer and/or member of the administrative staff, and they shall mutually agree upon expected Cadet conduct. If the Cadet is female, at least one adult will also be female. A statement of the expected Cadet conduct may be signed between the counselor and/or administrator and Cadet. A copy of the statement is maintained in the Cadet's behavior file. Parents may be notified concerning this conference.

47.16.13 Assessment and Intervention - A referral to an agency outside of the Academy for a determination of the severity of a perceived emotional disturbance, or drug and/or alcohol use. Follow up counseling by a state licensed therapist is a required action. As needed, the agency providing the assessment may release case information to the administration of the Bataan Military Academy and in the event the Cadet is removed from the Academy, the family and Cadet will work with the Academy toward a goal of reintegrating the Cadet into the Academy program.

47.16.14 Instructor-Cadet-Parent Conference- The teacher, Cadet, and parent(s) mutually agree upon and sign a statement of acceptable Cadet behavior in a formal conference. A copy of the statement is maintained in the Cadet's discipline file and teacher file.

47.16.15 Instructor-Cadet-Parent-Resource Personnel/Administrator Conference- A formal conference is held to plan for corrective counseling, referral to outside agencies, or other appropriate actions. A record of the action taken shall be signed by all parties and maintained in the Cadet's discipline file and the administrator's file.

47.16.16 BRIG: In-Academy Detention/Confinement -The Cadet is required to remain inside or is otherwise restricted at times when other Cadets are free for recess or to leave the Academy. The authority of the Academy to supervise and control the conduct of Cadets includes the authority to impose reasonable periods of in school suspension during the day or outside normal school hours as a disciplinary measure. Parents may be notified concerning the assignment of BRIG detention.

47.16.17 Restitution – A Cadet or parent compensates the school or an individual for loss, damage or injury, or restores to the rightful owner an article taken.

47.16.18 Compliance - Assurance of adherence to the rules and regulations of the *Code of Conduct Regulations* and/or the Governing Council’s policy prior to re-admittance to the Academy. For example, a dress code violation would require full adherence to proper dress, as governed by the *Code of Conduct* prior to a Cadet being readmitted to the Academy.

47.16.19 Police Notification - An incident report is filed with the police department. The action is recorded in the Cadet’s discipline file. Police make the determination as to whether arrest is warranted. The Commodore or designee has the discretion whether to sign a complaint for offenses that do or do not warrant arrest.

47.16.20 Arrest - A complaint is filed with the police by the Academy pursuant to criminal proceedings. The Academy will make a reasonable attempt to contact parents.

47.16.21 Service to the Academy - Compensation for time spent in duties to the Academy for addressing unbecoming conduct. For example: Cleaning graffiti; light house cleaning or yard work

47.17 FOUR LEVELS OF REMOVAL FROM THE ACADEMY

47.17.10 BRIG: In-School Suspension/Confinement - The Cadet remains in school. All privileges are suspended, regular classes are not attended. The Cadet is required to complete all assignments sent to him or her while being held in the BRIG Confinement setting. The action is recorded in the Cadet’s discipline file. BRIG may be assigned during non-Academy hours or days. Parents may be notified.

47.17.11 Short-Term Suspension - (1 to 10 days). The Cadet is not allowed to attend school for the designated number of school days of the suspension and will be considered as trespassing if present on Academy grounds during the period of suspension, unless permission is granted by administration. Parents will be notified. Cadet may completed and submit missing assignments during designated time period equal to length of suspension.

47.17.12 Long-Term Suspension - (more than 10 days). The Cadet is not allowed to attend the Academy for the designated period of the suspension and will be considered as trespassing if present on Academy grounds during the period of suspension, unless permission is granted by the Office of the Commodore. Loss of credit will ensue.

47.17.13 Three Levels of Expulsion - There are three levels of expulsion:

- (1) Level One - Cadet is removed from the Military Academy for at least one full semester;
- (2) Level Two – The Cadet is removed from the Academy for one full calendar year from the date of the initial incident;
- (3) Level Three – The Cadet is permanently removed from the Academy for life. The Academy administration retains the right to determine the level of expulsion.

47.18 UNACCEPTABLE BEHAVIORS AND RESULTANTS

The Bataan Military Academy may take jurisdiction of Cadet behavior to and from the Academy under the New Mexico statute known as “*in loco parentis*,” that is, taking the place of the parent.

7.18.10 Definitions of Unbecoming Conduct: Code of Conduct Regulations

ARTICLE	UNBECOMING BEHAVIOR	DEFINITION
1	ABSENCES, UNEXCUSED	Absences which amount to more than five percent of the required attendance for any grading period.
1	ABSENT WITHOUT LEAVE	Leaving the property and adjoining areas or a function sponsored by the Academy without authorization.

ARTICLE	UNBECOMING BEHAVIOR	DEFINITION
1	ACADEMY DISRUPTION: GOSSIP, RUMORS	Participating in the distribution of unsubstantiated, false, misleading or information about Cadets, staff, families, or topics related to the school and its educational mission. See General Disruptive Conduct.
2	AFFECTION, PUBLIC DISPLAY	Inappropriate, socially unacceptable and prohibited by military standards of conduct, such as, touching, hugging, kissing, repeated pairing, hand holding, and other affectionate or appearance of affectionate behaviors.
3	ARSON	Maliciously, willfully, neglectfully, intending, threatening or setting by any means a fire or explosion on Academy property or at any event sponsored by the Bataan Military Academy.
3	BATTERY, AGGRAVATED (ON A CADET)	Employing hostile contact with any kind of weapon, instrument or any means of force likely to produce bodily injury. This category includes sexual assault and battery and/or offenses (Cadet on another Cadet).
3	BATTERY, AGGRAVATED (ON AN OFFICER)	Employing hostile contact with any kind of weapon, instrument or any means of force likely to produce bodily injury. This category includes sexual assault and battery and/or offenses (Cadet on Officer).
3	BATTERY/FIGHTING (PHYSICAL CONTACT)	Employing hostile contact in which one party has contributed to a conflict or situation by verbal action and/or bodily harm.
3	BOMB THREAT	Falsely and/or maliciously stating to another person that a bomb or other explosive device has been placed in such a position that person(s) or property are likely to be injured or destroyed.
3	BULLYING OR HAZING	Intimidation; requesting or requiring that another party perform denigrating acts they would, in most instances, not commit.
3	FALSE ALARM	Interfering with the proper functioning of a fire or other alarm system or giving a false alarm whether by means of a fire alarm or otherwise.
3.	BULLYING, HAZING, INTIMIDATION (ASSAULT)	Any willful act committed by a Cadet, whether individually or with others, personally or electronically to another student(s) for the purpose of subjecting said Cadet(s) to humiliation, intimidation, physical abuse or threats of abuse, physical shame, injury, social or other ostracism, shame or disgrace.
3	MISBEHAVIOR DURING TRANSPORT	Deliberately, inadvertently or willful interfering with the safe operation of a school bus that is stopped or moving; behaving in a manner adversely affecting an individual or any property on or near the bus itself, at bus stop(s) or at pick-up places.
2	CHEATING AND/OR ACADEMIC PLAGIARISM	CHEATING: Willfully or intending to deceive by trickery; to mislead; to act dishonestly or commit fraud. PLAGIARISM: To steal and or use the ideas or writings of another person as one's own.

ARTICLE	UNBECOMING BEHAVIOR	DEFINITION
1	CLASSROOM. DISRUPTION OF, (FAILURE TO FOLLOW CLASSROOM INSTRUCTIONS OR RULES	Performing an unbecoming act resulting from a poor decision to disregard posted classroom rules or verbal instruction directed by the teacher.
2	COMMERCIAL ACTIVITY, UNAUTHORIZED	Unauthorized advertising, buying or selling of products or services on Academy property
3	COMPUTER HACKING	Without authorization by the owner, entering an email or internet site belonging to another party.
3	COMPUTER, USE TO PROMOTE RUMOR, LIABLE OR SLANDER	Posting rumor, libelous or slandering statements on the world wide WEB about the Academy, Cadets or staff members; usually on <i>My Space</i> .
3	CONTROLLED SUBSTANCE AND/OR OVER-THE-COUNTER MEDICATION POSSESSION	Custody or control of a substance capable of producing a change of behavior or altering a state of mind or feeling; or a look-alike, that is, a substance that looks like a controlled substance. This category includes but is not limited to drugs (including prescriptions or over-the-counter medications), alcohol, and/or tobacco.
3	CONTROLLED SUBSTANCE SALE OR DISTRIBUTION OR THE INTENT THEREOF	Selling or distributing, or intending to sell or distribute a substance capable of causing a change in behavior or altering a state of mind or feeling; or a look-alike, that is, a substance that looks like a controlled substance. Intent may include but not be limited to the possession of distribution materials, such as, scales, plastic bags, a large amount of cash and/or other evidentiary items or statements.
3	CONTROLLED SUBSTANCE USE	Absorbing, using or ingesting a substance capable of causing a change in behavior or altering a state of mind or feeling; or a look-alike, that is, a substance that looks like a substance capable of altering a state of mind or feeling
2	COPYRIGHT LAWS, VIOLATION OF	Disregarding or failing to comply with federal standards, laws, and regulations concern the copyright and registered trade mark rights of an individual, group or organization.
1	DISRESPECT TOWARD OFFICERS, CADETS OR VISITORS; INSUBORDINATION	Rude, discourteous, and/or behavior demonstrating a lack of esteem for another person(s). This offense may include spoken statements and/or behavior such as, rolling one's eyes, put-downs, name calling, or negative references to family members.
2	ELECTRONIC EQUIPMENT, UNAUTHORIZED POSSESSION/USE OF ELECTRONIC CELL PHONES, CD OR IPOD PLAYERS, PAGERS AND/OR OTHER ELECTRONIC ITEMS	Possession of such items on Academy property must have prior parental and administrative approval. Electronic equipment may be used during passing periods, before school, during lunch, and after school. All other times must have administrative approval. The Academy is not required to investigate lost or missing electronic equipment.

ARTICLE	UNBECOMING BEHAVIOR	DEFINITION
3	EXPLOSIVE DEVICE, POSSESSION, USE OR INTENT TO USE	Possession, use, or intent to possess or use, any explosive device on BMA property or at times and places where BMA may take jurisdiction. Examples but not limited to: tear gas, noxious gases, grenades.
1	UNIFORM DRESS CODE, FAILURE TO COMPLY: OUT OF UNIFORM	Non-compliance with specific Academy standards, regulations and codes for uniform dress.
3	FIREARM POSSESSION	Custody and/or control over a firearm as defined in the federal statute known as the <i>Gun Free Schools Act</i> ; namely, a specific instrument or gun that will project a projectile by means of an explosive force. This category does <u>not</u> include look-alike guns and knives or toys. A charge of alleged possession of a firearm requires a Due Process Hearing and the Academy must request a minimum one calendar year expulsion.
3	FIREARM USE	Willful use of an instrument described by the definition of a firearm as found in the federal <i>Gun Free Schools Act</i> . A Due Process Hearing is mandated and the Academy must request a minimum expulsion of one calendar year.
2	FORGERY	Willfully reproducing the signature, mark or property belonging to another person without the consent of the owner.
2	FRATERNIZING	Associating with or showing inappropriate favoritism toward a member or members of an opposing group; may be, but is not limited to associating for the purpose of personal, professional or other gain.
2	GAMBLING	Participating, providing, and/or encouraging Cadets, Officers, parents and/or visitors to participate in a game of chance is prohibited on the property of the Bataan Military Academy.
3	GANG RELATED ACTIVITY	Behavior of group or a member of a group of students or non-students whose behavior is threatening, delinquent, criminal, or intimidating.
3	GENERAL DISRUPTIVE CONDUCT	Conduct that materially and in fact disrupts or interferes with the operation of the Bataan Military Academy.
3	HARASSMENT, RACIAL, RELIGIOUS OR OTHER	Behavior including but not limited to mocking, taunting, intimidating, criticizing and/or punishing a Cadet, Officer or visitor.
3	HARASSMENT, SEXUAL	Sexual harassment is a form of gender discrimination as defined in Title IX of the Education Amendments of 1972. Sexual harassment is a violation of federal law and may include sexual assault, unwanted touching, bumping into, inappropriate comments or conversations, certain non-verbal behaviors and gestures that threaten or belittle another on the basis of gender.

ARTICLE	UNBECOMING BEHAVIOR	DEFINITION
1	HOMEWORK LATE OR MISSING	Failing to complete or submit class assignments, or to submit the assignment in a timely manner as directed by the teacher.
1	INCITING OR ENCOURAGING THE VIOLATION OF AN ACADEMY RULE	To goad; encouraging or inspiring an individual or group to take some action or express some feeling; to induce activity of any kind of violent or uncontrolled behavior that is a violation of the policies of BMA.
2	INDECENT EXPOSURE	The act of illegally exposing one's private parts in a public location.
1	INSUBORDINATION, WILLFUL DISOBEDIENCE OR DEFIANCE	Failing to submit to authority; rebellious, mutinous and/or defiant behavior – sedition. Failure to observe or perform a direct command.
2	INTERNET AND EMAIL ABUSE, COMPUTER HACKING	Accessing computer-related information or materials without the consent of the owner.
3	KIDNAPPING	Secret confinement of another against his/her will or transportation of another by force or deceit from one place to another with the intent to secretly confine.
1	LANGUAGE AND/OR GESTURES PROFANE AND/OR ABUSIVE	Use of coarse, crude, offensive, insulting or irreverent words to show contempt, disrespect: swearing.
2	LOBBYING, POLITICAL OR RELIGIOUS	Promoting or proselytizing a particular political or religious organization on Academy property is strictly prohibited.
1	PERJURY	The deliberate and/or willful giving of false, misleading, or incomplete testimony or statements on a relevant matter; any violation of an oath or promise.
2	PLAGIARISM	For one's own benefit, using the writing(s) of another without authorization or acknowledgement leaving the reader with the impression that the writing is original.
3	ROBBERY, EXTORTION, COERSION, BLACKMAIL	Taking property of another through means of force or intimidation.
1	SYMBOLS OR SIGNS, INAPPROPRIATE	Possessing inappropriate or illegal signs, symbols or other marks on one's person or personal possessions. Examples but not limited to gang graffiti, swastikas, signs or symbols indicating possession or use of drugs.
3	TAMPERING WITH EQUIPMENT OR SETTINGS	Unauthorized tampering, altering, destroying or defacing property, equipment and/or systems belonging to the Bataan Military Academy.
3.	TAMPERING WITH EVIDENCE	Moving, concealing, or altering in any manner, evidentiary materials.
1	TARDY	Failing to arrive and be present at the appointed and designated starting time of any class or function sponsored by the Bataan Military Academy.

ARTICLE	UNBECOMING BEHAVIOR	DEFINITION
3	THEFT; LARCENY	THEFT: Unauthorized taking or possessing and/or sale of property of another without the consent of the owner. LARCENY: The felonious taking and removing of another's personal property with the intent of permanently depriving the owner.
1	TOBACCO PRODUCTS, POSSESSION, USE, OR DISTRIBUTION	Custody or control over any tobacco product is strictly prohibited on the Bataan Military Academy property.
1	TRESPASSING OR UNAUTHORIZED PRESENCE	Being present on the property of the Bataan Military Academy or attending a function sponsored by the Bataan Military Academy without the consent of the Commodore, the Corps Commander and/or other authorizing agents.
1	TRUANT: ABSENT WITHOUT LEAVE	Willful unexcused absence from any function sponsored by the Bataan Military Academy where attendance is required. Willfully and without permission leave Academy property or a function sponsored by the Bataan Military Academy.
3	UNDER THE INFLUENCE; INTOXICATED	Absorbing a substance capable of producing a change in behavior or altering a state of mind or feeling, including a look-alike or an item appearing as a controlled substance.
3	VANDALISM/GRAFFITI	Willful destruction, damaging or defacing the property of another, including the property belonging to the Bataan Military Academy.
3	VEHICLE, RECKLESS USE OR DRIVING	Willful use of any vehicle without regard to the safety of passengers or others present in the vicinity.
3	VOYEURISM	Secretive and/or unseemly enjoyment from being an observer of another without the consent of the person observed
3	WEAPON POSSESSION	Custody or control over any type of weapon, such as, any type of gun, knife, knuckles, club, explosive, spiked wrist band, chains, metal/brass knuckles, slingshot, club, or other item that may cause or is intended to cause bodily injury or death. This category includes look-alike weapons, such as toys.
3	WEAPON USE	Brandishing or revealing to another party, a weapon, or using the weapon to commit bodily harm; the intent to commit bodily harm to another; threatening to use a weapon on another person.

47.19.00 CRIMINAL ACTS

47.18.01 Violators of the Law May Be Arrested and Transported

If a violation of the State of New Mexico criminal code occurs on property belonging to the Bataan Military Academy or at a function sponsored by the Bataan Military Academy, the Academy Commodore or designee retains the right to (a) contact and request local, regional, state or federal police assistance, and, if determined, request that said suspected perpetrators be arrested and transported to the appropriate detention center or county jail. The Academy retains the right to prosecute.