



**CADET/PARENT  
HANDBOOK  
2023-2024**

*Revised July 2023*

[Chapter 1 – Introduction](#)

[OMI ACADEMY ADMINISTRATION](#)  
[OMI MISSION STATEMENT](#)  
[PHILOSOPHY STATEMENT](#)  
[OMI CADET CODE OF HONOR](#)  
[OMI CADET CREED](#)  
[DUTIES OF AN OMI CADET](#)  
[DUTIES OF AN OMI PARENT](#)  
[NONDISCRIMINATION STATEMENT](#)

[Chapter 2 – Academics & Attendance](#)

[THE ACADEMIC PROGRAM AND POLICIES](#)

[Academic Courses](#)  
[Grades and Report Cards](#)  
[Academic Progress Reporting](#)  
[California Assessment of Student Performance and Progress \(“CAASPP”\)](#)  
[Cal Grant Program for College](#)  
[Class Ranking](#)  
[Description of Grades](#)  
[Honor Roll](#)  
[Academic Probation](#)  
[Homework](#)  
[Late Work Policy](#)  
[Parent Online Access to Grades](#)  
[Grades 6-8: Promotion to the Next Grade Level](#)  
[Grades 9-12: Earning Credit Toward High School Graduation](#)  
[Advancement to the Next Grade Level](#)  
[High School Graduation and Senior Activities](#)  
[Community College Course Enrollment](#)

[ATTENDANCE PROCEDURES AND POLICIES](#)

[Excused Absences for Classroom Based Attendance](#)  
[Reporting Absences and Method of Verification](#)  
[School Notification of Absences to Home](#)  
[Truancies and Ditching](#)  
[Tardy Policies](#)  
[Permission to Leave Campus](#)  
[Eighteen Year-Old Cadets](#)  
[Cell Phone Policy](#)  
[Confiscation Policy](#)  
[School Wireless Device/Chromebook Acceptable Use Policy](#)  
[Student Drivers](#)  
[Forging Notes / Calls](#)

[Chapter 3 – Military Science](#)

[THE MILITARY SCIENCE PROGRAM AND POLICIES](#)

[California Cadet Corps](#)  
[New Recruit Orientation](#)  
[Regimental and Battalion Organization](#)  
[S-7 \(Special Project/CAB\)](#)  
[Dances and Social Events](#)  
[Sales/Fundraisers](#)  
[Senior Class Privileges](#)  
[Service Awards](#)  
[Military Courtesy](#)  
[Entering or Leaving an Office](#)

[Snacks](#)  
[Food Deliveries](#)  
[Field Trips and](#)  
[Excursions Parent](#)  
[Engagement Formations](#)  
[Parades or Cadet corps events](#)  
[Participation Pass in Review](#)  
[Participation](#)  
[Standards for Uniforms and Appearance Part One:](#)  
[Philosophy Part Two: Basic Descriptions](#)  
[Part Three: Manner of Wear](#)  
[Part Four: General Wear and Appearance Policies/Standards](#)  
[Company Achievement Awards](#)  
[Cadet Promotion Requirements Based on CR 1-5](#)

#### [Chapter 4- Athletics](#)

[Athletic and Activities Eligibility](#)  
[OMI Standards Of Eligibility \(CIF Bylaw 201\)](#)  
[NCAA Division I Initial-Eligibility](#)  
[Requirements Division II Initial-Eligibility](#)  
[Requirements](#)

#### [Chapter 5 – Annual Notice of General School Programs and](#)

[Policies COMMUNITY ELIGIBILITY PROVISION \(CEP\)](#)  
[CONCUSSION/HEAD INJURY](#)  
[SUDDEN CARDIAC ARREST](#)  
[PREVENTION ORAL HEALTH](#)  
[EXAMINATIONS DIABETES](#)  
[IMMUNIZATIONS AND PHYSICAL EXAMINATIONS](#)  
[SECTION 504](#)  
[CHILD FIND](#)  
[UNHOUSED CADETS](#)  
[TEACHER QUALIFICATION INFORMATION](#)  
[EDUCATIONAL RECORDS, INCLUDING CHALLENGES](#)  
[AND DIRECTORY INFORMATION](#)  
[TITLE IX, HARASSMENT, INTIMIDATION,](#)  
[DISCRIMINATION, AND BULLYING POLICY](#)  
[GRIEVANCE PROCEDURES](#)  
[UNIFORM COMPLAINT PROCEDURES](#)  
[LEVELS OF BEHAVIORS THAT WOULD](#)  
[LEAD TO PROGRESSIVE DISCIPLINE:](#)  
[SUSPENSION & EXPULSION PROCEDURES](#)  
[Suspension Procedures](#)

## Chapter 1 – Introduction

### OMI ACADEMY ADMINISTRATION

Dr. Mary Streshly .....Superintendent  
CMSgt (CA) Thomas James.....Commandant  
Ms. Shawna Lipsey.....Director of Cadet Services & Special Programs  
Mr. Shann Chu.....Director of Teaching and Learning  
SFC Michael Traver.....Acting Senior Advisor

### OMI MISSION STATEMENT

*The mission of the Oakland Military Institute College Preparatory Academy (OMI) is to prepare each of its cadets to qualify for, and succeed in, leading colleges and universities. OMI, through a traditional military school framework, instills honor, integrity and leadership.*

### PHILOSOPHY STATEMENT

OMI's four (4) pillars are **ACADEMICS**, **LEADERSHIP**, **CITIZENSHIP**, and **COLLEGE READINESS**. Using a military framework, the goal of OMI is to graduate cadets who are capable of meeting the admissions requirements for any college in the nation and who are prepared for their roles as future leaders.

The demanding **ACADEMIC** program consists of language arts, math, science and history, as well as world languages, fine arts, leadership, and physical fitness training. OMI seeks and supports cadets who have ambition and are ready to take responsibility for their own learning. OMI offers honors, advanced placement, and college level courses. We also understand that some of our cadets enter OMI performing below grade level, and we require these cadets to accelerate learning through after school and summer academic programs. Through hard work, determination, and a positive attitude, all cadets are expected to do whatever it takes to meet OMI's rigorous academic standards and achieve proficiency on the Common Core State Standards. We partner with parents to communicate about cadet progress and help all cadets succeed to the best of their abilities. *Parents have a set of duties to fulfill their role as the primary educators of their cadets.*

The military framework of the school develops **LEADERSHIP** and promotes a sense of pride and community, as it requires cadets to wear a proper complete uniform each school day. All cadets participate as members of the California Cadet Corps, and are assigned to units within a military chain of command (squads, platoons, companies, and battalions within the Corps of OMI Cadets). Cadets assume increased responsibility through various positions of leadership during their tenure at OMI. Each academic classroom uses military protocols and cadet leadership structures to promote good order and discipline. Cadets also learn and practice military customs and courtesies, and achieve promotions and awards for their accomplishments. The military dimension of the school promotes patriotic spirit and respect for the democratic ideals of our society.

Cadets learn what is expected of them at the Summer Entrance Camp prior to their enrollment at OMI, a camp which thoroughly introduces new cadets to the **CITIZENSHIP** expectations of the school. The disciplinary system, patterned after the military model, is fair and predictable. All cadets share a common set of duties they are expected to fulfill, as well as a code of honor requiring absolute integrity. Cadets who do not meet our expectations for conduct, integrity, and/or who do not fulfill their duties forfeit their opportunity to remain enrolled as a cadet at OMI.

**COLLEGE READINESS** OMI is a College Preparatory Academy. Our highest priority is to prepare each of our cadets for post-secondary education. By the time our cadets graduate high school they will have

completed a minimum of two college courses through our dual enrollment program. We have added many new and interesting courses to our dual enrollment program to offer cadets a variety of options. It is our goal to continue to enhance the dual enrollment program by continuing our partnership with our local junior colleges and offering courses of high interest to our cadets.

Through the four pillars of academics, leadership/citizenship, and college readiness, OMI prepares cadets for successful admission to college, completion of college, and entry into the adult world as leaders who make our world a better place, do the right thing, and treat others the way they want to be treated.

### OMI CADET CODE OF HONOR

*"A CADET IS RESPECTFUL AND WILL NOT LIE, CHEAT, OR STEAL, OR TOLERATE THOSE WHO DO"*

At OMI, cadets learn and behave by a code of conduct that will serve them well during their time at the School and long after they have graduated. It is simple, and should govern everything cadets do both on and off campus. Violating the cadet code will lead to disciplinary action and possible dismissal from the Oakland Military Institute.

**TO BE RESPECTFUL** is to honor the fundamental infinite dignity and worth of each individual. It means to treat oneself, others, and the property of others the way we would like to be treated. Respect is at the heart of the golden rule, "Do unto others as you would have done unto you." Cadets do not engage in physical, verbal, or emotional abuse of others. This includes peers, school staff, and members of the community. They do not bully, harass, or intimidate others. They keep their environment clean and free from vandalism.

**TO LIE** is to make an untrue statement, intending to deceive or produce a false impression. The statement can be oral, written or implied by action. Making a statement that is only half-true, or attempting to give a false impression by leaving out pertinent information is lying.

**TO CHEAT** is to attempt or to aid in an attempt to gain unfair advantage over others. For instance, using the work of another person as your own is cheating. Likewise, allowing someone else to claim your work as theirs is another form of cheating.

**TO STEAL** is to knowingly take a property or service, temporarily or permanently, without consent. Taking or borrowing without permission is stealing.

**TO TOLERATE** is to ignore the dishonorable actions of other cadets. A cadet who knows that another cadet violated the Honor Code has an obligation to report it. A cadet who sees another cadet be disrespectful, lie, cheat or steal and does not report the incident has violated the honor code.

### OMI CADET CREED

1. I am an Oakland Military Institute Cadet; I will always conduct myself to bring credit to my family, country, academy, and corps of cadets.
2. I am loyal and patriotic. I am the future of the United States of America.
3. I do not lie, cheat, or steal and will always be accountable for my actions and deeds
4. I will work hard to improve my mind and strengthen my body
5. I will seek the mantle of leadership and stand prepared to uphold the Constitution of the United States of America.

## **DUTIES OF AN OMI CADET**

1. Learn and strive for academic excellence
2. Set goals and work hard to achieve them
3. Respect oneself and others
4. Demonstrate integrity and good character
5. Accept responsibility and the mantle of leadership
6. Follow instructions
7. Wear the uniform properly and with pride
8. Use military courtesy
9. Care for the OMI campus
10. Work well as a member of teams
11. Serve the school and community
12. Prepare for success in college
13. Celebrate and take pride in success
14. Be physically fit and active
15. Get involved in school activities

## **DUTIES OF AN OMI PARENT**

1. Ensure your cadet wears the correct and complete uniform daily and complies with all grooming and appearance standards.
2. Promote daily, proper use of the school planner and check homework daily for completeness.
3. Read the entire planner and act upon the weekly parent bulletin. Refer to the school calendar and website often in order to be up-to-date on important OMI events.
4. Ensure your cadet attends school every day on time and only misses class for very serious reasons.
5. Participate in Parent Cadet Alliance activities, including attending cadet led conferences, general parent meetings, and other school activities.
6. Praise your cadet's achievements and celebrate triumphs.
7. Review your cadet's AERIES account for academic and attendance performance at minimum twice a week. The administration's recommendation is to check on Tuesday and Friday Mornings.
8. Communicate with teachers or TACs when you have questions and respond to contacts from the school.
9. Encourage your cadet to always do the right thing, treat others with respect, and make OMI a better place.
10. Ensure your cadet attends and participates fully in academic support classes when assigned, and takes those classes seriously.
11. Help your cadet believe that attending a four-year college/university and postsecondary education is desirable and achievable.
12. Communicate through your cadet's TAC team any concerns or questions you may have.
13. Ensure your cadet participates in extracurricular programs, and attend events your cadet is involved in.
14. Require your cadet to adhere to the Cadet Code of Honor and Cadet Corps Standards at all times.
15. Ensure your cadet eats the healthy meals/snacks at Café OMI or has healthy food when at school.

## **NONDISCRIMINATION STATEMENT**

OMI does not discriminate against any student or employee on the basis of actual or perceived disability, pregnancy, gender, gender identity, gender expression, nationality, race or ethnicity, immigration status, religion, religious affiliation, sexual orientation, childbirth or related medical conditions, marital status, age or association with a person or group with one or more of these actual or perceived characteristics or any other basis protected by federal, state, local law, ordinance or regulation.

OMI adheres to all provisions of federal law related to Cadets with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities

Act of 1990 ("ADA"), and the Individuals with Disabilities Education Improvement Act of 2004 ("IDEIA").

OMI is committed to providing a work and educational atmosphere that is free of unlawful harassment under Title IX (sex), Title VI (race, color, or national origin), and Section 504 and Title II of the ADA. The School prohibits sexual harassment and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, creed, color, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. The School does not condone or tolerate harassment of any type, including bullying, discrimination or intimidation, by any employee, independent contractor or other person with which the Charter School does business, or any other individual, student, or volunteer. This applies to all employees, Cadets, or volunteers and relationships, regardless of position or gender. The School will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted. Inquiries, complaints, or grievances regarding harassment as described in the above section should be directed to the OMI Uniform Complaint Procedures ("UCP") Compliance Officer:

Commandant CMSgt (CA) Thomas L. James  
Oakland Military Institute  
3877 Lusk St, Oakland, CA 94608  
(510) 594-3942

## **Chapter 2 – Academics & Attendance**

### **THE ACADEMIC PROGRAM AND POLICIES**

#### **Academic Courses**

All OMI cadets will participate in coursework stressing fundamental, core subjects. Cadets will attend courses in subject areas of language arts, mathematics, history, reading, science, foreign language, and military science and physical education.

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

#### **Grades and Report Cards**

Grades represent an assessment of the cadet's work and potential for success. They are devices for measuring and reporting progress and achievement. They aid cadets in determining their individual strengths and weaknesses, and they are incentives to greater academic growth. A progress report is mailed home to parents at the sixth week and at the twelfth week mark. At the close of each semester, a report card is mailed home to parents. Cadets or parents who have questions regarding a grade should first attempt to resolve the problem with the teacher concerned. The request for a grade review must be made in writing within one month of the grade being issued. If the dispute is not resolved, the teacher and/or cadet/parent may appeal to the Director of Cadet Services who will make the final decision.

#### **Academic Progress Reporting**

**Report cards** are issued 2 times a year, once at the end of each school semester as designated on the school calendar.

**Progress reports** are issued 4 times a year, approximately every six weeks. All cadets will be issued a progress report that needs to be reviewed by the parent/guardian. The intention of progress reports is to ensure that all parents/guardians are aware of the cadet progress. It is as important to know when a cadet is doing well, as well as areas where improvement is needed. **Please note that progress reports are mailed home.** Consult the school calendar so that you know when to expect your cadet's progress report. If by any chance you do not receive progress reports please contact your cadets teachers or TAC Team. Parents may also access their cadet's academic records through the parent portal.

**PACT/ACT/ PSAT/SAT:** OMI encourages cadets to take the PACT, ACT, PSAT, and SAT.

### California Assessment of Student Performance and Progress ("CAASPP")

OMI shall annually administer required state testing to the applicable grades (e.g., the California Assessment of Student Performance and Progress.) Notwithstanding any other provision of law, a parent or guardian's written request to OMI officials to excuse his or her child from any or all parts of the state assessments may be granted.

### Cal Grant Program for College

A "Cal Grant" is money for college that does not have to be paid back. To qualify, a student must meet the eligibility and financial requirements as well as any minimum grade point average (GPA) requirements. Cal Grants can be used at any University of California, California State University or California Community College. Some independent and career colleges or technical schools in California also take Cal Grants.

In order to assist Cadets who apply for financial aid, all grade 12 Cadets are automatically considered a Cal Grant applicant and each grade 12 student's GPA will be submitted to the California Student Aid Commission (CSAC) electronically by a school or school district official. A student, or the parent/guardian of a student under 18 years of age, may complete a form to indicate that he/she does not wish for the school to electronically send CSAC the student's GPA. Until a student turns 18 years of age, only the parent/guardian may opt out the student. Once a student turns 18 years of age, only the student may opt himself/herself out, and can opt in if the parent/guardian had previously decided to opt out the student. All grade 12 Cadets' GPA will be sent to CSAC before March 2nd. The Cal Grant application submission deadline is October 1 of the grade 12 year.

### Description of Grades

All grades at OMI adhere to the following standards:

OMI awards academic grades honestly and fairly based on cadet achievement of skills, content, and mastery of standards. Teachers work within the grading guidelines provided by the administration, but have

flexibility in creating specific criteria for their classes. Please review all your teacher's syllabi for a detailed explanation of the grading criteria for each course.

Each course has assignments which fall into either mastery or practice. Mastery assignments are worth 70% of the grade and practice assignments are worth 30% of the grade. This chart provides examples of the type of assignments which fall into each category.

Mastery of Standard (70% of Grade)	Practice (30% of Grade)
Tests	Homework
Quizzes	Classwork
Presentations	Journals/Notes
Mastery Research for projects/presentations/Essays	Participation Participation must be based on a tool used to track cadet participation
Essays	Engagement Activities/Formative Assessments

Grades are based on the following grading scale. Please note that D's are given from 60% - 69.50%, anything below 60% will receive a failing grade of an F.

Letter Grade	Percentage	GPA
A	89.50%+	4.00
B	79.50%-89.49%	3.00
C	69.50%-79.49%	2.00
D	60%-69.49%	1.00

Note: Advanced Placement (AP) courses are graded on the same scale but include a 1-point GPA bump. An A would earn a cadet 5.0 on the GPA scale.

### Honor Roll

Cadets are eligible for Honor Roll if they complete a semester earning a TOTAL GPA as indicated below:

Commandant's List: GPA of 3.0-3.4

Superintendent's List: GPA of 3.5 - 4.0 or better

### Academic Probation

Full commitment to academics is mandatory. Cadets must try their best, pursue a standard of excellence, and ask for teacher help when needed. Any cadet who receives a "D" at any grading period and/or has a GPA less than 2.0 may be placed on academic probation and assigned to tutoring, can expect to lose eligibility for extracurricular activities until grades improve.

Consequences of academic probation may include any of the following:

- Conference with the Commandant or Superintendent as requested
- Required parent – teacher conferences
- Special mentoring
- After school enrichment

- Ineligibility for participation in extracurricular activities, athletics, non-academic field trips and other activities
- Ineligibility for cadet promotions

### Homework

It is our belief that good study habits and consistent completion of homework are necessary for success in college. Completion of homework is mandatory. The purpose of homework at OMI is to reinforce material covered in class, to accelerate learning outside of class, and to prepare cadets for the next lesson. Homework is one of many assessments that OMI teachers design and use to measure cadet learning. Cadets must complete homework assignments regularly and to the best of their ability. Homework effort and quality of homework are components of cadet grades in all academic courses. Cadets should expect to spend about two hours each night completing homework in the 6th, 7th, 8th, and 9th grades and more time in the higher grades. Advanced Placement and Honors classes will require more homework than the typical class. Absence from school does not excuse cadets from completing homework or from meeting deadlines. If absent, the cadet is responsible for checking class websites and/or emailing the teacher for assignments. Cadets are also encouraged to contact a classmate for appropriate assignments. In the event a cadet is suspended from school, OMI may provide homework assignments which can be picked-up at the school office for the duration of the suspension.

### Late Work Policy

Cadets must complete homework assignments regularly. Cadets will hand in late work and miss classes for a number of reasons, some of which are legitimate. At OMI students are able to submit late assignments after the original due date. After the two week window no assignments will be accepted.

### Parent Online Access to Grades

All parents are given access codes at registration to a parent portal (Aeries) where they can access their cadet's academic, attendance, and disciplinary records. Parents who need assistance with accessing the parent portal may contact the school office or any school administrator. Parents are always welcome to come to contact the Parent Liaison for assistance.

### Grades 6-8: Promotion to the Next Grade Level

OMI is a College Preparatory Academy dedicated to academic excellence. In keeping with our commitment to rigorous academics and preparation for college, OMI requires that cadets demonstrate both academic success and motivation to achieve in order to be selected to continue to the next grade level. Cadets selected to attend the next grade level must receive passing grades in their courses. In OMI's Middle School, we believe that all cadets are capable of reaching skill levels that prepare them for success in high school and college. In keeping with this mission, cadets who do not meet current grade level skill expectations will be required to attend OMI's summer targeted skill-building classes (Summer School). Upon successful completion of these classes, cadets will be better equipped to be successful in the next grade. Cadets who receive a final grade of an 'F' at the end of the second semester, and do not complete summer school classes successfully are recruits for retention.

### Grades 9-12: Earning Credit Toward High School Graduation

There are minimum credit requirements that cadets must complete in order to graduate from OMI. Cadets must pass a course in order to receive credit for the course. These requirements also reflect the minimum A-G requirements that are the coursework necessary for admission into the University of California and California State University systems. The OMI high school graduation requirements are

listed below.

**(Passing each course with a grade of C or higher)**

Required Subjects	Credits
<i>English (10 each in Grs 9-12)</i>	40
<i>Math (Alg I, Alg II &amp; Geometry w/Trig)</i>	30
<i>Lab Science (Physical Science and Life Science)</i>	20
<i>World History</i>	10
<i>US History</i>	10
<i>Government/ Economics</i>	10
<i>Language other than English (2 years of the same language)</i>	20
<i>Visual/ Performing Arts</i>	10
<i>Electives (e.g., Military Science, etc.)</i>	50
<i>Health</i>	5
<i>Physical Education</i>	20
<b>TOTAL.....</b>	<b>Minimum 225</b>

### Advancement to the Next Grade Level

To have 10th grade standing, cadets must have completed 60 credits prior to enrollment for their 10th grade year. To have 11th grade standing, cadets must have completed 130 credits prior to enrollment for their 11th grade year. To have 12th grade standing, cadets must have completed 190 credits prior to enrollment for their 12th grade year. Cadets who do not have sufficient credits to advance to the next grade level are issued identification badges indicating the lower grade level. Such cadets are eligible to participate in grade-level cadet activities based on their completed credits (i.e. junior or senior retreat, sophomore special events, etc).

### High School Graduation and Senior Activities

In order to graduate, cadets must meet all graduation requirements previously listed within five credits of the last day of school and all required community and school service hours. In order to receive a diploma, cadets must complete all credits by the conclusion of summer school session. Cadets must be in good academic and citizenship standing to participate in senior activities and participate in graduation ceremonies. Cadets must successfully complete a senior thesis project, and adhere to all citizenship standards. Cadets whose academic or citizenship status indicates they are not eligible for graduation lose the privilege of participating in special senior activities such as prom, senior retreat, senior fun days, junior/senior breakfast, and participation in the graduation ceremony.

### Dual Enrollment Course Enrollment

Cadets are encouraged to take courses at local community colleges. A dual enrollment form must be completed and signed by the school counselor.

OMI has a partnership with the Peralta Community College District to offer Community College Courses on the OMI campus. Enrollment in these courses requires permission from the College Counselor and Chief Academic Officer. These courses are generally offered free of charge. Cadets may be required to pay for textbooks or rent textbooks. Cadets are reminded that these courses are taught by college faculty who will hold OMI cadets to the same rigorous standards of the college. Cadets who struggle with reading, writing, and mathematics are discouraged from enrolling in these advanced courses. There are many other courses offered on the OMI campus to support cadets who struggle in these areas. Specific policies with regards to community college courses on the OMI campus include:

1. Cadets must meet published registration deadlines and protocols.
2. There are specially published schedules for these classes which may include times outside the normal school day and/or which may include opportunities for enrolled cadets to leave school before the end of the regularly scheduled school day.
3. Generally, these courses will take place on campus. However,

concurrent enrollment courses are available off campus.

4. Cadets receive college credit on Peralta College Transcripts that become a permanent part of the cadet's college record. College policies on withdrawal from courses and the consequences of withdrawal apply. It is important for cadets to remember that should they receive a poor grade in a college course, that grade will be part of their lifetime college transcript.
5. College instructors will hold cadets to the same rigorous standards to which they hold regular college cadets. That includes the expectation that for each 3-unit course, approximately 15 hours per week of outside reading, writing, and study are expected.
6. Plagiarism in a community college course will carry consequences both at the college and at OMI.
7. Should a cadet's behavior be unacceptable, the college instructor has the option to deny the cadet's participation in the class and the cadet will receive a failing grade on their transcript.
8. There are no progress reports from college courses so parents and cadets are expected to "stay on top of" cadet performance in these special courses. Self-discipline is the key to success in these special courses.

### **ATTENDANCE PROCEDURES AND POLICIES**

Parents are encouraged to clear only legitimate absences. A fundamental premise is that cadets must attend class constructively and consistently to benefit from the instructional program. Accordingly, the following expectations and policies have been instituted at the Oakland Military Institute. Please read them thoroughly and review them with your son or daughter.

#### **Excused Absences for Classroom Based Attendance**

Absence from school shall be excused only for health reasons and justifiable personal reasons, as permitted by law or Board policy.

A cadet's absence shall be excused for the following reasons:

1. Personal illness;
2. Quarantine under the direction of a county or city health officer;
3. Medical, dental, optometric, or chiropractic appointments;
4. Attendance at funeral services for a member of the immediate family:
  - Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state.
  - "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the student's immediate household.
5. Participation in religious instruction or exercises in accordance with Charter School policy:
  - The student shall be excused for this purpose on no more than four school days per month.

In addition, a cadet's absence shall be excused for justifiable personal reasons such as:

1. Appearance in court
2. Observation of a holiday or ceremony of his/her religion;
3. Attendance at religious retreats for no more than four hours during a semester.
4. Attendance at the pupil's naturalization ceremony to become a United States citizen.

#### **Reporting Absences and Method of Verification**

When Cadets who have been absent return to school, they must present a satisfactory explanation verifying the reason for the absence.

The following methods must be used to verify student absences:

1. Signed, written note from parent/guardian, parent representative;
2. Conversation, in person or by telephone through the **OMI Attendance Line (510) 594-3900**, between the verifying employee and the student's parent/guardian or parent representative on the day-of the absence or the day-after the absence. The employee shall subsequently record the following:
  - a. Name of student;
  - b. Name of parent/guardian or parent representative;
  - c. Name of verifying employee;
  - d. Date or dates of absence; and
  - e. Reason for absence.
3. Visit to the student's home by the verifying employee, or any other reasonable method, which establishes the fact that the student was absent for the reasons stated. A written recording shall be made, including information outlined above; or
4. Healthcare provider verification
  - a. When excusing Cadets for confidential medical services or verifying such appointments, School staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
  - b. A healthcare provider's note of illness will be accepted for any reported absence. When a student has had 10 absences in the school year for illness verified by methods listed in #1-#3 above without a healthcare provider's note, any further absences for illness must be verified by a healthcare provider.

### **ALL ABSENCES MUST BE CLEARED WITHIN 48 HOURS**

#### **School Notification of Absences to Home**

Every attempt will be made to notify parents in a timely fashion that their cadet is absent from school. The school uses the information submitted on the Emergency Contact form during registration. Parents should make certain that the school has the correct and updated phone contact information. In addition, cadet attendance records are available to parents on the Aeries parent portal.

OMI may use an automated phone dialer to notify parents of period or full day absences. It is imperative the parents notify the school of the phone number to which the auto-dialer should make these calls. Cadets sometimes intercept these calls, so parents should select a phone to which the parent or guardian has exclusive access.

#### **Truancies and Ditching**

Since attendance is essential to achieving success, the staff at OMI expects cadets to attend all classes. A cadet is considered to be "ditching" if he/she is on campus in a place other than their assigned classroom without permission during class time. A cadet is "ditching" if he/she is off campus during class time without valid permission. Off-campus includes sidewalks adjacent to the campus, neighboring businesses, and neighboring houses.

Any time a cadet leaves the main campus during school time, he/she must be accompanied by an adult staff member unless the cadet is in possession of written permission to leave campus.

Cadets shall be classified as truant if the student is absent from school without a valid excuse three (3) full days in one school year, or if the student is tardy or absent for more than any 30-minute period during the school day without a valid excuse on three (3) occasions in one school year, or any combination thereof. Such Cadets shall be reported to the Superintendent or designee.

In addition, Cadets shall be classified as a chronic truant if the student is absent from school without a valid excuse for 10 percent or more of the



school days in one school, from the date of enrollment to the current date.

The Superintendent, or designee, shall implement positive steps to reduce truancy, including working with the family in an attempt to resolve the attendance problem. A student's progress and learning may be affected by excessive unexcused absences. In addition, the Charter School is fiscally dependent on student attendance and is negatively impacted by excessive unexcused absences. If all attempts to resolve the student's attendance problem are unsuccessful, the Charter School will implement the processes described below.

State law authorizes the county district attorney to prosecute parents who do not send their school age children to school after a School Attendance Review Board ("SARB") meeting. OMI maintains a SARB that reviews referrals regarding severe attendance problems. Cadets who are truant are NOT entitled to makeup work for the time they are truant.

### **Tardy Policies**

A cadet is tardy if he or she is not in the regimental formation at the prescribed time and/or in line or seated ready to work in class when the tardy bell rings. After thirty minutes, a cadet will be marked with an unexcused absence. When a cadet has a legitimate excuse for being tardy (such as being with an adult staff member), the cadet has the responsibility for having that adult write a tardy excuse in the cadet's planner on the date corresponding to the tardy. This ensures that the cadet has a permanent record of excused tardies and will prevent a cadet from having to serve detention for unexcused tardies.

First Tardy/30 Minutes Unexcused Absence— Call home, Detention  
2-5 Tardies: Letter Home or Parent Meeting, Detention  
6+ Tardies: After-School Detention, Cadet Contract  
10 Tardies: Cadet Honor Board/Stipulated 30-Day Contract  
20 Tardies: Cadet Honor Board for Attendance Violations/SART  
30 Tardies: SARB/Suspension

### **Permission to Leave Campus**

If a cadet becomes ill or has an appointment during the day, he/she must first report to the school office. If it is determined that the cadet should leave campus, the necessary arrangements will be made by the attendance staff. Cadets may not leave campus without written permission from the school office. Cadets who leave without permission will be marked as "unexcused" and may be subject to discipline pursuant to the Cadet Code of Conduct or referral to the SARB. Parents should call or come into the school office to request permission for a cadet to leave campus during the school day.

Written permission is issued to those cadets who must leave before the end of scheduled classes due to illness, doctor appointments or special circumstances listed above. Written permission forms are available from the Attendance Office and will not be issued without the consent of the parent or guardian. For appointments, the parent or guardian *must call the school before the expected dismissal time*. Cadets must report to the main office before leaving campus.

### **Eighteen Year-Old Cadets**

Parents are reminded that any cadet who is 18+ years old, because of their status as legal adults, may (1) clear their own absences, (2) sign permission slips for field trips and other documents, and (3) authorize themselves permission to leave campus.

18+ year old cadets who authorize themselves to leave campus must follow the PERMISSION TO LEAVE CAMPUS policies outlined above. 18+ year old cadets MAY NOT leave campus and then return to campus without a valid doctor's note or other legitimate appointment. 18+ year old cadets ARE NOT allowed to use this to "have lunch" or otherwise compromise their school day.

If a cadet abuses this policy, at the discretion of the school administration,

they may be denied the opportunity to clear their own absences and/or sign permission slips and other documents and/or authorize themselves permission to leave campus.

### **Cell Phone Policy**

OMI is dedicated to maximizing a cadet's academic achievement. In creating the conditions for success, OMI is a cell phone-free campus. Upon entry into their first class of the day, cadets will turn off their phones and place them in their backpacks. Failure to comply with OMI's electronic device/cell phone policy will result in disciplinary action, and depending on the number of offenses, it will include a mandatory parent/guardian meeting. If you need to get in contact with your child, you can call the main office at (510) 594-3900.

**Middle School Cadets:** Cell phone and cell phone accessory use will be restricted during both regular school hours and for After School Program hours for 6th, 7th and 8th grade students. This means that the phone must be turned off not only during class periods, but also during passing periods, nutrition break, lunch and after school tutoring, intramural sports, assemblies, ceremonies, field trips and clubs. This includes all electronic devices and accessories (gaming devices, headphones, earbuds, etc.)

Cell phone use will be limited to after or before school to arrange transportation or scheduling. If the cell phone policy is violated repeatedly, consequences will lead to being prohibited from possessing a phone on school grounds. For emergencies, students will be permitted to use the office phone or the school will reach out to parents or guardians on the student's behalf if an issue arises.

**High School Cadets:** Cell phones and cell phone accessories are to be turned off and put away at all times during class periods, passing periods, assemblies, and ceremonies. The use of cell phones during instructional time is strictly prohibited. Personal use of cell phones are permitted before school, nutrition, lunch, and after school ONLY; this includes all electronic devices and accessories (iPod, headphones, earbuds, etc.).

**1st violation:** temporary confiscation of the phone, to be returned at the end of the school day by the OMI confiscating staff member.

**2nd violation:** temporary confiscation of the phone, to be returned at the end of the week to the parent/guardian by OMI confiscating staff member/administrator.

**3rd violation:** temporary confiscation of the phone, to be returned to parent/guardian after a parent/guardian teacher conference. The policy will be reviewed with the parent/guardian, and it will be sign by the parent/guardian and student once again.

**Additional violations:** will lead to sanctions, including cadet being placed on a contract which may lead to suspension or probation. Excessive violation of this policy may result in extended confiscation of cell phones for the remainder of the school year, returned by the administrator on the last day of school.

**Confiscation of Cell Phones Chain of Custody:** OMI Confiscating Staff member places item in provided bag/with the correct form for student identification. The staff member will secure and lock up until delivery back to the student or parent/guardian.

### **Confiscation Policy**

Parents/Guardians and Cadets will be provided the policy during orientation. Parents/Guardians will be expected to acknowledge, sign and adhere to the confiscation policy.

Cadets who are not in full uniform (wearing unauthorized earrings and non-OMI clothing, hoodies, or other gear) or misuse their technology (cell phones, headphones, earbuds, charging accessories, etc.) will have those items confiscated. Phones will be placed in an envelope/bag with an identification form and secured by the confiscating OMI staff member.

Non-approved items (jewelry, and non-OMI clothing, or gear) will be confiscated at the gate before entering campus or by any member of the OMI staff at any time during the school day. ONLY one religious trinket

will be allowed on a student at any given time. Non-approved items will be placed in an envelope/bag with an identification form and secured by the confiscating staff until its delivery to the student or parent/guardian depending on the violation number.

## School Wireless Device/Chromebook Program and Acceptable Use Policy

### General Guidelines

(1) Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Oakland Military Institute. OMI school technology includes, but is not limited to, computers, the school wired and wireless network, Internet, email, USB devices, wireless access points, tablet computers, smart phones and devices, websites, software platforms, and other technologies whether accessed on or off campus, or through school-owned or personal devices.

(2) Students are responsible for the ethical and educational use of the technology resources at OMI.

(3) Access to OMI technology resources is a privilege and not a right. Each employee, student and/or guardian will be required to follow the Acceptable Use Policy.

(4) Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.

(5) Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, administration, or technology administrator, will be considered an act of vandalism and subject to disciplinary action.

(6) The Superintendent or designee may gather and maintain information pertaining directly to school safety or student safety from the social media activity of any school student.

(7) The Superintendent or designee, with input from students and appropriate staff, shall regularly review and update procedures to enhance the safety and security of students using district technology and to help ensure that the district adapts to changing technologies and circumstances.

(8) Whenever a student is found to have violated the school Acceptable Use Policy, the Superintendent or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the district's equipment and other technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.

### Privacy and Safety

- Do not go into chat rooms, or send chain letters.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords or other personal identifying information of other people.
- Remember that data storage and transmission are not guaranteed to be private or confidential.
- If you inadvertently access a web site that contains obscene or otherwise offensive material, notify a teacher or the administration immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

### Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or guardian.
- Plagiarism is a violation of the Student Misconduct and Progressive Discipline Policies. Give credit to all sources used, whether quoted or summarized. This includes all forms of media

on the Internet, such as graphics, movies, music, and text.

- Use of AI generative technologies (ChatGPT, Midjourney, etc.) for student work/homework is strictly prohibited.
- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action.

### E-mail

- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters or spam.
- Students should maintain high integrity with regard to email content.
- No private chatting during class without permission.
- OMI email is subject to inspection by the school.
- Only OMI email accounts may be accessed on these devices, whether at home or at school. (No personal gmail, hotmail, etc.)
- No use of social media (Facebook, Instagram, MySpace, etc) or personal email and chat accounts or any other similar program during the school day.

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Chromebook Handbook or Use of Technology Resources Policy will result in disciplinary action. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use. OMI cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

### Chromebook Policies and Procedures

The individual use of Chromebooks is a way to empower students to learn at their full potential and to prepare them for the world of college and the workplace. Learning results from the interaction among students, educators, parents and guardians and the extended community. Technology at OMI does not diminish the vital role of the teacher. Our Chromebook initiative integrates technology into the curriculum anytime, anyplace. The policies, procedures and information within this document apply to all computers used at OMI, including any other device considered by the administration to come under this policy.

*Teachers may set additional requirements for technology use in their classrooms.*

### Receiving Your Chromebook

Chromebooks will be distributed in the next few weeks as we get cases and student accounts set up, and after guardians and students sign and return Acceptable Use Policy (AUP) documents. Student chromebooks will be collected at the end of the school year for maintenance and cleaning.

### Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Technology Help Desk immediately.

### General Precautions

- No food or drink is allowed next to the Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebooks while the screen is open.
- Chromebooks must remain free of any writing, engraving, drawing, stickers, or labels that are not the property of the OMI School.
- Chromebooks must never be left in a car, public place, or any unsupervised area.
- Students are responsible for keeping their Chromebook's battery charged (at home) for school each day.

### Carrying Chromebooks

The protective cases provided with Chromebooks have sufficient padding to protect the Chromebook from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be

followed:

- Chromebooks should always be within the protective case when carried.
- Do not carry other objects in the Chromebook case
- Do not put the Chromebook on the bottom of your backpack.

### Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover, including heavy textbooks, or other school equipment and supplies.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or an anti-static cloth.

### Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Record of serial number and computer naming schema.
- Individual User account name and password

### Storing Your Chromebook

When students are not monitoring Chromebooks, they should be stored in their backpacks. Nothing should be placed on top of the Chromebook. Students are encouraged to take their Chromebooks home to charge every day after school, regardless of whether or not they are needed for homework. Chromebooks should not be stored in a student's/family's vehicle at school or at home.

### Chromebooks Left in Unsupervised Areas

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the Regimental Hall, lobby, library, unlocked classrooms, cafeteria, dressing rooms, gym stage, the field, and hallways. Unsupervised Chromebooks will be confiscated by staff and taken to the Office. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

### Using Your Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules will be accessed using the Chromebook computer. Students must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.

**NOTE: Chromebooks must be brought to school each day fully charged.**

### Chromebooks Left at Home

If students leave their Chromebook at home, they must immediately phone guardians to bring it to school. Repeat violations of this policy will result in disciplinary action.

### Chromebook Undergoing Repair

Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair at the Technology Help Desk located in room 9A.

### Charging Your Chromebook

Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening. Repeat violations of this policy will result in disciplinary action.

**NOTE: Chromebooks must be brought to school each day fully charged.**

### Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students may purchase their own headphones/earbuds; they are only to be used when given permission by a

teacher.

### Chromebook FAQ's

Q: What if I already have another model or brand of computer?

A: *You may opt out of the OMI issued Chromebook if you have a personal laptop, however by opting out OMI reserves the right to install software and browser extensions onto your personal laptop as well as the ability to manage said software and extensions. OMI staff may not provide maintenance service or assistance for devices not owned by the school.*

Q: Can I have my Chromebook computer over the summer?

A: *No. All Chromebooks will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes.*

Q: Can I let my friend/ sister/ cousin/ neighbor borrow my Chromebook?

A: No. Each Chromebook is assigned only to one student.

Q: What will I do without a computer in my classes if my Chromebook unit is being repaired or while I am replacing it if it is lost or stolen?

A: OMI stocks a limited number of Chromebook computers that can be loaned out on a first come, first-served basis. If you are in possession of a loaner, treat it as if it were your own computer. You will be responsible for any damage to the loaner unit or for its loss.

Q: Do I need a printer?

A: You do not need to own one since most of the work done on the Chromebooks will be submitted electronically.

Q: If the accessories to my Chromebook are lost or stolen, how much will it cost to replace them?

A: In the event that Chromebook accessories are lost or stolen, you should report the lost or stolen items to the Technology Help Desk or Principal's office. The cost to replace specific accessories is listed below:

**a) AC adapter & power cord: \$50**

**c) Chromebook Foam Sleeve: \$12 OR Case: \$50**

**e) Total Cost of Chromebook without sleeve: \$300**

### Student Drivers

Cadets with valid driver's licenses are allowed to drive a private vehicle to and from school. The following rules must be adhered to or driving privileges may be revoked:

- 1) Cadets may not drive their cars at any time during school hours. Cars are to be used only for transportation to and from school.
- 2) Any illegal or reckless operation of a vehicle will be reported to the authorities and will result in loss of driving privileges. Please remember that during the first twelve (12) months after the issuance of a license, cadets cannot transport passengers under age 20 unless the driver is accompanied by your parent or guardian, a licensed driver 25 years of age or older, or a licensed or certified driving instructor.
- 3) **All cars driven by Cadets must be registered with the school. Car registration forms are available in the front office.**

## **Forging Notes / Calls**

Forging telephone calls, falsifying, altering or illegal possession of school forms, or the use of forged notes or excuses will be cause for immediate disciplinary action, up to and including expulsion from OMI.

## **Chapter 3 – Military Science**

### **THE MILITARY SCIENCE PROGRAM AND POLICIES**

#### **California Cadet Corps**

The California Cadet Corps was founded on April 5, 1911 by Brigadier General Edwin Alexander Forbes. It is the oldest youth leadership development program of its kind in the United States. Currently, more than 60 schools across California and 6,000 cadets participate in this program, including OMI. OMI uses the California Cadet Corps curriculum and follows California Cadet Corps regulations. All cadets at OMI are cadets in the California Cadet Corps and participate in the training and activities the Corps sponsors, including a variety of outdoor education programs and training in such subjects as First Aid/CPR, map reading, drill and ceremonies, health and fitness education, character development, patriotic activities, and instruction that supports academic achievement. The California Cadet Corps headquarters conducts Annual General Inspections, and cadets are required to participate actively in the inspection process. In addition, all cadets are encouraged to participate in cadet activities such as drill competitions, bivouacs (camping trips), leadership schools, Individual Major Awards (IMAs) and marksmanship competitions. OMI has a proud tradition of excellence in California Cadet Corps competitions as evidenced by the growing number of trophies, plaques, and awards in the school's main hallway trophy cases.

#### **New Recruit Orientation**

The purpose of the new recruit orientation is to provide a means by which new Recruits at OMI can better assimilate into the culture of the school. Through this orientation, new recruits develop pride in their school.

During the summer before a new recruit matriculates at OMI, he/she must successfully complete the designated summer school/camp/training process as a recruit. This process may be different for different age Cadets. The summer experience prepares new recruits in military protocols, procedures, and may include academic preparation. When a recruit successfully completes summer camp, s/he becomes a "Cadet."

When a recruit passes their recruit to cadet promotion test/board, they will be officially inducted into the company and receive all the uniforms of an OMI cadet. If a recruit does not pass the test/board, they will be invited back to a future test. Such "makeup" tests are offered up to 8

weeks or 60 days after the beginning of the school year. Until recruits pass all required testing they are not permitted to attend OMI events, participate in OMI clubs/sports or engage in other extracurricular activities with cadets. Recruits who fail to pass their test and board after three attempts or within 60 days of the beginning of the academic school year immediately preceding summer camp may be subject to dismissal from OMI.

Only after these "Recruits" have successfully joined their companies by passing the Cadet Test are they considered full-fledged members of their assigned company and authorized to wear the cadet uniforms described below.

#### **Regimental and Battalion Organization**

OMI is the 17th Regiment of the California Cadet Corps. The Regiment has two battalions (the 49th and 50th), and each battalion has two companies (A and B Companies in the 49th Battalion; C and D Companies in the 50th Battalion). Subordinate echelons inside the companies are and class. Each of these levels of organization has corresponding cadet leadership positions with increasing responsibility and authority as cadets rise in rank and experience.

Cadets are assigned to one of four companies (A, B, C, or D) when they join the Regiment. Each company has a dedicated "TAC Team", composed of two non-commissioned officers, who teach cadet knowledge, coach, and mentor the cadets in their company. Military cadre build relationships with their cadets' guardians, advocate for the cadets in their company, enforce uniform wear, lead Cadet Support Team (CST) meetings, Academic Support Groups and provide a steady presence for each cadet.

Cadets assigned to Regimental Headquarters and to the Regimental Band are assigned to a "Headquarters and Headquarters Company". Membership in the Regimental Band is granted to cadets who meet proficiency and selection criteria set by the senior Band Teacher. Headquarters cadets plan and lead cadet military events under the supervision of the military cadre, to include bivouacs, parades and other events as assigned.

#### **S-7 (Special Project/CAB)**

Founded in 2004, the Cadet Activities Board (CAB) is instrumental in all cadet activities. In 2020 CAB was reorganized as the S-7 Special Projects Team. Cadet representatives from all grades are eligible to apply for a position in the S-7, and will lead all culture and climate events, sponsor various spirit occasions, social activities, and fundraisers for the entire student body. Middle school cadets will have an opportunity to join the S-7 team as an extracurricular activity. The S-7 plans school dances, prom, spirit/morale activities, and performs other functions as needed to support the mission of OMI.

#### **Dances and Social Events**

Cadets must be in good academic and citizenship standing in order to participate in activities. Permission to participate will be determined by the Superintendent, Commandant, or the Cadet Activities Advisor. The following rules apply to cadet participation in dances:

1. Cadets must arrive not later than 30 minutes after the scheduled start of a dance. Cadets will not be admitted after that time unless cleared by the Cadet Activities Advisor.
2. Cadets may not leave the dance earlier than 30 minutes prior to the scheduled end of the dance.
3. Cadets must have school identification to be admitted to the dance. Guests must have a school or government issued identification card.

4. When non-OMI guests are permitted at a dance, cadets must obtain a guest pass prior to the dance and have an administrator at the cadet's school approve that guest's participation in the OMI dance.
5. No cadet guests over age 18 are permitted at OMI social events without prior permission from the Commandant or Superintendent.
6. Dancing at social events must not be inappropriate in nature. OMI staff members supervising the event will be the final determinant as to whether dancing is lewd or sexually explicit.
7. OMI dances off campus require a cadet permission slip.
8. Alcohol, tobacco, and other items generally prohibited on campus are expressly forbidden at dances, even if a guest is over age 18.
9. Cadets may not go "in and out" of the dance. Once they have entered, they may not exit the facility until 30 minutes prior to the scheduled end of the dance.
10. Specific rules for prom may be published under separate cover.
11. Only music with "clean lyrics" shall be played.
12. Cadet attire at dances must not be provocative or inappropriate. The following guidelines will apply: If a cadet chooses to wear a uniform to the dance, the complete uniform must be worn as designed and described in the Standards for Uniforms and Appearance in the OMI Student Handbook. Cadets are not allowed to wear the following:
  - No gang-affiliated clothing is to be worn
  - No clothing with offensive language or design is to be worn
  - No sexually provocative or revealing clothing is to be worn
  - No undergarments will be worn as outerwear and/or will be visible
  - No clothing deemed inappropriate by school administrators and or their designee will be authorized. Any cadet who violates these parameters or is deemed to be dressed inappropriately will be sent home immediately.

### **Sales/Fundraisers**

All fundraising activities must be coordinated through S-7 and/or the Cadet Activities Advisor. Cadets may not solicit or sell any items on school property without proper approval. All proceeds must be counted and deposited with the S-7 within 24 hours of the close of the fundraising activity. Cadets may submit expense reports with receipts for reimbursements after the event.

### **Senior Class Privileges**

The senior class is authorized to request privileges from the school administration: Superintendent and the Commandant. The requesters for senior privileges include the collaborative effort from the Senior TAC team, College and Career Counselor, Dual Enrollment Counselor, and assigned Senior Leaders. The Director of Cadet Services will help with academic accommodations for seniors privileges after it has been approved. Requests for privileges will be no later than 90 days before the actual event. Approved privileges will be based on the emphasis on college, career, post OMI activities, and identified senior privileges deemed by the administration. Senior privileges will include the following: college campus tours, senior sunrise, senior sunset, rush week, financial tuition and college seminars, senior off-campus celebrations, the school provided fee waivers (subject to change), study hall periods, senior fundraiser on and off-campus, Senior College Day, Senior College Selection Day, and Senior designated company location at the B Wing (College and Career)

building. Any additional requests for privileges are welcomed based on the review and approval from the administration.

### **Service Awards**

In addition to school-sponsored service activities, cadets who participate in self-selected community service projects are eligible to be nominated and considered for an award.

### **Military Courtesy**

Proper display of military courtesy is an expectation for all cadets/recruits. Courtesy is respect for, and consideration of others. In the military, the various forms of courtesy are customary and traditional. It is important to render these courtesies correctly. Failure to show military courtesy will affect a cadet's grade in their Military Science class. Cadets failing to display proper military courtesy are subject to consequences including demotion and denial of the opportunity for promotion.

### **Entering or Leaving an Office**

A cadet called to report to the Superintendent, CAO, Commandant, or Cadre Supervisor office, will remove his or her hat, knock three times on the door, enter when directed, move to within two steps and center on the desk or person, hold his or her hat with the left hand (lower left arm is extended horizontally forward at the waist level, with the hat resting on upturned palm of the left hand), salute, and report.

When a member of the staff, faculty or visiting adult addresses a seated cadet, the cadet will rise to the position of attention or parade rest while responding to the adult.

### **Community Service**

To promote service on various levels, Middle School cadets will be required to complete a total of 20 Service Hours (10 school and 10 community) while High School cadets will be required to complete 40 Service Hours (20 school and 20 community) for the duration of the school year. Once a cadet has performed any type of service, they will immediately bring the documented proof to their TAC Team who will then upload it into the Community Service Tracking System. Cadets are able to complete the required amount of service at their own pace, however half of the required amount of hours of each component must be completed by the end of each semester's grading period. The service component of a cadet's grade, will directly impact their Military Science Grade. The Cadet Activities Board will provide various community and school service opportunities in conjunction with the Regimental Headquarters.

**School Service Defined:** School Service is defined as "service one performs to further, benefit, or enhance one's school community." With the approval and supervision of an OMI Adult Staff Member, OMI Cadets are able to earn school service (to include but not limited to) the following ways:

- Set up and/or take down of any school event
- An assigned role at any school event (running a concession stand etc.)
- Cleaning the OMI Campus on one's own time with the approval and supervision of an OMI Staff member
- Assisting in any administrative capacity (Front office, Business Office, etc.) OUTSIDE of class time
- Planning any OMI School Event with either the Cadet Activities Board or Regimental Staff (approval via the Commandant and the Student Activities Officer)
- An active and productive member of either the Regiment Leadership (to include Battalion and Company Level Staff) or the Cadet Activities Board Cadet (to include the Class Committees)
- Attending and providing a dish for the school BBQ

For tracking purposes, cadets will fill out the Community Service Tracker and have the individual in charge of the event sign the form verifying participation. Once completed, cadets will turn the completed sheet into their TAC Team. The TAC Team in turn, will input the information in the cadet's grade.

**Community Service Defined:** Community Service is defined as "service one performs to further, benefit, or enhance one's community." OMI provides multiple ways for cadets to meet their community service requirement to include parades, community events, and flag laying ceremonies. Cadets are able to earn community service (to include but not limited to) the following ways:

- Attending a parade
- Volunteering at a local animal shelter
- Volunteering to tutor fellow cadets
- Volunteering at a local senior citizen home
- Volunteering at one's local food pantry
- Picking up trash in one's community
- Planting trees in one's community
- Serving as an active member of the Jefferson Awards

For tracking purposes, cadets will fill out the Community Service Tracker and have the individual in charge of the event sign the form verifying participation. Once completed, cadets will turn the completed sheet into their TAC Team. The TAC Team in turn, will input the information in the cadet's grade and Noble Hour.

### Snacks

Snacks may be eaten in designated areas during break and lunch. No food is allowed in school classrooms without the approval of an OMI Staff Member. We encourage parents to provide cadets with healthy snacks.

**Gum, candy, and soda are not permitted on the OMI Campus.**

### Food Deliveries

At any time cadets are not authorized to have food delivered onto the school campus by any food delivery service. Parents are asked to be sensitive to this policy when delivering lunches to their cadet(s) on an emergency basis. Students are only allowed to eat lunch during scheduled lunch breaks. Outside drinks such as Starbucks are not allowed on campus.

### Field Trips and Excursions

A field trip or excursion is defined as an authorized event in which cadets belonging to a specific grade, cadet staff team, club, or team leave the OMI Campus. Extending participation to other cadets not affiliated by grade or activity is not authorized. Field trips supplement classroom learning and encourage new interests among cadets, makes them more aware of community resources and help cadets relate their educational experience to the outside world. Moreover, field trips are a privilege to leave campus and require cadets to be in good standing in regards to citizenship and academics.

### Parent Engagement

OMI provides many ways parents can be involved in providing input and guidance on decisions made at our school. Parents are important stakeholders in our school culture. There are three active parent groups at our school; The School Site Council (SSC) and the Parent Cadet Alliance (PCA), and the English Learner Advisory Committee (ELAC). Each of these groups has several meetings throughout the school year. OMI also provides Parent Trainings based on parents interests and needs. These trainings are led by either outside contractors, military staff, cadets, and parents. We communicate with

parents about school information in a variety of ways. The primary platform we use is ParentSquare. Parents/Guardians are responsible to check their ParentSquare account on a weekly basis to find updates, upcoming events, and important messages. Parents can sign up to have alerts sent out to them personally via email, text and/or phone call.

### Formations

All formations take place on Leaders' Field except as otherwise directed. The following procedures will be followed:

Formations are held during the end of Middle School lunch break, and the beginning of the High School Lunch Break. Cadets should automatically begin to assemble in the formation area.

- All cadet staff should report to the formation area immediately after FIRST CALL. This includes all squad leaders, platoon sergeants, platoon leaders, company leadership, battalion leadership, and regimental leadership.
- A cadet arriving after the FIRST SERGEANT'S CALL has sounded will report to a tardy gathering area or, in the case of reporting after the academic periods have begun, will report to the Office to sign in and receive a stamp from the front office for a tardy stamp. All cadets who are not present at formation and not accounted for will be reported with an unexcused absence by their cadet leader.
- The fact that a visitor is present will not excuse any cadet from formation, unless he/she has received written permission from the Cadre Supervisor or the Commandant. Cadets do not have the authority to excuse other cadets from formation for any reason.
- Honors to the nation will be accomplished by cadets assigned to raise the colors on Leaders' Field during the beginning of Middle School first period, and at the end of High School last period.

Regardless of a bugle call, when the Colors are being raised or lowered, all cadets will stand at the position of attention, face the flag pole and salute (if indoors, cadets will stand at the position of attention facing the flags' direction).

### Parades or Cadet corps events Participation

All OMI cadets participate in at least two community parades or Cadet Corps events each year as a mandatory requirement of enrollment at OMI – ONE EACH SEMESTER. Failure to participate in at least one of these events each semester may be cause for getting an **Incomplete** grade for a Military Science course that semester. Cadets are expected to wear their complete dress uniform (Class A for High School and Class B for Middle School) for these events.

### Pass in Review Participation

OMI conducts two Pass in Review ceremonies each school year. Participation in these ceremonies is an essential part of the OMI culture. Cadets receive academic grades for their full and active participation. Part of full and active participation in the ceremony is being in the proper and complete uniform and participating in the company Esprit de Corps "shout outs," participating in the drill commands, and marching with pride (in step to the music/cadence). Cadets failing to participate actively and fully in a Pass in Review ceremony will not receive academic credit for the Pass in Review participation for the semester. In addition, cadets are expected to remain at school once the Pass in Review is completed. It is unacceptable for cadets to leave campus after Pass in Review, even with parent permission, unless those arrangements have been made in advance with an administrator.

## Standards for Uniforms and Appearance Part One: Philosophy

The OMI uniform standards are intended to further the mission of the School, to minimize disruption and promote the health, safety and welfare of all cadets. Parents are expected to support this philosophy and are encouraged to discuss it with their TAC Team Standards of personal appearance are integral to the success of a disciplined organization. A cadet's refusal to comply with established grooming and uniform regulations is regarded as an act of defiance.

1st Uniform Infraction - documentation on Aeries parent contact, corrective action notice. (Lunch detention is issued)

2nd Uniform Infraction - parent contact, corrective action notice, after (Lunch detention is issued)

3rd Uniform Infraction - parent contact, corrective action notice, (lunch detention is issued, and parent conference is requested)

***CADET will continue to have lunch detention until the uniform infraction is corrected. Levels of discipline will be determined by the engagement with parents, and the cadets' adherence to the uniform of the day.***

OMI expects cadets to wear the complete and proper uniform from the time they leave their homes in the morning, until the time they return to their homes after school hours, except in cases where a cadet changes for school-sponsored athletic practices or games. As a matter of pride and integrity, Cadets are held accountable for their appearance and conduct both on and off campus when in uniform.

## Part Two: Basic Descriptions

The OMI Corps of Cadets has seven basic uniforms. Special Event/Spirit Uniforms will be announced and worn as determined by the OMI Cadre Supervisor and approved by OMI Commandant. If an item of clothing or accouterment is not listed in the following uniform standards, it is not authorized for wear unless approved by the Cadre Supervisor. Items not authorized for wear are subjected to confiscation by a member of the OMI Staff in accordance with the confiscation policy.

### Class A Uniform

The Class A Uniform is worn by select cadets for all formal occasions during the school year, including Pass in Reviews, Senior Ceremony/Change of Command and other times as directed. The Class A Uniform includes the Four-Button Coat, dress pants, white short or long-sleeved shirt, black four-in-hand tie or neck tab, black dress shoes, black dress belt with brass buckle and black garrison cap. Accessories worn include a plain white crew neck T-shirt, black dress socks, and appropriate undergarments. Cadets may wear an optional black skirt. Cold weather accessories (with the exception of the beanie and ear caps) are allowed as explained in this handbook. **Depending on the decision by the Cadre Supervisor, Class B/Class A Uniform will be worn by all cadets every first Wednesday of the month.**

### Class B Uniform

This uniform is an item of initial issue. The Class B Uniform as issued, includes the dress jacket, pants, white or khaki short-sleeved shirt, a black tie, black dress shoes, black dress belt with brass buckle and black garrison cap. Accessories worn include a plain white crew neck T-shirt, black dress socks, and appropriate undergarments. Cold weather accessories are allowed as explained in this handbook. Class B Uniform is authorized for Pass in Review depending on the weather. **Depending on the decision by the Cadre Supervisor, Class B/Class A Uniform will be worn by all cadets every first Wednesday of the month.**

## Physical Training (PT) Uniform

This uniform is an item of initial issue. The Physical Training (PT) Uniform is worn by all cadets each Monday and Friday. The PT uniform includes a sweatshirt with OMI or Cadet Corps logo, and a black colored crew neck t-shirt with the OMI logo. Accessories worn include a pair of black shorts with the OMI logo, all black lace-up athletic shoes without design or logo (with all black shoe laces), crew length all white/black athletic socks, and appropriate undergarments. Cold weather accessories are allowed as explained in this handbook.

## Utility Uniform

A utility uniform (known as the Class C uniform) is occasionally issued for field activities. This uniform includes a coyote for HS or gray for MS BDU style shirt and trousers and black cadet corps or OMI logo baseball cap. Accessories include black colored boots with optional wear of Coyote Brown colored boots for High School Cadets only, crew length athletic socks, a black (SH) or white (MS) crew neck t-shirt, and appropriate undergarments. Class C uniform is worn by all cadets each Tuesday, Wednesday, and Thursday.

## Recruit Uniform

This uniform is an item of initial issue. The Recruit Uniform is worn by prospective cadets who have completed all phases of the application process. It is worn during the OMI Summer Camp. Cold weather outerwear and accessories are authorized for purchase and wear by Recruits as explained in this handbook. The Recruit Uniform is composed of the following:

- OMI Summer Camp Cap
- OMI white t-shirt
- OMI black shorts
- OMI black sweatshirt
- OMI black sweatpants
- All-white crew-length athletic socks
- All-black lace-up athletic shoes (with all black shoe laces)

## Part Three: Manner of Wear

**Class A Uniform:** Cadet Regulation 1-8 governs the proper wear of Cadet Class A Uniforms. The following information is designed to summarize standards for wear outlined in that regulation. Cadets and parents may obtain a copy of the complete regulation at:

[https://cacadets.org/sites/default/files/Regulations/CR1-8\\_1Dec13.pdf](https://cacadets.org/sites/default/files/Regulations/CR1-8_1Dec13.pdf).

- The Garrison Cap is worn centered square on the head one inch above the eyebrows. It fits snugly and comfortably without distortion or gaps. The haircut/hairstyle of the cadet will conform to the wear of the hat. The haircut/hairstyle will not interfere with the proper wear of the garrison cap. The garrison cap will have no visible writing or adornments. When the cap becomes unserviceable it must be replaced.
- The white short-sleeve shirt is worn clean and pressed and tucked in at all times. All buttons are closed and there are seven sharp vertical military creases (three evenly horizontally spaced on the back, two centered on the front pockets, and one on each sleeve without going through the patch. Creases must be made by IRONING and may not be sewn or glued in place. Appropriate rank insignia is worn on the epaulets.
- A clean white crew neck short sleeve t-shirt without design or logo or pocket is worn at all times under the white short-sleeve uniform shirt. No other undershirt may be worn. Long sleeve shirts, thermal shirts, and colored t-shirts are expressly prohibited. T-shirts shall be worn "right side out." When the shirt becomes frayed or torn or buttons are lost, they must be replaced.
- Cadets may wear either a black four-in hand tie or an optional black neck tab.
- A black four-button coat with California Eureka buttons is worn

over the white shirt and tie. The coat is worn professionally dry cleaned and pressed with rank insignia and other accouterments as prescribed in CR 1-8. Authorized ribbons and medals are worn as prescribed in CR 1-8. The Class Unit Insignia (CUI) is worn centered 1/8 inch above the top of the right pocket flap, or 1/4 inch above any unit awards.

- The cadet identification badge is worn at all times and is clipped to the center of the right upper lapel. The ID badge is always worn visibly on the outermost garment.
- A black web belt with brass tip and a highly shined brass buckle are worn in accordance with Cadet Regulation 1-8. Excess length (not more than 4 inches) of web belt will be worn tucked behind the buckle.
- Black poly/rayon blend pants will be worn clean and pressed and are worn on the waist level or above so as not to present a sagging or drooping appearance. The pants must be hemmed on a diagonal line to reach a point one inch above the top of the shoe heel. Trousers will have a slight break of the crease in the front of the pant. Trousers will be worn with a military crease (front and back) from the waist to the hem. When the pants become frayed or torn they must be replaced.
- Black dress shoes (issued) and black crew length dress socks without design or logo (completely covering the ankle and lower calf) and appropriate undergarments are worn. Shoes must be kept polished and serviceable
- OMI logoed gloves and scarf may be worn during cold weather EXCEPT at formations, special ceremonies, and designated special event days. No sweatshirts, pullovers, sweaters, civilian jackets or other OMI jackets are authorized with this uniform.
- **Cadets wearing unauthorized items will be required to remove them prior to admission onto campus.**

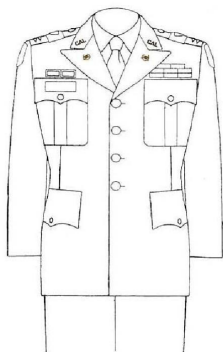


Figure 3-1. Male Black Service Uniform (Class A)

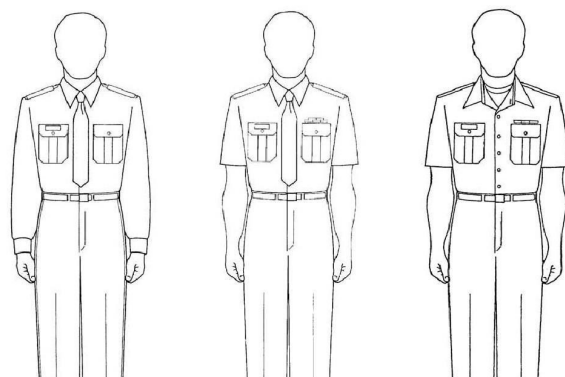
**Class B Uniform:** Cadet Regulation 1-8 governs the proper wear of Cadet Class B Uniforms. The following information summarizes standards for wear outlined in that regulation. Cadets and parents may obtain a copy of the complete regulation at:

<https://cacc.us-east-1.linodeobjects.com/CR%201-8%20Cadet%20Uniforms%20DEC%202020%20w-Ch%201-2.pdf>

- Garrison Cap – the cap is worn centered square on the head one inch above the eyebrows. It fits snugly and comfortably without distortion or gaps. The garrison cap will have no writing or adornments except the cadet’s name, which will be written in laundry marker inside the cap. When the cap becomes frayed or torn or there is additional writing on the cap, it must be replaced.
- The white or khaki short sleeve shirt is worn clean and pressed and tucked in at all times. All buttons except the top button are closed and there are seven sharp vertical military creases (three evenly horizontally spaced on the back, two centered on the front pockets, and one on each sleeve without going through the patches).
- Creases must be made by IRONING and may not be sewn or glued in. Appropriate rank insignia is worn on the epaulettes. If a long white sleeve button up shirt is worn, a black tie must be worn as well. When the shirt becomes frayed or torn, it must be replaced.
- High school cadets will wear the white short or long sleeve shirt. Middle school cadets will wear the khaki shirt (until supplies are exhausted) or the white shirt. The khaki shirt will be worn in the same

manner as the white shirt (CAL and Corps insignia will not be worn during the transition period).

- Cadets MUST wear rank insignia, name plate, and school ID on their uniform. Ribbons and medals are optional except for parades, passes in review, and other events specified by the chain of command.
- All cadets will be issued a black four-in-hand tie for wear with the Class B shirt.
- A dress jacket is worn zipped at least ¾ of the way up with the class B shirt collar on the outside of the jacket. Jackets may not be zipped more than ¾ of the way up except in extreme weather (extreme wind or rain). The jacket is required for all formations and is optional at other times on campus. When the jacket becomes frayed or torn, it must be replaced.
- A clean white crew neck short sleeve t-shirt without design or logo or pocket is worn at all times under the white short-sleeve uniform shirt. No other undershirt may be worn. Long sleeve shirts, thermal shirts, and colored t-shirts are expressly prohibited. **Cadets wearing these items will be asked to remove them prior to admission to campus.**
- The cadet identification badge is worn at all times and is clipped to the center of the right collar of the shirt. The ID badge is always worn visibly on the right lapel of the outermost garment or on the chest of the outermost garment.
- A black web belt with brass tip and a highly shined brass buckle are worn in accordance with Cadet Regulation 1-8. Excess length (not more than 4 inches) of web belt will be worn tucked behind the buckle.
- Black poly/rayon blend pants will be worn clean and pressed and are worn on the waist or above so as not to present a sagging or drooping appearance. The pants must be hemmed on a diagonal line to reach a point one inch above the top of the shoe heel. Trousers will have a slight break of the crease in the front of the pant. Trousers will be worn with a military crease (front and back) from the waist to the hem. When the pants become frayed or torn, they must be replaced.
- Black dress shoes (issued) and black crew length dress socks without design or logo (completely covering the ankle and lower calf) and appropriate undergarments are worn. Shoes must be kept polished and serviceable.
- Cadets may wear the OMI Black Cold-Weather coat which may be worn over the dress jacket. The Cold-Weather coat shall be worn buttoned and zipped at least ¾ of the way up. Jackets may not be zipped more than ¾ of the way up except in extreme weather (wind or rain). Cadets may also purchase OMI logoed gloves, scarves, beanies, and ear caps from the school store only and wear these items during cold weather days. An optional black army-style pullover sweater is available for purchase and is worn with the collar outside the sweater. Cadets are authorized to wear any OMI approved sweatshirts (Black Grizzly Crewneck, Grizzly/CAB/HQ) in lieu of the army style pullover or cold weather jacket.
- At the expense of the cadet, cadets are authorized to wear either a black or dark gray jacket. With the exception of small brand/manufacturers logos/labels, the jacket may not contain insignias, logos, labels, graphics, embroidery, words or pictures short ("monograms" are not permitted). **Cadets are not authorized to wear the PT Jacket with the Class B Uniform.** No other sweatshirts, pullovers, sweaters, civilian jackets or other OMI jackets are authorized with the uniform.





**PT Uniform:** The PT uniform is issued at the beginning of the year to new Cadets and it consists of the following.

- The pants are worn on the waist or above so as not to present a sagging or drooping appearance. The pants shall be clean at all times. Cadets may not wear other garments under their PT pants with the exception of the black shorts described below.
- A clean black issued crew neck short sleeve t-shirt with OMI logo is worn under the sweat at all times. No other undershirt may be worn. Long sleeve shirts, thermal shirts, and colored t-shirts are expressly prohibited. **Cadets wearing these items will be asked to remove them prior to admission to campus.** Cadets may only wear ONE t-shirt at a time.
- The ID badge is always worn visibly on the outermost garment's right lapel or on the chest of the outermost garment.
- All black physical training shorts are required on Mondays and Fridays for physical education classes. With the exception of small brand/manufacturers logos/labels, the shorts may not contain insignias, logos, labels, graphics, embroidery, words or pictures ("monograms" are not permitted). Cadets may be required to remove their PT sweatpants for physical fitness activities when the weather permits. Shorts will be worn at waist level or above and will not present a sagging or drooping.
- **CHANGE: Running or cross training shoes with at least one inch of outer sole/support. Flat support, no sole, court, or skating shoes are not authorized. There are no color restrictions for running shoe/cross training shoe when worn with the PT uniform.**

**Examples of Authorized PT shoes:**



**Examples of Unauthorized PT shoes:**



- Cadets are issued a black color sweatshirt with an OMI Logo, additional sweatshirt may be purchased at the front office. An all black Cold-Weather coat or Jacket without a hoodie may be worn and zipped at least ¾ of the way up. Jackets may not be zipped more than ¾ of the way up except in inclement weather.

**Special Rules for Cold Weather:**

- The black Army Style pullover sweater, is available for purchase at the Grizzly Exchange, may be worn with the Class B uniform only. It may not be worn with any other uniform.
- The OMI black cold weather jacket may not be worn with the Class A/B/C and PT uniforms during cold or rainy weather.

**Modified Dress Uniform:** Selected cadets are authorized to wear a Modified Dress Uniform on a quarterly basis. The specifications of the modified dress will be given by the S7 prior to the event.

**Utility Uniform:**

Cadet Regulation 1-8 governs the proper wear of Cadet Class C (Utility) Uniforms. The following information is designed to summarize standards for wear outlined in that regulation. Cadets and parents may obtain a copy of the complete regulation by visiting:

<https://cacc.us-east-1.linodeobjects.com/CR%201-8%20Cadet%20Uniforms%20DEC%202020%20w-Ch%201-2.pdf>

- Baseball cap— the baseball cap is issued with an OMI or Cadet Corp logo and worn as a designated centered square on the head covering the forehead parallel to the ground. It fits snugly and comfortably without distortion or gaps. The patrol cap will have no writing or other attachments.
- The BDU shirt is worn clean and pressed with the shirt untucked. In the Coyote color uniform, it will be zipped all the way up, and in the gray uniform all buttons except the top button are closed and there are no creases in this uniform. Appropriate rank insignia is worn on the chest.
- BDU pants are worn with the pant legs bloused or tucked into the boots as directed.
- A clean black (HS) or white (MS) crew NECK short sleeve t-shirt without designs, logos or pockets is worn at all times under the BDU shirt. No other undershirt may be worn. Long

sleeve shirts, thermal shirts, and colored t-shirts are expressly prohibited.

- The cadet identification badge is worn at all times and is clipped to the center of the right collar of the shirt. The ID badge is always worn visibly on the outermost garment.
- A black web belt with brass tip and a highly shined brass buckle are worn in accordance with Cadet Regulation 1-8. Excess length (not more than 4 inches) of web belt will be worn tucked behind the buckle.
- Black boots and crew length athletic socks (completely covering the ankle and lower calf) and appropriate undergarments are worn.
- For warmth and protection from the elements, cadets may wear the issued PT sweatshirt under the BDU shirt. During inclement weather; ONLY all black coats or jackets may be worn under the BDU shirt. No hoodies of any kind are authorized with this uniform.

**Recruit Uniform:** The Recruit uniform is worn every day of summer camp and the school year until the Recruit becomes a cadet. The Recruit Uniform consists of the following:

- OMI summer camp cap (with OMI logo) The cap shall be worn squarely on the head, covering the forehead and parallel to the ground. At the time of purchase, the cap will have the Recruit's name written in special marker inside the crown. The cap may not have any other writing or adornments (i.e., in the crown, under the visor, etc.)
- OMI white t-shirt (short sleeve, with OMI logo). The t-shirt shall be worn as designed (i.e., right side out) and tucked into the OMI black shorts. Undershirts may be worn as long as they are not visible at the collar or sleeves (i.e., presents the appearance of wearing only the OMI white t-shirt).
- No other shirts may be worn (i.e., long sleeve shirts, thermal shirts, other colored shirts, etc.).
- OMI black shorts (with OMI logo). The shorts shall be worn at waist level or above. The length of the shorts must come to within 2 inches of the center of the recruit's knees. All recruits will be expected to be physically active as a part of the training program. Recruits may be required to remove their sweatpants for physical fitness activities when the weather permits. Shorts may not present a "sagging" or "drooping" appearance. Shorts must be worn at all times.
- OMI black sweatpants (with OMI logo). The sweatpants shall be worn at waist level or above. Sweatpants are required to be worn everyday during summer camp. Sweatpants may not present a "sagging" or "drooping" appearance.
- Except for the OMI black shorts (and underwear), no other garments may be worn under the sweatpants.
- OMI black crewneck sweatshirt (with OMI logo). The sweatshirt shall be worn as designed (for example: right side out and sleeves fully down). The sweatshirt is required to be worn everyday during summer. No other outerwear may be worn over the sweatshirt (i.e., pullovers, multiple sweatshirts, jackets, scarves, gloves, beanies, or any other cold-weather gear authorized for regular OMI uniform wear).
- White crew-length athletic socks. The socks shall be all-white in color, without any designs or logos. The correct length socks should reach up on to the mid-calf when worn properly. DO NOT wear "short" socks, labeled as any of the following: NO-SHOW, LOW CUT, ANKLE, QUARTER TOP, or SHORT CREW. DO NOT wear "tall" socks, labeled as any of the following: KNEE HIGH or TUBE.
- Black lace-up athletic shoes. The shoes shall be all-black in color, without any designs or logos, with all black shoe laces.
- Appropriate undergarments.

Special exceptions for Extreme Cold Weather - Extreme cold weather is defined as weather that drops to and maintains at

degrees Fahrenheit or lower. In the event the temperature climbs above 50 degrees Fahrenheit, the Commandant, at their discretion, may require cadets to change out of their extreme cold weather gear. Recruits are authorized to wear a pair of thermal underwear (long underwear) as long as they are not visible underneath the sweatshirt and/or sweatpants. With the sweatshirt, the thermal underwear should not protrude from the collar, sleeves, or waist of the sweatshirt. With the sweatpants, the thermal underwear should not protrude from the waist or pant leg openings of the sweatpants.

**Grizzly Dress Uniform:** Grizzly Dress Uniform will follow the same parameters of the Modified Dress Uniform. Selected cadets are authorized to wear a Modified Dress Uniform on a quarterly basis. The specifications of the modified dress will be given by the S7 prior to the event.

**All supplies, materials, and equipment needed to participate in educational activities shall be provided to cadets free of charge. OMI does not use a “fee waiver” policy to make cadet fees permissible. The only time Cadets purchase items are when they lose the items that have been issued. Items may be purchased through the website or in the front desk upon arrival to OMI. <https://www.cadetstore.org/>**

#### **Part Four: General Wear and Appearance Policies/Standards**

**UNSERVICEABLE Defined:** When an item becomes “unserviceable” it means that it is no longer fit to be worn. What may be “OK” to wear somewhere else may not be acceptable to wear as a uniform. Examples of “unserviceable” items are: frayed, torn, stained, ripped, scuffed, broken, etc. OMI is built on a military structure, we have HIGH EXPECTATIONS as to how our cadets should look and present themselves. OMI Issued items may be replaced and exchanged through the OMI supply system.

When entering campus wearing or carrying an unauthorized uniform item, ALL CADETS will be asked to remove the item and turn it in and pick it up at the end of the school day.

The OMI Commandant is the final authority in determining whether a cadet’s appearance is within the spirit of the OMI policies and standards.

#### **Eyewear:**

- Conservative civilian prescription eyeglasses are authorized for wear with all uniforms.
- Conservative prescription and nonprescription sunglasses are authorized for wear when in a garrison environment, except while indoors. Individuals who are required by medical authority to wear sunglasses for medical reasons, other than refractive error, may wear them, except when health or safety considerations apply. Commandants may authorize sunglasses in formations or field environments, as appropriate.
- Eyeglasses or sunglasses that are trendy or have lenses or frames with conspicuous initials, designs, or other adornments are not authorized for wear. Cadets may not wear lenses with extreme or trendy colors, which include, but are not limited to, red, yellow, blue, purple, bright green, or orange. Lens colors must be traditional gray, brown, or dark green shades. Personnel will not wear lenses or frames that are so large or so small that they detract from the appearance of the uniform. Personnel will not attach chains or ribbons to eyeglasses. Eyeglass restraints (to include bands) are authorized when required for safety purposes. Personnel will not hang eyeglasses or eyeglass cases on the uniform and may not let glasses hang from eyeglass restraints down the front of the uniform. Glasses may not be worn on top of the head at any time.
- Cadets are authorized to wear ballistic spectacle eye protection issued by the California Cadet Corps and OMI, including lens colors or logos that do not comply with paragraph in garrison or field environments unless otherwise directed by their chain of command.
- **Restrictions on contact lenses.** Tinted or colored contact lenses are not authorized for wear with the uniform. The only exception

is for opaque lenses that are prescribed medically for eye injuries. Clear lenses that have designs on them that change the contour of the iris are not authorized for wear with the uniform. Contact lenses may be restricted by the Commandant for safety or mission requirements.

#### **Jewelry:**

- Cadets are not allowed to wear any jewelry in their nose, face, eyebrow, neck, or other visible area while in any OMI uniform. (i.e., nose/lip rings, tongue rings, eyebrow rings, etc.). Rings, necklaces, rosary beads, or bracelets of any type are not authorized. **ONLY one discrete religious medallion on a chain may be worn under t-shirts such that neither the chain nor medallion are visible.** An inexpensive watch that is black or neutral in color may be worn with all uniforms. Any cadet with ear or nose piercing may wear clear bioplast or plastic piercing retainers while in uniform.
- Female cadets have the option to wear earrings in Uniform. Stud earrings may be screw-on clip-on, or post-type earring in gold, silver, or diamond. Pearls are not authorized to wear in the uniform, but are authorized in formal attire (Class A, and Class B uniform). The earring will not exceed 6mm or ¼ Inch in diameter, and they must be adorned (plain) or spherical (round). When worn, the earrings will fit snugly against the ear. Hoop two-sided, or drop earrings are not authorized. Female cadets may wear earrings only as a matched pair, with only one earring per standard ear lobe. Earrings are not authorized to be worn in the cartilage, industrial, transverse lobe, tragus, or conch part of the ear. Earrings will not be worn during bivouac or field environments. For the piercings that are not authorized, plastic transparent “spacers” no larger than 1/8 inch in diameter may be worn during school hours. No bandages or Band-Aids or other “disguises” may be worn to hide piercings or jewelry that is not authorized. An official or authorized OMI class ring may be worn by juniors or seniors.

#### **Hair and fingernail standards and grooming policies**

##### **a. Hair.**

**(1) General.** The requirement for hair grooming standards is necessary to maintain uniformity within an OMI cadet population. Many hairstyles are acceptable, as long as they are neat and conservative. It is the responsibility of TAC NCOs and student leaders at all levels to exercise good judgment when enforcing the OMI policy. All Cadets will comply with hair, fingernail, and grooming policies while in any OMI uniform, or in civilian clothes on campus, or during school events.

(a) Leaders will judge the appropriateness of a particular hairstyle by the guidance in this chapter and by the ability to wear all types of headgear (such as beret, baseball cap, or garrison hat). Hairstyles (including bulk and length of hair) that do not allow Cadets to wear any headgear properly mentioned above, are prohibited. Headgear will fit snugly and comfortably, without bulging or distortion from the intended shape of the headgear and without excessive gaps between the headgear and the head.

(b) Extreme, eccentric, or faddish haircuts or hairstyles are not authorized. If Cadets use dyes, tints, or bleaches, they must choose a natural hair color. Colors that detract from a professional OMI Cadet appearance are prohibited. Therefore, Cadets must avoid using colors that result in an extreme appearance. Applied hair colors that are prohibited include, but are not limited to, purple, blue, pink, green, orange, bright (fire-engine) red, and fluorescent or neon colors. It is the responsibility of leaders to use good judgment in determining if applied colors are acceptable, based upon the overall effect on a Cadet’s appearance.

(c) Cadets who have a texture of hair that does not part naturally may cut a part into the hair or style the hair with one part. The part will be one straight line, not slanted or curved, and will fall in the area where the Cadet would normally part the hair. Cadets will not shape or cut designs into their hair or scalp.

**Male haircuts.** The hair on top of the head must be neatly groomed. The length and bulk of the hair may not be excessive and must present a neat and conservative appearance. The hair must present a tapered appearance. A tapered appearance is one where the outline of the Cadet's hair conforms to the shape of the head, curving inward to the natural termination point at the base of the neck. When the hair is combed, it will not fall over the ears or eyebrows, or touch the collar, except for the closely cut hair at the back of the neck. The block cut fullness in the back is permitted to a moderate degree, as long as the tapered look is maintained. Males are not authorized to wear braids, cornrows, twists, dreadlocks, or locks while in uniform or in civilian clothes on campus, or during school events. Haircuts with a single, untapered patch of hair on the top of the head (not consistent with natural hair loss) are considered eccentric and are not authorized. Examples include, but are not limited to, when the head is shaved around a strip of hair down the center of the head (mohawk), around a u-shaped hair area (horseshoe), or around a patch of hair on the front top of the head (tear drop). Hair that is completely shaved or trimmed closely to the scalp is authorized.

**(d) Sideburns.** Sideburns are hair grown in front of the ear and below the point where the top portion of the ear attaches to the head. Sideburns will not extend below the bottom of the opening of the ear. Sideburns will not be styled to taper, flair, or come to a point. The length of the individual hairs of the sideburn will not exceed 1/8 inch when fully extended.

**(e) Facial hair.** Males will keep their face clean-shaven when in uniform, or in civilian clothes on campus, or during school events. Mustaches are permitted. If worn, males will keep mustaches neatly trimmed, tapered, and tidy. Mustaches will not present a chopped off or bushy appearance, and no portion of the mustache will cover the upper lip line, extend sideways beyond a vertical line drawn upward from the corners of the mouth, or extend above a parallel line at the lowest portion of the nose. Handlebar mustaches, goatees, and beards are not authorized. If appropriate medical authority allows beard growth, the maximum length authorized for medical treatment must be specific. For example, "The length of the beard cannot exceed 1/4 inch". Cadets will keep the growth trimmed to the level specified by the appropriate medical authority, but are not authorized to shape the hair growth (examples include, but are not limited to, goatees, "Fu Manchu," or handlebar mustaches).

**(f) Wigs and hairpieces.** Males are prohibited from wearing wigs or hairpieces while in uniform, or in civilian clothes on campus, or during school events, except to cover natural baldness or physical disfigurement caused by accident or medical procedure. When worn, wigs or hairpieces will conform to the standard haircut criteria, as stated within this regulation.

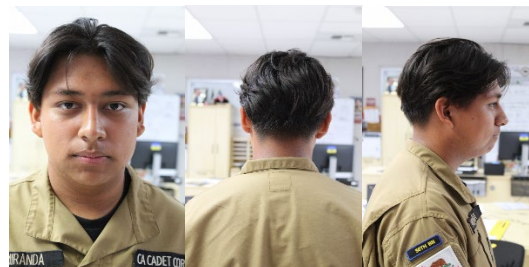
**(2) Haircuts and hairstyles (Updated).** The illustrations provided in the figure 3-4 are intended only to clarify language regarding authorized hair lengths and bulks. The requirements for hair regulations are to maintain uniformity within a military population for female Cadets while in uniform, or in civilian clothes on campus, or during school events, unless otherwise specified. Female hairstyles may not be eccentric or faddish and will present a conservative, professional appearance. For the purpose of these regulations, female hairstyles are organized into three basic categories: short length, medium length, and long length hair (see fig 3-3).

**(a) Short length.** Short hair is defined as hair length that extends no more than 1 inch from the scalp (excluding bangs). Hair may be no shorter than 1/4 inch from the scalp (unless due to medical condition or injury), but may be evenly tapered to the scalp within 2 inches of the hairline edges. Bangs, if worn, may not fall below the eyebrows, may not interfere with the wear of all headgear, must lie neatly against the head, and not be visible underneath the front of the headgear. Ears must be exposed. The width of the bangs may extend to the hairline at the temple.

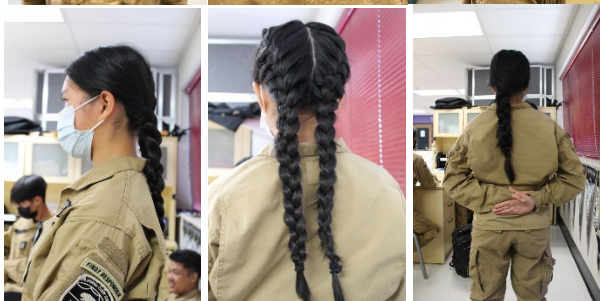
**(b) Medium length.** Medium hair is defined as hair length that does not extend beyond the lower edge of the collar (in all uniforms), and extends more than 1 inch from the scalp. Medium hair may fall naturally in uniform, and is not required to be secured, but ears must be exposed. When worn loose, graduated hairstyles are acceptable, but the length, as measured from the end of the total hair length to the base of the collar,

may not exceed 1-inch difference in length, from the front to the back.

Layered hairstyles are also authorized, so long as each hair's length, as measured from the scalp to the hair's end, is generally the same length giving a tapered appearance. The regulations for the wear of bangs detailed in paragraph 3-2a(3)(a), apply. The forehead may be partially covered but hair cannot go past the bottom of the eyebrow.



**(c) Long length.** Long hair is defined as hair length that extends beyond the lower edge of the collar. Long hair will be neatly and inconspicuously fastened or pinned above the lower edge of the collar (except when worn in accordance with para 3-2a(j)), except that bangs may be worn. Ears must be exposed. The regulations for the wear of bangs detailed in paragraph 3-2a(3)(a) apply. No portion of the bulk of the hair, as measured from the scalp as styled, will exceed 2 inches (except a bun or ponytail, which is worn on the back of the head and may extend a maximum of 3 1/2 inches from the scalp and be no wider than the width of the head). When Cadets choose a double braid hairstyle the hair may extend to within two inches of the top of the hand while in the position of Parade Rest. This is to insure the hair does not interfere during drill and ceremony stationary positions including Attention, At Ease, and Rest. The hair braids must follow the center of the wearer's back and cannot cover any portion of the ear.



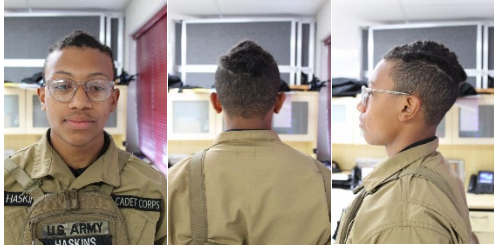
**(d) Additional hairstyle guidelines.** Faddish and exaggerated styles, to include shaved portions of the scalp other than the neckline, designs cut in the hair, and unbalanced or lopsided hairstyles are prohibited. Hair will be styled so as not to interfere with the proper wear of all uniform headgear. Ears must be exposed. All headgear will fit snugly and comfortably around the largest part of the head without bulging or distortion from the intended shape of the headgear and without excessive gaps. When headgear is worn, hair should not protrude at distinct angles from under the edges. Hairstyles that do not allow the headgear to be worn in this manner are prohibited. Examples of hairstyles

considered to be faddish or exaggerated and thus not authorized for wear while in uniform or in civilian clothes on campus, or during school events include, but are not limited to hair sculpting (eccentric texture or directional flow of any hairstyle to include spiking); buns with loose hair extending at the end; hairstyles with severe angles or designs; and loose unsecured hair (not to include bangs) when medium and long hair are worn up.

**(e) Devices.** Hair holding devices are authorized only for the purpose of securing the hair. Cadets will not place hair holding devices in the hair for decorative purposes. All hair holding devices must be plain and of a color as close to the Cadet's hair as is possible or clear. Authorized devices include, but are not limited to, small plain scrunchies (elastic hair bands covered with material), barrettes, combs, pins, clips, rubber bands, and hair or head bands. Such devices should conform to the natural shape of the head. Devices that are conspicuous, excessive, or decorative are prohibited. Some examples of prohibited devices include, but are not limited to: large, lacy scrunchies; beads, bows, or claw or alligator clips; clips, pins, or barrettes with butterflies, flowers, sparkles, gems, or scalloped edges; and bows made from hairpieces. Foreign material (for example, beads and decorative items) will not be used in the hair. Cadets may not wear hairnets unless they are required for health or safety reasons, or in the performance of duties (such as those in a dining facility). No other type of hair covering is authorized in lieu of the hairnet.

**(f) Braids, cornrows, twists, and locks.** Medium and long hair may be styled with braids, cornrows, twists, or locks (see glossary for definitions). Each braid, cornrow, twist, or lock will be of uniform dimension, have a diameter no greater than a 1/2 inch, and present a neat, professional, and well-groomed appearance. Each must have the same approximate size of spacing between the braids, cornrows, twists, or locks. Each hairstyle may be worn against the scalp or loose (free-hanging). When worn loose, such hairstyles must be worn per medium hair length guidelines or secured to the head in the same manner as described for medium or long length hair styles. Ends must be secured inconspicuously. When multiple loose braids, twists, or locks are worn, they must encompass the whole head. When braids, cornrows, twists, or locks are not worn loosely and instead worn close to the scalp, they must stop at one consistent location of the head and must follow the natural direction of the hair when worn back, which is either in general straight lines following the shape of the head or flowing with the natural direction of the hair when worn back with one primary part in the hair (see para 3-2a(1)(c)). Hairstyles may not be styled with designs, sharply curved lines, or zigzag lines. Only one distinctive style (braided, rolled, twisted, or locked) may be worn at one time. Braids, cornrows, twists, or locks that distinctly protrude (up or out) from the head are not authorized. Ears must be exposed. The bulk of the hair may not prohibit the ability to wear the

different OMI types of headgear (such as beret, baseball cap, or garrison hat) Short hair braids are authorized. Short hair braids must be in parallel lines going downwards on the top of the head. Hair design cannot be in zigzag lines or sharpen curved lines. Sides must be buzzed resembling undercut. Braids may not drape loose or hang down longer than the ears.



Authorized short hair Afrocentric braids should be worn against the scalp and should have a consistent spacing between them. The ends of braids should also be secured inconspicuously, avoiding the use any braid end clips. Braids must not pass the top of the Cadet's ears or eyes.



**(g) Hair extensions.** Hair extensions are authorized. Extensions must have the same general appearance as the individual's natural hair and otherwise conform to this regulation.

**(h) Wigs.** Wigs, if worn in uniform or in civilian clothes on campus, or during school events, must look natural and conform to this regulation. Wigs are not authorized to cover up unauthorized hairstyles.

**b. Cosmetics.**

(1) Standards regarding cosmetics are necessary to maintain uniformity and to avoid an extreme or unprofessional appearance. Males are prohibited from wearing cosmetics, except when medically prescribed. Females are authorized to wear cosmetics with all uniforms, provided they are applied modestly and conservatively, and that they complement both the Cadet's complexion and the uniform. Leaders at all levels must exercise good judgment when interpreting and enforcing this policy.

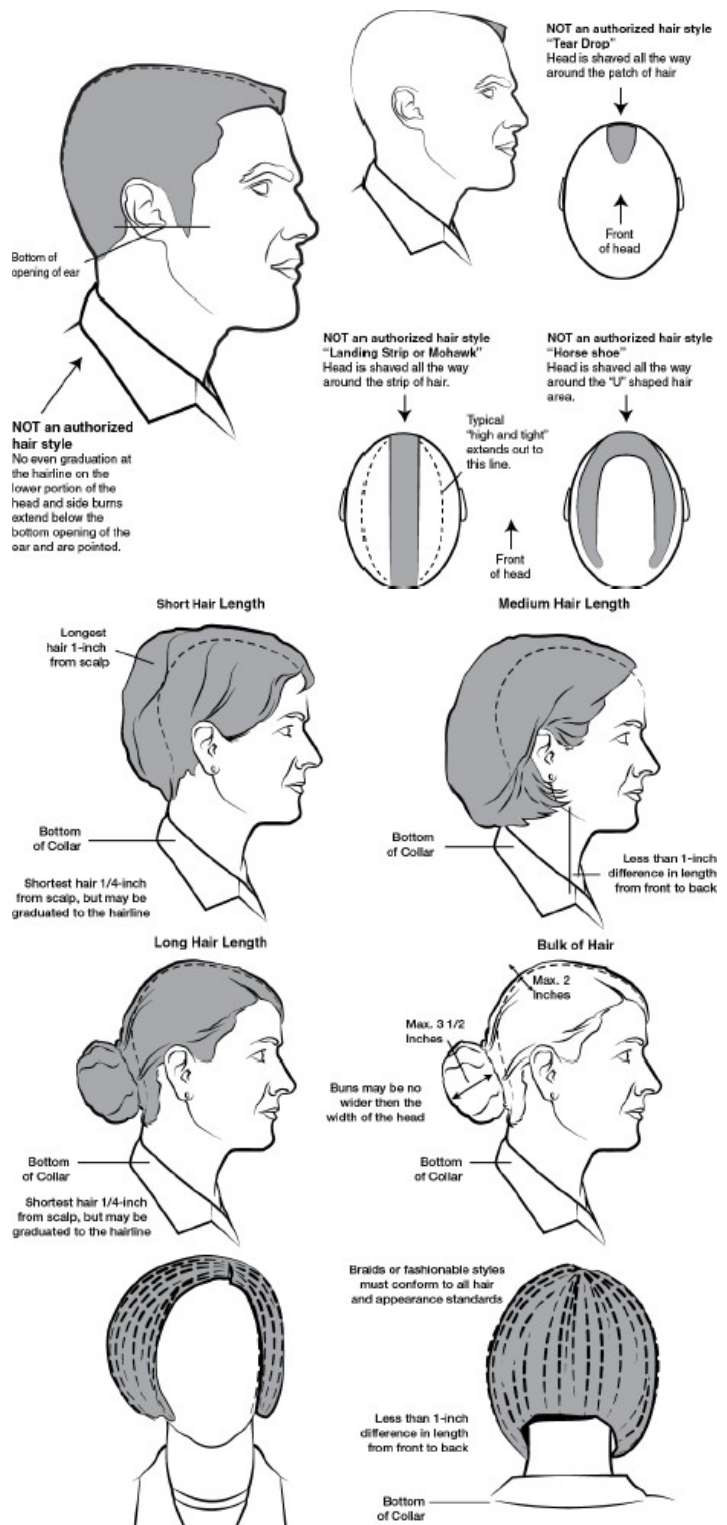
(2) Eccentric, exaggerated, or faddish cosmetic styles and colors, to include makeup designed to cover tattoos, are inappropriate with the uniform and are prohibited. Permanent makeup, such as eyebrow or eyeliner, is authorized as long as the makeup conforms to the standards outlined above. **EYELASH EXTENSIONS** are **NOT** authorized unless medically prescribed.

(3) Female cadets are authorized to wear solid color shades of lipstick that are not extreme. Extreme colors include but are not limited to; purple, bright pink, bright red, gold, blue, black, hot pink, green, yellow, ombre, and fluorescent/neon colors. Natural colors to include tinted glosses are authorized. The optional wear of lip liner, colors must match the shade of lipstick being worn.

(4) Females will comply with the cosmetics policy while in any OMI uniform or while in civilian clothes on campus, or during school events.

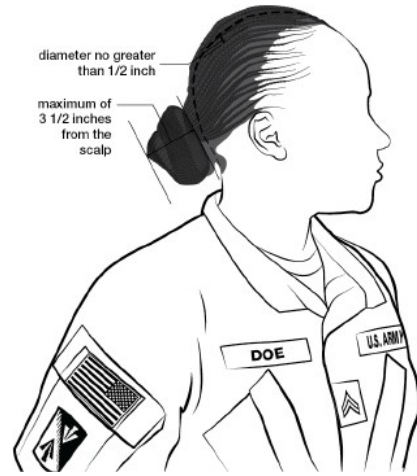
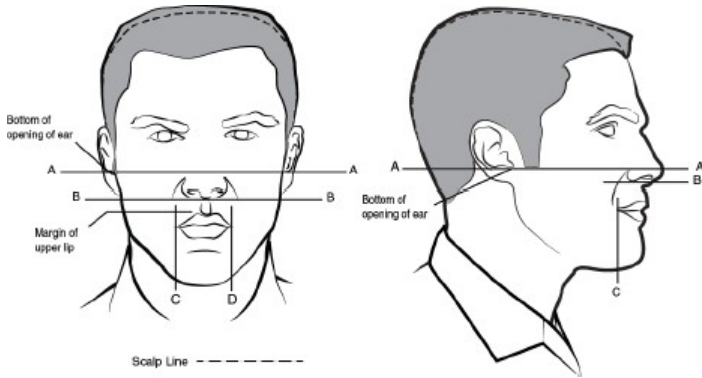
**c. Fingernails.**

All cadets will keep fingernails clean and neatly trimmed. Males will keep nails trimmed so as not to extend beyond the fingertip unless medically required and are not authorized to wear nail polish. Females will not exceed a nail length of 1/4 inch as measured from the tip of the finger.



Females will trim nails shorter if the Commandant determines that the longer length detracts from a professional appearance, presents a safety concern, or interferes with the performance of duties.

Female cadets are authorized to wear solid colors shades of nail polish that are not extreme. Extreme colors include, but not limited to, purple, bright pink, red, gold, blue, black, hot pink, green, yellow, white, grey, ombre, and fluorescent/neon colors, to include French manicure. Colors that are authorized to wear include but are not limited to nude/natural shades, American manicure and light pink. Nail shapes that are extreme and not authorized are ballerina, stiletto, arrow, and coffin. Square and rounded nails are authorized. Female cadets are to conform to the OMI standard when in uniform or while in civilian attire on campus, or during school events.



**Figure 3-4**

Cadets will maintain good personal hygiene and grooming on a daily basis and wear the uniform so as not to detract from their overall OMI Cadet military appearance. Cadets will wear appropriate undergarments with all uniforms.

**Religious Head Coverings:**

(1) An accommodated Cadet may wear a hijab (head scarf) made of a subdued material in a color that closely resembles the assigned uniform (generally black, brown, green, tan, or navy blue as appropriate). The material will be free of designs or markings, except that a Cadet wearing the Class C may wear a hijab in a camouflage pattern matching the uniform.

(2) The hijab will be worn in a neat and conservative manner that presents a professional and well-groomed appearance. The hijab must be closely fitted to the contours of the head and neck and may not cover the eyebrows, eyes, cheeks, nose, mouth, or chin. The bottom edges of the hijab will be tucked under the Cadet's uniform top and all required headgear will still be worn.

(3) Hair underneath the hijab must be worn in a hairstyle authorized for the Cadet in paragraph 3 – 2. The bulk of the Cadet's hair and hijab may not impair the ability to wear required OMI headgear, or impede the ability to perform the Cadet's military duties (see fig 3 – 4).



**Tattoos/Writing on Body Parts:** Cadets may not have permanent tattoos or writing in marker/ink on any visible body parts when in any OMI uniform.

**Pockets:** Articles carried in pockets will not protrude from the pocket or present a bulky appearance. Keys or key chains will not be attached to the uniform, belt, belt loops, or waistband. Cadets will also not generally keep their hands in their pants pockets except as needed to retrieve an item.

**Electronic Devices and Items on the Belt:** Cadets may not wear electronics or other items clipped to their belts, nor may they have a chain with a wallet attached to the uniform, belt, belt loops, or waistband. Cell phone “earbuds” or headphones (to include bluetooth devices) are not authorized in uniform.

**Lanyards:** Cadets may not wear lanyards with any uniform.

**Vulgar Language:** At all times, cadets are expected to comport themselves in a professional and appropriate manner. Use of vulgar language is prohibited at all times.

**Red Beret:** Cadets who earned the red beret for successfully completing a survival training program, are authorized to wear the beret with the Class A, B, or C uniforms.

**Gang Attire:** All clothing that constitutes gang-related apparel is prohibited. Such apparel may include, but is not limited to the following:

- Hats or headgear during the academy day other than the issued military headgear (cadets participating in sports requiring a hat may wear the school’s athletic hat as part of their sport activity).
- Chains
- Monikers or other gang markings.
- Clothing or jewelry w/ gang or drug symbols.
- Any combination of clothing law enforcement agencies currently considers gang related.

**Backpacks:** Parents will provide a black single color backpack (hand carried or rolling and without design or logo) for school textbooks and supplies. Cadets who require more storage may carry a second backpack or tote bag that is a single color black bag without design or logo. OMI sanctioned buttons may be worn on the backpack. Writing, drawing, and marking on backpacks, other than a simple, plain notation of the cadet’s name, is not allowed.

**Umbrellas and Ponchos:** Cadets may not use umbrellas or ponchos on campus. Instead, Cadets will be issued a clear poncho by supply in order to keep the student dry from the rainy weather. If cadets bring an umbrella on campus, they must store it in their company classrooms until the end of the school day.

**Writing of Names in/on Uniform/other Items:** Each company has permanent fabric markers in gold that should be used to write cadet names inside hats, jackets, sweaters, etc. There should be no writing other than a cadet’s name on such items (this includes drawings, symbols, nicknames, etc). Company TAC Teams can assist cadets with writing names in these uniform items. In addition, these markers can be used to mark names on backpacks and other personal belongings. Items with other than authorized writing or markings are subject to confiscation.

**Special Cadet Leadership Uniforms:** Cadets in identified leadership positions may be authorized special uniform items such as polo shirts etc.

**Company Achievement Awards**

The goal of the OMI company achievement awards program is to promote cadet leadership, teamwork, sportsmanship, participation, and excellence. Companies compete for awards, honor, and distinction.

- **Honor Organization:** The highest honor given to a company is the annual COMPANY HONOR UNIT AWARD. The award is given during the last week of school to the company who has achieved the highest total of points during the school year. Companies generally receive 100 points for each streamer they earn during the year. Streamers are awarded weekly, monthly, and semesterly so a great many points can be earned by companies during the year. The award includes a standing trophy and the right for each cadet in the company to wear the honor unit ribbon on the dress uniform for the duration of his/her enrollment at OMI. An appropriate bronze numeral attachment shall be awarded for subsequent awards. Points are posted by the Cadet Regimental Command Sergeant Major on an Honor Unit Bulletin board located inside the main wing of the school building.
- **Superintendent Streamer:** Given at the discretion of the Superintendent. The streamer will be carried on the company guidon until awarded to another company.
- **Commandant Streamer:** Given at the discretion of the Commandant. The streamer will be carried on the company guidon until awarded to another company.
- **Cadre Supervisor Streamer:** Given at the discretion of the Sergeant Major/Senior Military NCO. The streamer will be carried on the company guidon until awarded to another company.



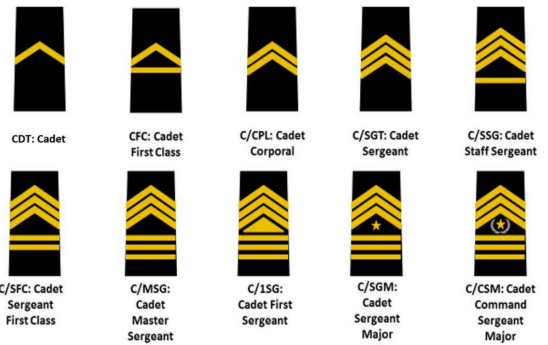
- **Highest GPA Streamer:** Given semesterly to the company with the highest total GPA achieved during the preceding quarter in credit classes. The streamer will be carried on the company guidon until awarded to another company.
- **Leadership:** Given to the company with the highest percentage of cadets participating in California Cadet Corps events, including bivouacs, leadership schools, drill competition, and IMAs. This streamer may also be awarded at the discretion of the Commandant for demonstrated leadership of cadets and/or TAC Teams. This streamer is given approximately once per month (dependent on the activity). The streamer will be carried on the company guidon until awarded to another company.
- **Physical Fitness Streamer:** Given to the company with the best performance in Physical Education coursework and/or the Fitnessgram test (most cadets in the Healthy Fitness Zone). The streamer will be carried on the company guidon until awarded to another company.
- **Drill and Ceremonies Streamer:** Given to the company with the highest points achieved during an evaluation of drill performance. The streamer will be carried on the company guidon until awarded to another company.
- **Attendance Streamer:** Given as frequently as directed with the best attendance. The streamer will be carried on the company guidon until awarded to another company.
- **Clean Campus Streamer:** Given weekly to the company with the highest number of points during the evaluation of campus cleanliness on their designated day. The streamer will be carried on the company.
- **Uniform Inspection Streamer:** Given to the company with the most cadets in compliance with the established wear and appearance standards as evaluated during daily formation as well as the Military Science class period. The streamer will be carried on the company guidon until awarded to another company.
- **Esprit de Corps Streamer:** Given to the company with the highest percentage/score or best performance in a motivational activity showing pride in company or school. The streamer will be carried on the company guidon until awarded to another company.
- **Intramural Streamer:** Given to the company with the most match wins in intramurals. The streamer will be carried on the company guidon until awarded to another company.
- **Parent Participation Streamer:** Given to the company with the highest percentage of parents in attendance at Parent Advisory Council (PAC) meetings, Parent Education Series workshops, and other parent events. The streamer will be carried on the company guidon until awarded to another company.
- **Wellness Streamer:** Given to the company with the highest points achieved during spot-check evaluations of cadet wellness journals or as a result of special wellness events. The streamer will be carried on the company guidon until awarded to another company.
- **Patriotism Streamer:** Given weekly to the company with the highest points achieved during evaluation of performance of Flag Detail on their designated day.
- **Knowledge Streamer:** Given after the first administration of the Cadet test to the company with the highest percentage of Recruits who score 80% or higher on that test. Also given to the company with the highest average score on the Military Science Benchmark tests and promotion tests. The streamer will be carried on the company guidon until awarded to another company.
- **Community Service Streamer:** Given to the company with the

highest level of participation in community service drives and projects, including parades. The streamer will be carried on the company guidon until awarded to another company. Each grade level participates in community service projects designed to give the cadets a variety of experiences. All cadets participate in a minimum of 10 hours of service per school year.

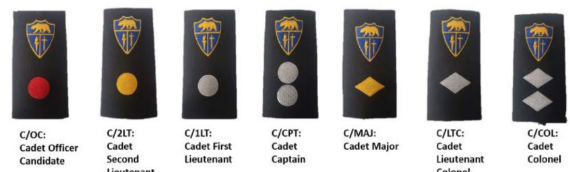
- **Cadet Guard Streamer:** Given by the school security officer weekly to the company with the best performance on the previous week's cadet guard duties as noted in the calendar. This is a military ceremony at which cadets demonstrate esprit de corps, discipline, morale, and proficiency at Drill and Ceremonies. Pass in Review is also an opportunity to present decorations and awards and to recognize individual and company achievements.
- **Discipline Streamer:** Given at the end of semester by administration to the company with the lowest total number of discipline incidents during the preceding quarter. The streamer will be carried on the company guidon until awarded to another company.
- **Pass-In-Review Streamer:** Given at each scheduled ceremony to the company with the highest points achieved during the evaluation of performance before and during the ceremony. The streamer will be carried on the company guidon until awarded to another company. Pass in Review is held two times a year participation in parades and other patriotic events. The streamer will be carried on the company guidon until awarded to another company.

### Cadet Promotion Requirements Based on CR 1-5

#### Cadet Enlisted Ranks\*



#### Cadet Officer and Officer Candidate Insignia\*



For Promotion to	Minimum Time in Grade in weeks	Other Requirements	Promotion Authority Notes
Cadet (CDT)	6 Weeks	CDT PTAs	-Commandant of Cadets Recommends -Promotion Authority Approves and Annotates Service Record
Cadet First Class (CFC)	6 Weeks	CFC PTAs	-Commandant of Cadets Recommends -Promotion Authority Approves and Annotates Service Record
Cadet Corporal (C/CPL)	6 Weeks	C/CPL PTAs	-Commandant of Cadets Recommends -Promotion Authority Approves and Annotates Service Record

Cadet Sergeant (C/SGT)	7 Weeks	Promotion Test C/SGT PTAs	-Commandant of Cadets Recommends -Orders published By Order of the Principal
Cadet Staff Sergeant (C/SSG)	7 Weeks	Promotion Test C/SSG PTAs Completion of Basic NCO Academy or Basic Leadership School	-Commandant of Cadets Recommends -Orders published By Order of the Principal -In exceptional circumstances, a cadet may advance from C/SSG to C/2LT if they have met all other requirements for promotion
Cadet Sergeant First Class (C/SFC)	7 Weeks	Promotion Board C/SFC PTAs Physical Fitness Test	-Commandant of Cadets Recommends -Orders published by Order of the Principal Must meet physical fitness requirements
Cadet Master Sergeant and above (C/MSG, C/1SG, C/SGM, CCSM)	7 Weeks	Promotion Board C/MSG PTAs Physical Fitness Test Completion of ANCOC (C/MSG) C/2LT PTAs and Promotion Test (C/1SG-C/CSM)	-Commandant of Cadets Recommends C/MSG, C/1SG, C/SGM orders -published by Order of the Principal C/CSM Orders By Order of the Brigade Advisor -Must meet Physical Fitness Requirement -See Para 2-2(e) for clarification of these ranks
Cadet Second Lieutenant (C/2LT)	10 Weeks	-Promotion Test -Promotion Board -C/2LT PTAs -Physical Fitness Test	-Commandant of Cadets and Principal Recommend -Orders published by order of the Brigade Advisor
Cadet First Lieutenant	10 Weeks	-Promotion Test	-Commandant of Cadets and Principal Recommend

(C/1LT)		-Promotion Board -C/1LT PTAs -Physical Fitness Test	-Orders published by order of the Brigade Advisor
Cadet Captain (C/CPT)	12 Weeks	-Promotion Board -C/CPT PTAs -Physical Fitness Test	-Commandant of Cadets and Principal Recommend -Orders published by order of the Brigade Advisor
Cadet Major (C/MAJ)	12 Weeks	-Promotion Board -C/CPT PTAs -Physical Fitness Test	-Brigade Advisor Recommends with input from Commandant and Principal -Orders published by Order of the Adjutant General -Application package must include a photograph of the cadet in Class A uniform and couples of attendance, discipline, and academic grades
Cadet Lieutenant Colonel (C/LTC)	12 Weeks	-Promotion Board -C/CPT PTAs -Physical Fitness Test	-Brigade Advisor Recommends with input from Commandant and Principal -Orders published by Order of the Adjutant General -Application package must include a photograph of the cadet in Class A uniform and couples of attendance, discipline, and academic grades
Cadet Colonel (C/COL)	12 Weeks	-Promotion Board -C/CPT PTAs -Physical Fitness Test	-Brigade Advisor Recommends with input from Commandant and Principal -Orders published by Order of the Adjutant General -Application package must include a photograph of the cadet in Class A uniform and couples of attendance, discipline, and academic grades

## Chapter 4- Athletics

### Athletic and Activities Eligibility

1. In keeping with the OMI, Bay Area Conference, North Coast Section, and California Interscholastic Federation (CIF) Philosophies on Student Eligibility for Interscholastic Athletic Competition (CIF Bylaw 200) the following principles are adopted:

1.1. OMI affirms that participation in athletics and other extracurricular activities is an important part of the high school experience and that participation in extracurricular activities is a privilege. The privilege of participation is available to Cadets who meet the democratically established standards of qualification as set forth by the governing Board of OMI in keeping with the principles of the CIF Council.

1.2. CIF Bylaws governing student eligibility are a necessary prerequisite to participation in interscholastic athletics because they:

- Keep the focus on athletic participation as a privilege, not a right.
- Reinforce the principle that Cadets attend school to receive an education first; athletic participation is secondary.
- Protect the opportunities to participate for Cadets who meet the established standards.
- Provide a fundamentally fair and equitable framework in which interscholastic athletic competition can take place.
- Provide uniform standards for all schools to follow in maintaining athletic

competition.

- Serve as a deterrent to Cadets who transfer schools for athletic reasons and to individuals who recruit student athletes.
- Serve as a deterrent to Cadets who transfer schools to avoid disciplinary action.
- Maintain an ethical relationship between high school athletic programs and others who demonstrate an interest in high school athletes.
- Support the principles of "Pursuing Victory with Honor"

### OMI Standards Of Eligibility (CIF Bylaw 201)

OMI adopts all CIF standards, including the following for eligibility to participate in interscholastic athletics and extracurricular activities. These policies apply to extra-curricular activities that require a cadet to be absent from any portion of the school day (0745-1630 Monday through Friday and Saturdays of Saturday School) and/or represent OMI in any public forum of competition/contest, meeting, or demonstration.

**2. Full Eligibility:** To be eligible to fully participate in OMI interscholastic athletics or extracurricular activities, **OMI Cadets must be enrolled full-time at OMI (minimum of 20 units) and a official members of their assigned company and:**

- 2.1.1. Maintain a cumulative unweighted 2.0 grade point average on a 4.0 scale, and have received no "F" grades at the conclusion of the previous grading period: Quarter 1 Eligibility is determined by the 2nd semester grades of the previous school year; Quarter 2 Eligibility is determined by the 1st quarter grades;

Quarter 3 Eligibility is determined by the 1st semester grades; Quarter 4 Eligibility is determined by the 3rd quarter grades

2.1.2. **Demonstrate acceptable citizenship as follows:** To be eligible for participation, cadets must be in good citizenship standing. The Administration or Dean may elect to place a cadet-athlete who fails to meet these standards on a temporary probation.

2.1.3. In the case of Middle School Cadets, be achieving minimum progress toward meeting OMI's prescribed middle school graduation requirements. Minimum progress is defined as having completed 32.5 credits as a second semester sixth grader, 65 credits as a first semester seventh grader, 97.5 credits as a second semester seventh grader, and 130 credits as a first semester eighth grader.

2.1.4. In the case of High School Cadets, achieving minimum progress toward meeting OMI's prescribed high school graduation requirements. Minimum progress is defined as having completed 32.5 credits as a second semester freshman, 65 credits as a first semester sophomore, 97.5 credits as a second semester sophomore, 130 credits as a first semester junior, 162.5 credits as a second semester junior, 195 credits as a first semester senior and 227.5 as a second semester senior.

1.3. **Limited Eligibility:** Limited participation in practices, can't play in interscholastic or extracurricular contests

2.2.1. Cadets with less than a unweighted 2.0 total GPA on their most recent grade report as outlined in 2.1.2

2.2.2. Cadets with Limited Eligibility may practice and may be on Probationary Eligibility for no more than one semester in length per cadet's OMI Middle School three-year experience and for no more than one semester in length per cadet's H.S. four-year experience.

2.3.5. Cadets must submit OMI Weekly Progress reports to the OMI Athletic Director to maintain Probationary Participation eligibility. Based upon the nature of the cadet's OMI Weekly Progress report, the Cadet may be granted full Eligible Participation, remain on Probationary Eligibility, or be placed on Limited Participation Eligibility by the Eligibility Board at any time.

1.5. **Not Eligible:** Cadet may not participate in practices or interscholastic contests or team/extracurricular activities in any way

2.3.1. Cadets with one or more F grades or less than a 2.0 overall or cumulative GPA on their most recent grade report as outlined in 2.1.2, **OR** as determined by the OMI Athletic Eligibility Board may be ruled not eligible.

### NCAA Division I Initial-Eligibility Requirements

#### Core Courses: (16)

Initial full-time collegiate enrollment before August 1, 2016:

- Sixteen (16) core courses are required (see chart below for subject-area requirements).

Initial full-time collegiate enrollment on or after August 1, 2016:

- Sixteen (16) core courses are required (see chart below for subject-area requirements).
- Ten (10) core courses completed before the seventh semester; seven (7) of the 10 must be in English, math or natural/physical science.
- These courses/grades are "locked in" at the start of the seventh semester (cannot be repeated for grade-point average [GPA] improvement to meet initial-eligibility requirements for competition).

attend extra-curricular meetings only after fulfilling all OMI citizenship and academic support requirements.

2.2.3. Cadets must submit daily or weekly progress reports to be used by coaches/teacher leaders as a tool to monitor and motivate cadet progress.

#### 1.4. **Probationary Eligibility**

2.3.1. The OMI governing board adopts, as part of its policy, the following provisions that allow a student who does not achieve the eligibility requirements to remain eligible to participate in OMI interscholastic athletics/extracurricular activities during a probationary period.

2.3.2. A Cadet may request Probationary Eligibility by appealing to the OMI Athletic Eligibility Board. The OMI Athletic Eligibility Board is comprised of OMI's Superintendent, Commandant, Principal, and Athletic Director.

2.3.3. A Cadet granted Probationary Eligibility by the OMI Eligibility Board may practice and play in interscholastic and/or extracurricular contests after fulfilling all Probationary Eligibility Contract requirements as determined by the Eligibility Board, which may include after school academic support class attendance and compliance with the provisions of disciplinary or strict disciplinary probation.

2.3.4. The OMI Eligibility Board determines the beginning and end of a cadet's Probationary Eligibility, but a Cadet

- Cadets who do not meet core-course progression requirements may still be eligible to receive athletics aid and practice in the initial year of enrollment by meeting academic redshirt requirements (see below).

#### Test Scores: (ACT/SAT)

Cadets must present a corresponding test score and core-course GPA on the sliding scale (see Page No. 2).

- SAT: critical reading and math sections. Best subscore from each section is used to determine the SAT combined score for initial eligibility.
- ACT: English, math, reading and science sections. Best subscore from each section is used to determine the ACT sum score for initial eligibility.
- All ACT and SAT attempts before initial full-time collegiate enrollment may be used for initial eligibility.
- Enter 9999 during ACT or SAT registration to ensure the testing agency reports your score directly to the NCAA Eligibility Center. Test scores on transcripts will not be used.

#### Core Grade-Point Average:

Only core courses that appear on the high school's List of NCAA Courses on the NCAA Eligibility Center's website ([www.eligibilitycenter.org](http://www.eligibilitycenter.org)) will be used to calculate your core-course GPA. Use this list as a guide.

Initial full-time collegiate enrollment before August 1, 2016:

- Cadets must present a corresponding test score (ACT sum score or SAT combined score) and core-course GPA (minimum 2.000) on Sliding Scale A (see Page No. 2).
- Core-course GPA is calculated using the best 16 core courses that meet subject-area requirements.

Initial full-time collegiate enrollment on or after August 1, 2016:

- Cadets must present a corresponding test score (ACT sum score or SAT combined score) and core-course

GPA (minimum 2.300) on Sliding Scale B (see Page No. 2).

- Core-course GPA is calculated using the best 16 core courses that meet both progression (10 before seventh semester; seven in English, math or science; “locked in” and subject-area requirements.

**DIVISION I**  
**Core-Course Requirement (16)**

- 4 years of English
- 3 years of math (Algebra I or higher)
- 2 years of natural/physical science (1 year of lab if offered)
- 1 year of additional English, math or natural/physical science
- 2 years of social science
- 4 years of additional courses (any area above, foreign language or comparative religion/philosophy)

**DIVISION I – 2016**  
**Qualifier Requirements**

- 16 core courses
- Ten (10) core courses completed before the start of seventh semester. Seven (7) of the 10 must be in English, math or natural/physical science.
- Locked in" for core-course GPA calculation.
- Corresponding test score (ACT sum score or SAT combined score) and core-course GPA (minimum 2.300) on Sliding Scale B (see Page No. 2).
- Graduate from high school.

**DIVISION I – 2016**  
**Academic Redshirt Requirements**  
*\*Athletics aid and practice (no competition)*

- 16 core courses
- No grades/credits "locked in" (repeated courses after the seventh semester begins may be used for initial eligibility).
- Corresponding test score (ACT sum score or SAT combined score) and core-course GPA (minimum 2.000) on Sliding Scale B (see Page No. 2).
- Graduate from high school.

### Division II Initial-Eligibility Requirements

#### Core Courses

- Division II currently requires 16 core courses. See the

chart below.

- **Beginning August 1, 2018**, to become a full or partial qualifier for Division II, all college-bound student-athletes must complete the 16 core-course requirements.

#### Test Scores

- **Division II** currently requires a minimum SAT score of 820 or an ACT sum score of 68. **Beginning August 1, 2018**, Division II will use a sliding scale to match test scores and core-course grade-point averages (GPA). The sliding scale for those requirements is shown on Page No. 2 of this sheet.
- The SAT score used for NCAA purposes includes only the critical reading and math sections. The writing section of the SAT is not used.
- The ACT score used for NCAA purposes is a sum of the following four sections: English, mathematics, reading and science.
- **When you register for the SAT or ACT, use the NCAA Eligibility Center code of 9999 to ensure all SAT and ACT scores are reported directly to the NCAA Eligibility Center from the testing agency. Test scores that appear on transcripts will not be used.**

#### Grade-Point Average

- Be sure to look at your high school's List of NCAA Courses on the NCAA Eligibility Center's website ([www.eligibilitycenter.org](http://www.eligibilitycenter.org)). Only courses that appear on your school's approved List of NCAA Courses will be used in the calculation of the core GPA. Use the list as a guide.
- The current **Division II** core GPA requirement is a minimum of 2.000. **Division II** core GPA required to be eligible for competition on or after August 1, 2018, is 2.200 (corresponding test-score requirements are listed on the Sliding Scale on Page No. 2 of this sheet).
- The minimum **Division II** core GPA required to receive athletics aid and practice as a partial qualifier on or after August 1, 2018, is 2.000 (corresponding test-score requirements are listed on the Sliding Scale on Page No. 2 of this sheet).
- Remember, the NCAA core GPA is calculated using NCAA core courses only.

**DIVISION II-16**  
**Core Courses**

- 3 years of English.
- 2 years of mathematics (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 3 years of additional English, mathematics or natural/physical science.
- 2 years of social science.
- 4 years of additional courses (from any area above, foreign language or comparative religion/philosophy).

## Chapter 5 – Annual Notice of General School Programs and Policies

### COMMUNITY ELIGIBILITY PROVISION (CEP)

CEP is a federal provision that allows eligible schools to offer free meals to attending Cadets regardless of individual income. CEP eliminates the burden of collecting household applications to determine eligibility for school meals, relying instead on information from other means-tested programs.

Schools with  $\geq 40$  percent of “Identified Cadets,” or those directly certified to participate in school meals through their participation in programs such as CalWORKs, are eligible for CEP. Student Nutrition Services determine OMI's eligibility based upon school based on this formula.

The Oakland Military Institute is thrilled to expand CEP during the 2021-22 school year. CEP:

- Builds community
- Fights hunger with health
- Improves financial health
- Streamlines operations

### CONCUSSION/HEAD INJURY

Because the Charter School offers an athletic program, parents/guardians must sign a concussion/head injury information sheet on a yearly basis if their student is an athlete on any of the School's athletic teams. This does not apply to an athlete engaging in an athletic activity during the regular school day or as part of a physical education course. The School can provide this concussion information sheet to only those parents whose Cadets are participating in the School's athletic program, if applicable.

### SUDDEN CARDIAC ARREST PREVENTION

Because OMI offers an athletic program, each school year, before a student participates in an athletic activity governed by the CIF, the parent/guardian is required to sign and return a copy of the sudden cardiac arrest information sheet required by the CIF. Before a student participates in an athletic activity not governed by the CIF, the parent/guardian must sign and return an acknowledgement of receipt and review of the sudden cardiac arrest prevention information sheet posted on the CDE's website.

### ORAL HEALTH EXAMINATIONS

OMI will require its cadets to comply with all oral health examinations pursuant to Education Code section 49452.8. Please contact the office if you have questions about this requirement.

### DIABETES

OMI will provide an information fact sheet regarding Type 2 Diabetes to the parent or guardian of incoming 7th grade Cadets, pursuant to Education Code Section 49452.7. The information sheet shall include, but shall not be limited to, all of the following:

1. A description of Type 2 Diabetes.
2. A description of the risk factors and warning signs associated with Type 2 Diabetes.
3. A recommendation that Cadets displaying or possibly suffering from risk factors or warning signs associated with Type 2 Diabetes should be screened for Type 2 Diabetes.
4. A description of treatments and prevention of methods of Type 2 Diabetes.

5. A description of the different types of diabetes screening tests available.

### IMMUNIZATIONS AND PHYSICAL EXAMINATIONS

To ensure a safe learning environment for all Cadets, the School follows and abides by the health standards set forth by the state of California. Cadets will not attend school until all required records have been received. The immunization status of all Cadets will be reviewed periodically. Those Cadets who do not meet the State guidelines may be excluded from school until the requirements are met. Cadets who have been exposed to a communicable disease for which they have not been immunized may be excluded from school at the discretion of the School.

### SECTION 504

OMI recognizes its legal responsibility to ensure that no qualified person with a disability shall, on the basis of disability, be excluded from participation, be denied the benefits of, or otherwise subjected to discrimination under any program of the School. Any student who has an objectively identified disability which substantially limits a major life activity, including, but not limited to learning, is eligible for accommodations by the School. The parent of any student suspected of needing or qualifying for accommodations under Section 504 may make a referral for an evaluation to the Principal. A copy of the School's Section 504 policies and procedures is available upon request.

### CHILD FIND

We are dedicated to the belief that all Cadets can learn and must be guaranteed equal opportunity to become contributing members of the academic environment and society. The School provides special education instruction and related services in accordance with the Individuals with Disabilities in Education Improvement Act (“IDEIA”), Education Code requirements, and applicable policies and procedures of the El Dorado County Charter SELPA. These services are available for special education Cadets enrolled at the School. We offer high quality educational programs and services for all our Cadets in accordance with the assessed needs of each student. The School collaborates with parents, the student, teachers, and other agencies, as may be indicated, in order to appropriately serve the educational needs of each student.

### UNHOUSED CADETS

The term “homeless children and youth” means individuals who lack a fixed, regular and adequate nighttime residence due to economic hardship. It includes children and youths who (42 USC 11434(a)):

1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; or are living in emergency or transitional shelters; are abandoned in hospitals;
2. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
3. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
4. Migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definition of “homeless.”
5. Homeless status is determined in cooperation with the parent or guardian. In the case of unaccompanied youth, status is determined by the School Liaison.

**School Liaison:** The Superintendent or designee designates the following staff person as the School Liaison for homeless Cadets (42

**Student Services Coordinator**  
**Oakland Military Institute**  
**3877 Lusk St, Emeryville, CA 94608**  
**(510) 594-3968**

**The School Liaison shall ensure that** (42 U.S.C. 11432(g)):

1. Homeless Cadets are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless Cadets enroll in, and have a full and equal opportunity to succeed at Charter School.
3. Homeless Cadets and families receive educational services for which they are eligible, including services through Head Start programs (including Early Head Start programs) under the Head Start Act, early intervention services under part C of the Individuals with Disabilities Education Act, any other preschool programs administered by OMI, if any, and referrals to health care services, dental services, mental health services and substance abuse services, housing services, and other appropriate services.
4. Parents/guardians are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless children is disseminated at places frequented by parents or guardians of such youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, and in a manner and form understandable to the parents and guardians of homeless youth and unaccompanied youth.
6. Enrollment/admissions disputes are mediated in accordance with law, the Charter School charter, and Board policy.
7. Parents/guardians are fully informed of all transportation services, as applicable.
8. School personnel providing services receive professional development and other support.
9. The School Liaison collaborates with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youths.
10. Unaccompanied youth are enrolled in school; have opportunities to meet the same challenging State academic standards as the State establishes for other children and youth; and are informed of their status as independent Cadets under section 480 of the Higher Education Act of 1965 and that the youths may obtain assistance from the School Liaison to receive verification of such status for the purposes of the Free Application for Federal Student Aid described in section 483 of the Act.
11. For any homeless student who enrolls at the School, a copy of the School's complete policy shall be provided at the time of enrollment and at least twice annually.

#### **TEACHER QUALIFICATION INFORMATION**

All parents may request information regarding the professional qualifications of classroom teachers and/or paraprofessionals.

#### **EDUCATIONAL RECORDS, INCLUDING CHALLENGES AND DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act ("FERPA") affords parents and Cadets who are 18 years of age or older ("eligible Cadets") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 5 business days after the day the School receives a request for access. Parents or eligible Cadets should submit to the Superintendent or designee a written request that identifies the records they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible Cadets who wish to ask the School to amend a record should write to the Superintendent or designee, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the School discloses personally identifiable information ("PII") from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure 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) or a person serving on the School board. A School official also may include a volunteer or contractor outside of the School who performs an institutional service of function for which the School would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. Note that OMI will not release information to third parties for immigration-enforcement purposes, except as required by law or court order.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office**  
**U.S. Department of Education**  
**400 Maryland Avenue, SW Washington, DC 20202**

FERPA permits the disclosure of PII from a student's education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to School officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the School to record the disclosure. Parents and eligible Cadets have a right to inspect and review the record of disclosures. A School may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student —

1. To other School officials, including teachers, within the educational agency or institution whom the School has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional

services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1)).

2. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2)).
3. To authorize representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35).
4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4)).
5. To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7)).
6. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8)).
7. To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9)).
8. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)).
9. Information the School has designated as "directory information" under §99.37. (§99.31(a)(11)).

"Directory Information" is information that is generally not considered harmful or an invasion of privacy if released. Directory information can be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish year books. The School has designated the following information as directory information:

1. Student's name
2. Student's address
3. Parent's/guardian's address
4. Telephone listing
5. Student's electronic mail address
6. Parent's/guardian's electronic mail address
7. Photograph
8. Date and place of birth
9. Dates of attendance
10. Grade level
11. Weight and height of members of athletic teams
12. Degrees, honors, and awards received
13. The most recent educational agency or institution attended
14. Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's social security number, in whole or in part, cannot be used for this purpose.)

If you do not want the School to disclose directory information from your child's education records without your prior written consent, you must notify the School in writing at the time of enrollment or re-enrollment. Please notify the Superintendent.

## TITLE IX, HARASSMENT, INTIMIDATION, DISCRIMINATION, AND BULLYING POLICY

### *FOR ALL EMPLOYEES/CADETS OF THE OAKLAND MILITARY INSTITUTE*

Discrimination, sexual harassment, harassment, intimidation, and bullying are all disruptive behaviors, which interfere with Cadets' ability to learn and negatively affect student engagement, diminish school safety, and contribute to a hostile school environment. As such, OMI prohibits any acts of discrimination, sexual harassment, harassment, intimidation, and bullying altogether. This policy is inclusive of instances that occur on any area of the school campus, at school-sponsored events and activities, regardless of location, through school-owned technology, and through other electronic means.

As used in this policy, discrimination, sexual harassment, harassment, intimidation, and bullying are described as the intentional conduct, including verbal, physical, written communication or cyber-bullying, including cyber sexual bullying, based on the actual or perceived characteristics of disability, pregnancy, gender, gender identity, gender expression, nationality, ancestry, race or ethnicity, immigration status or citizenship, religion, religious affiliation, sexual orientation, childbirth or related medical conditions, marital status, age, or association with a person or group with one or more of these actual or perceived characteristics or any other basis protected by federal, state, local law, ordinance or regulation. In addition, bullying encompasses any conduct described in the definitions set forth in this Policy. Hereafter, such actions are referred to as "misconduct prohibited by this Policy."

To the extent possible, OMI will make reasonable efforts to prevent Cadets from being discriminated against, harassed, intimidated, and/or bullied, and will take action to investigate, respond, address and report on such behaviors in a timely manner. OMI school staff that witness acts of misconduct prohibited by this Policy will take immediate steps to intervene when safe to do so.

Moreover, OMI will not condone or tolerate misconduct prohibited by this Policy by any employee, independent contractor or other person with which OMI does business, or any other individual, student, or volunteer. This policy applies to all employee, student, or volunteer actions and relationships, regardless of position or gender. OMI will promptly and thoroughly investigate any complaint of such misconduct prohibited by this Policy and take appropriate corrective action, if warranted.

#### **Title IX, Harassment, Intimidation, Discrimination and Bullying Coordinator ("Coordinator"):**

**Superintendent**  
**Oakland Military Institute**  
**3877 Lusk Street, Oakland, CA 94608**  
**510-594-3900**

#### **DEFINITIONS**

##### **Prohibited Unlawful Harassment:**

- Verbal conduct such as epithets, derogatory jokes or comments or slurs
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis
- Retaliation for reporting or threatening to report harassment
- Differential or preferential treatment based on any of the protected classes above

##### **Prohibited Unlawful Harassment under Title IX**

Title IX (20 U.S.C. § 1681 *et. seq.*; 34 C.F.R. § 106.1 *et. seq.*) and California state law prohibit harassment on the basis of sex. In accordance with these existing laws, discrimination on the basis of sex in education institutions is prohibited. All persons, regardless of sex,

are afforded equal rights and opportunities and freedom from unlawful discrimination in education programs or activities conducted by OMI.

OMI is committed to provide a workplace and educational environment free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action.

**Sexual harassment** consists of sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

- (a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress;
- (b) submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual;
- (c) the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment;
- (d) submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

It is also unlawful to retaliate in any way against an individual who has articulated a good faith concern about sexual harassment against him/her or against another individual. Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as:
- Rape, sexual battery, molestation or attempts to commit these assaults and
- Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body
- Unwanted sexual advances, propositions or other sexual comments, such as:
  - Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience
  - Preferential treatment or promises of preferential treatment to an individual for submitting to sexual conduct, including soliciting or attempting to solicit any individual to engage in sexual activity for compensation or reward or deferential treatment for rejecting sexual conduct
  - Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex
  - Sexual or discriminatory displays or publications anywhere in the workplace or educational environment, such as:
    - Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing or possessing any such material to read, display or view at work or the educational environment
    - Reading publicly or otherwise publicizing in the work or educational environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic, and
    - Displaying signs or other materials purporting to segregate an individual by sex in an area of the workplace or educational environment (other than restrooms or similar rooms)
    - The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this Policy.

**Prohibited Bullying** is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act. Bullying includes one or more acts committed by a student group or group of Cadets that may constitute as sexual harassment, hate violence, or creates an intimidating and/or hostile educational environment, directed toward one or more Cadets that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing a reasonable pupil\* or pupils in fear of harm to that pupil's or those pupils' person or property.
2. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
3. Causing a reasonable pupil to experience substantial interference with his or her academic performance.
4. Causing a reasonable pupil to experience a substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by OMI.

\* "Reasonable pupil" is defined as a pupil, including, but not limited to, an exceptional needs pupil, who exercises care, skill and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

**Cyberbullying** is an electronic act that includes the transmission of harassing communication, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes:

1. Breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.
2. A message, text, sound, video, or image.
3. A post on a social network Internet Web site including, but not limited to:
  - a. Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in the definition of "bullying," above
  - b. Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in the definition of "bullying," above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated
  - c. Creating a false profile for the purpose of having one or more of the effects listed in the definition of "bullying," above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
4. An act of "Cyber sexual bullying" including, but not limited to:
  - a. The dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in definition of "bullying," above. A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
  - b. "Cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
  - c. Notwithstanding the definitions of "bullying" and "electronic act" above, an electronic act shall not constitute pervasive



conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

## **GRIEVANCE PROCEDURES**

### **Reporting:**

All staff are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of misconduct prohibited by this Policy, to intervene as soon as it is safe to do so, call for assistance, and report such incidents. The Board requires staff to follow the procedures in this policy for reporting alleged acts of misconduct prohibited by this Policy.

Any employee or student who believes they have been subject to misconduct prohibited by this Policy or has witnessed such prohibited misconduct is encouraged to immediately report such misconduct to the Coordinator:

**Superintendent**  
**Oakland Military Institute**  
**3877 Lusk Street, Oakland, CA 94608**  
**510-594-3992**

Complaints regarding such misconduct may also be made to the U.S. Department of Education, Office for Civil Rights.

While submission of a written report is not required, the reporting party is encouraged to submit a written report to the Coordinator. Oral reports shall also be considered official reports. Reports may be made anonymously, but formal disciplinary action cannot be based solely on an anonymous report.

Cadets are expected to report all incidents of misconduct prohibited by this Policy or other verbal, or physical abuses. Any student who feels she/he is a target of such behavior should immediately contact a teacher, counselor, the Superintendent, Coordinator, a staff person or a family member so that she/he can get assistance in resolving the issue in a manner that is consistent with this Policy.

OMI acknowledges and respects every individual's right to privacy. All reports shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This includes keeping the identity of the reporter confidential, as appropriate, except to the extent necessary to carry out the investigation and/or to resolve the issue, as determined by the Coordinator or administrative designee on a case-by-case basis.

OMI prohibits any form of retaliation against any reporter in the reporting process, including but not limited to a reporter's filing of a complaint or the reporting of instances of misconduct prohibited by this Policy. Such participation shall not in any way affect the status, grades, or work assignments of the reporter.

All supervisors of staff will receive sexual harassment training within six (6) months of their assumption of a supervisory position and will receive further training once every two (2) years thereafter. All staff will receive sexual harassment training and/or instruction concerning sexual harassment in the workplace as required by law.

### **1. Investigation**

Upon receipt of a report of misconduct prohibited by this Policy from a student, staff member, parent, volunteer, visitor or affiliate of OMI, the Coordinator or administrative designee will promptly initiate an investigation. In most cases, a thorough investigation will take no more than seven (7) school days. If the Coordinator, or administrative designee determines that an investigation will take longer than seven (7) school days, he or she will inform the complainant and any other relevant parties and provide an approximate date when the investigation will be complete.

At the conclusion of the investigation, the Coordinator or

administrative designee will meet with the complainant and, to the extent possible with respect to confidentiality laws, provide the complainant with information about the investigation, including any actions necessary to resolve the incident/situation. However, in no case may the Coordinator or administrative designee reveal confidential information related to other Cadets or employees, including the type and extent of discipline issued against such Cadets or employees.

### **2. Consequences**

Cadets or employees who engage in misconduct prohibited by this Policy will be subject to disciplinary action.

### **3. Uniform Complaint Procedures**

When harassment or bullying is based upon one of the protected characteristics set forth in this Policy, a complainant may also fill out a Uniform Complaint Procedures ("UCP") complaint form at any time during the process, consistent with the procedures laid out in this Handbook.

### **4. Right of Appeal**

Should the reporting individual find the Coordinator's resolution unsatisfactory, he/she may follow the General Complaint Process found on the OMI website.

All records related to any investigation of complaints under this Policy are maintained in a secure location.

## **UNIFORM COMPLAINT PROCEDURES**

OMI has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees.

OMI shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedure ("UCP") adopted by our Governing Board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived characteristics of age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, genetic information, physical disability, mental disability, medical condition, marital status, nationality, national origin, immigration status or citizenship, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any OMI program or activity that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Adult Education
- After School Education and Safety Programs
- Agricultural Vocational Education Programs
- American Indian Education Centers
- Early Child Education Program Assessments
- Foster and Homeless Youth Services
- Consolidated Categorical Aid Programs
- Migrant Education
- Career Technical and Technical Education and Training

### **Programs**

- Child Care and Developmental Programs
- Child Nutrition Programs
- Regional Occupational Centers and Special Education Programs

Every Student Succeeds Act /No Child Left Behind Act (2001) Programs (Titles I-VII)

- State Preschool

- Bilingual Education
- Economic Impact Aid

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee includes, but is not limited to, all of the following:

- A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
- A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
- A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity
- A pupil fee complaint shall not be filed later than one (1) year from the date the alleged violation occurred.

Complaints of noncompliance with laws relating to pupil fees are filed with the Superintendent of a school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees. Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer.

**Superintendent**  
**Oakland Military Institute**  
**3877 Lusk St, Emeryville, CA 94608**  
**(510) 594-3900**

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the Superintendent or his or her designee in writing.

Complaints will be investigated and a written decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The compliance officer responsible for investigating the complaint shall conduct and complete the investigation in accordance with California regulations and in accordance with the OMI's.

The complainant has a right to appeal OMI's Decision to the California Department of Education ("CDE") by filing a written appeal within fifteen (15) days of receiving the Decision. The appeal must include a copy of the complaint filed with the School and a copy of OMI's Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of OMI's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

**A copy of the UCP policy and complaint procedures shall be available free of charge in the Main Office.**

For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the complaint procedures, please contact the Superintendent.

- Tobacco-Use Prevention Education

**LEVELS OF BEHAVIORS THAT WOULD LEAD TO PROGRESSIVE DISCIPLINE:**

**Level 1**

Uncooperative/ Noncompliant Behavior

**Level 2**

Disorderly Behavior

**Level 3**

Disruptive Behavior

**Level 4**

Aggressive or Injurious/Harmful Behavior

**Level 5**

Seriously Dangerous or Violent Behavior

**SUSPENSION & EXPULSION PROCEDURES**

This Cadet Suspension and Expulsion Policy has been established in order to promote learning and protect the safety and well being of all cadets at the Oakland Military Institute ("OMI"). When the policy is violated, it may be necessary to suspend or expel a cadet from regular classroom instruction. This policy shall serve as OMI's policy and procedures for cadet suspension and expulsion, and it may be amended from time to time without the need to amend the charter so long as the amendments comport with legal requirements.

Suspended or expelled cadets shall be excluded from all school and school-related activities, including summer school, unless otherwise agreed during the period of suspension or expulsion.

A cadet identified as an individual with disabilities or for whom OMI has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Education Improvement Act of 2004 ("IDEIA") or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 ("Section 504") is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to regular education cadets except when federal and state law mandates additional or different procedures. OMI will follow all applicable federal and state laws when imposing any form of discipline on a cadet identified as an individual with disabilities or for whom OMI has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in accordance due process to such cadets.

**Grounds for Suspension and Expulsion of Cadets**

A cadet may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at anytime including but not limited to:

- a) while on school grounds;
- b) while going to or coming from school;
- c) during the lunch period, whether on or off the school campus;
- d) during, going to, or coming from a school-sponsored activity.

**Enumerated Offenses**

Cadets may be suspended and/or expelled for any of the following acts when it is determined the cadet:

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except self-defense.
2. Possessed, sold, or otherwise furnished any firearm, knife,

- explosive, or other dangerous object, including a laser pen or device, or an incendiary device such as matches or a lighter, unless, in the case of possession of any object of this type, the cadets had obtained written permission to possess the item from a certificated school employee, with the Commandant or Designee's concurrence.
3. Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, any illegal substance, alcoholic beverage, or intoxicant of any kind.
  4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, any illegal substance, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
  5. Committed or attempted to commit robbery or extortion.
  6. Caused or attempted to cause damage to school property or private property.
  7. Stole or attempted to steal school property or private property.
  8. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel.
  9. Committed an obscene act or engaged in habitual profanity or vulgarity.
  10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5 or Salvia Divinorum as noted in section 379 of the California Penal Code. Salvia Divinorum is also known by the street names as "Serenity" or "K2."
  11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
  12. Knowingly received stolen school property or private property.
  13. Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
  14. Committed or attempted to commit a sexual assault as defined in Penal code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4.
  15. Harassed, threatened, or intimidated a cadet who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that cadet from being a witness and/or retaliating against that cadet for being a witness.
  16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  17. Engaged in or attempted to engage in hazing of another.
  18. Aiding or abetting as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person.
  19. Made terrorist threats against school officials and/or school property.
  20. Committed sexual harassment.
  21. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
  22. Intentionally harassed, threatened or intimidated a cadet or group of cadets to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading cadet rights by creating an intimidating or hostile educational environment.
  23. Engaged in an act of bullying, threat, harassment, or

intimidation, including but not limited to bullying committed by means of an electronic act.

- (a) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of Cadets which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more Cadets that has or can be reasonably predicted to have the effect of one or more of the following:
  - i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or Cadets in fear of harm to that student's or those Cadets' person or property.
  - ii. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
  - iii. Causing a reasonable student to experience substantial interference with his or her academic performance.
  - iv. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
- 1) "Electronic Act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
  - i. A message, text, sound, video, or image.
  - ii. A post on a social network Internet Web site including, but not limited to:
    - (a) Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
    - (b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
    - (c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
  - iii. An act of cyber sexual bullying.

- (a) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (i) to (iv), inclusive, of paragraph
- (b) A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
- (c) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

- 24. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (3)(a).
- 25. Continued failure to comply with the military requirements of the Institute, including but not limited to repeated failure to wear the proper uniform, refusal to comply with established grooming standards, failure to display military courtesy, or failure to achieve the minimum requirements for promotion from “Recruit” to cadet during the first semester of enrollment at OMI.
- 26. Violated the Cadet Code of Honor by an egregious act of disrespect, lying, cheating, or stealing.
- 27. Was found guilty of a misdemeanor or felony for an offense which occurred in conjunction with school operations or the cadet coming to or going from school, and which, in the opinion of the school, would bring discredit on the cadet or the school or would endanger the health and safety of members of the school community.

### **Suspension Procedures**

Suspensions shall be initiated according to the following procedures:

#### **1. Suspension Conference**

Suspension shall be preceded, if possible, by a conference conducted by the Administrator, Commandant or the Commandant’s designee with the cadet and his or her parents and, whenever practical, the teacher, supervisor or school employee who referred the cadet to the Commandant.

The conference may be omitted if the Administrator, Commandant or designee determines that an emergency situation exists. An “emergency situation” involves a clear and present danger to the lives, safety or health of cadets or school personnel. If a cadet is suspended without this conference, both the parent/guardian and cadet shall be

notified of the cadet’s right to return to school for the purpose of a conference.

At the conference, the cadet shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense.

The conference shall be held within two school days, unless the cadet waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization. No penalties may be imposed on a cadet for failure of the cadet’s parent or guardian to attend a conference with school officials. Reinstatement of the suspended cadet shall not be contingent upon attendance by the cadet’s parent or guardian at the conference.

#### **2. Suspension Notice to Parents/Guardians**

At the time of suspension, the Administrator, Commandant or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a cadet is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense committed by the cadet. In addition, the notice may also state the date and time when the cadet may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

#### **3. Suspension Time Limits/Recommendation for Expulsion**

*Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension. For each 2 days of suspension, a student can replace 1 day with 5 hours of community service. The community service hours must be approved by administration and be completed within 3 weeks of the incident.*

Upon a recommendation of expulsion by the Administrator, Commandant or Commandant’s designee, the cadet and the cadet’s guardian or representative will be invited to a conference to determine if the suspension for the cadet should be extended pending an expulsion hearing. This determination will be made by the Administrator, Commandant or designee upon either of the following determinations:

- 1) The cadet’s presence will be disruptive to the education process;
- 2) The cadet poses a threat or danger to others. Upon either determination, the cadet’s suspension will be extended pending the results of an expulsion hearing.

A cadet may be expelled by the OMI Superintendent upon the recommendation of the Discipline Board. The Discipline Board will consist of at least three members who are certificated and neither a teacher of the cadet nor a member of the OMI’s Governing Board. The Discipline Board may recommend expulsion of any cadet found to have committed an expellable offense.

Cadets recommended for expulsion for an offense outlined in this section are entitled to a hearing to determine whether the cadet should be expelled. Unless postponed for good cause, a Discipline Board Hearing shall be held within thirty (30) school days after the Commandant or designee determines that the Cadet has committed an expellable offense.

The Discipline Board will make a recommendation to the OMI Superintendent for a final decision whether to expel. The Discipline Board Hearing shall be held in closed session unless the cadet makes a written request for a public hearing three (3) days prior to the hearing.

Written notice of the Discipline Board Hearing shall be forwarded to the cadet, the cadet’s parent/guardian, and the Oakland Unified School District at least ten (10) calendar days before the date of the

hearing. Upon mailing the notice, it shall be deemed served upon the cadet. The notice shall include the date and place of the Discipline Board Hearing as well as the following:

- The date and place of the expulsion hearing;
- A statement of specific facts, charges and offenses upon which the proposed expulsion is based;
- A copy of OMI's disciplinary rules which relate to the alleged violation;
- Notification of the cadet's or parent/guardian's obligation to provide information about the cadet's status at the school to any other school district or school to which the cadet seeks enrollment;
- The opportunity for the cadet or the cadet's parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor;
- The right to inspect and obtain copies of all documents to be used at the hearing;
- The opportunity to confront and question all witnesses who testify at the hearing;
- The opportunity to question all evidence presented and to present oral and documentary evidence on the cadet's behalf including witnesses.

The person conducting the Discipline Board Hearing may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.

The person conducting the Discipline Board Hearing may also limit time for taking the testimony of the complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours.

Prior to a complaining witness testifying, the support persons must be admonished that the Discipline Board Hearing is confidential. Nothing in the law precludes the person presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The person conducting the hearing may permit any one of the support persons for the complaining witness to accompany him or her to the witness stand.

If one or both of the support persons is also a witness, OMI must present evidence that the witness' presence is both desired by the witness and will be helpful to OMI. The person presiding over the Discipline Board Hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the

Campus damage, hate crimes, gang activity, arson, fire alarm tampering, physical or cyber bullying, mayhem, obscene behavior to include presence of pornographic material weigh considerably when determine the appropriate consequence. Assertive Discipline Violations can include:

Offenses	1 <sup>st</sup> Violation	2 <sup>nd</sup> Violation	3 <sup>rd</sup> Violation
Fighting or Assault	Suspension (1-5) Days	Cadet Honor Board(CHB), Suspension (1-5) Days	Possible Dismissal
Possession of Drugs	Suspension (1-5) Days	CHB, Suspension (1-5) Days	Possible Dismissal
Theft	Suspension (1-5) Days	CHB, Suspension (1-5) Days	Possible Dismissal
Sexual Harassment/Assault	Suspension (1-5) Days	CHB, Suspension (1-5) Days	Possible Dismissal
Possession of Weapon(s)	Suspension (1-5) Days	CHB, Suspension (1-5) Days	Possible Dismissal

**4. Special Considerations for Sexual Assault or Battery Cases:**

OMI may, upon finding a good cause, determine that the disclosure of either the identity of the witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the Discipline Board Hearing in the form of sworn declarations which shall be examined only by the OMI Discipline Board. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the cadet.

The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of his/her right to (a) receive five days notice of his/her scheduled testimony, (b) have up to two (2) adult support persons of his/her choosing present in the hearing at the time he/she testifies, which may include a parent, guardian, or legal counsel, and (c) elect to have the hearing closed while testifying. OMI must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.

At the discretion of the person or panel conducting the hearing, the complaining witness shall be allowed periods of relief from examination and cross-examination during which he or she may leave the hearing room.

complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the presiding officer from exercising his or her discretion to remove a person from the hearing whom he or she believes is prompting, swaying, or influencing the witness.

The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the hearing room during that testimony.

Especially for charges involving sexual assault or battery, if the Discipline Board Hearing is to be conducted in the public at the request of the cadet being expelled, the complaining witness shall have the right to have his/her testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are not alternative procedures to avoid the threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing by means of closed-circuit television.

Evidence of specific instances of a complaining witness' prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the person conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstances can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence.

In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

#### **5. Record of Cadet Honor Board Hearing**

A record of the Cadet Honor Board Hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.

#### **6. Presentation of Evidence**

While technical rules of evidence do not apply to Discipline Board Hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A recommendation by the Discipline Board to expel must be supported by substantial evidence that the cadet committed an expellable offense.

Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay and sworn declarations may be admitted as testimony from witnesses of whom the OMI Discipline Board determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the accused cadet, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900, a complaining witness shall have the right to have his or her testimony heard in a session closed to the public.

The decision of the Discipline Board shall be in the form of written findings of fact and a written recommendation to the

OMI Superintendent who will make a final determination regarding the expulsion.

If the Discipline Board decides not to recommend expulsion, the cadet shall immediately be returned to his/her educational program and may

be mandated to comply with the provisions of strict disciplinary probation.

The final decision by the OMI Superintendent shall be made within ten (10) school days following the conclusion of the hearing. The Superintendent or designee following a decision of the Discipline Board to expel shall send written notice of the decision to expel, including the Discipline Board's findings of fact, to the cadet, the cadets parent/guardian, and to the Oakland Unified School District. This notice shall also include the following:

- Notice of the specific offense committed by the cadet
- Notice of the cadet's or parent/guardian's obligation to inform any new district in which the cadet seeks to enroll of the cadet's status with OMI.

The Superintendent or designee shall send a copy of the written notice of the decision to expel to the cadet's district of residence. This notice shall include the following:

- The cadet's name
- The specific expellable offense committed by the cadet

### **7. Disciplinary Records**

OMI shall maintain records of all cadet suspensions and expulsions at OMI. Such records shall be made available to the Oakland Unified School District upon request.

### **8. Appeal**

Appeals of the Superintendent's decision to dismiss a cadet may be made in writing within ten (10) school days. The scope of the review of the OMI Governing Board shall be limited to the following questions:

1. Whether OMI acted without or in excess of its jurisdiction;
2. Whether there was a fair hearing;
3. Whether there was a prejudicial abuse of discretion in the hearing; and
4. Whether there is relevant and material evidence which, in the exercise of reasonable diligence, could not have been produced or was improperly excluded at the hearing.

Such appeals must be submitted to the Superintendent and will be heard at the next scheduled meeting of the OMI Governing Board. The cadet shall be considered expelled and not permitted to return to OMI during an appeal process.

The cadet shall have no additional right of appeal from dismissal from OMI other than the OMI Governing Board as specified above.

### **9. Dismissed Cadets/Alternative Education**

Cadets who are dismissed shall be responsible for seeking alternative education programs including, but not limited to, programs within the County or their school district of residence.

### **10. Rehabilitation Plans**

Cadets who are expelled from OMI shall be given a rehabilitation plan upon expulsion as developed by the OMI Superintendent at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one (1) year from the date of expulsion when the cadet may reapply to OMI for readmission.

### **11. Re-admission**

The decision to readmit a cadet or to admit a previously expelled cadet from another school district or charter school shall be in the sole discretion of the OMI Superintendent following a meeting with the Commandant or his designee and the cadet and guardian or representative to determine whether the cadet has successfully completed the rehabilitation plan and to determine whether the cadet poses a threat to others or will be disruptive to the school environment.

The Commandant shall make a recommendation to the OMI Superintendent following the meeting regarding his or her determination. The cadet's readmission is also contingent upon OMI's capacity at the time the cadet seeks readmission.

## **12. Suspension and Expulsion, Special Procedures for Cadets with Disabilities**

### **Notification of SELPA**

The Charter School shall immediately notify the SELPA and coordinate the procedures in this policy with the SELPA of the discipline of any student with a disability or student that the Charter School or the SELPA would be deemed to have knowledge that the student had a disability.

### **Services During Suspension**

Cadets suspended for more than ten (10) school days in a school year shall continue to receive services so as to enable the student to continue to participate in the general education curriculum, although in another setting (which could constitute a change of placement and the student's IEP would reflect this change), and to progress toward meeting the goals set out in the child's IEP/504 Plan; and receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur. These services may be provided in an interim alternative educational setting.

### **Procedural Safeguards/Manifestation Determination**

Within ten (10) school days of a recommendation for expulsion or any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the Charter School, the parent, and relevant members of the IEP/504 Team shall review all relevant information in the cadet's file, including the cadet's IEP/504 Plan, any teacher observations, and any relevant information provided by the parents to determine:

- a. If the conduct in question was caused by, or had a direct and substantial relationship to, the cadet's disability; or
- b. If the conduct in question was the direct result of the local educational agency's failure to implement the IEP/504 Plan.

If the Charter School, the parent, and relevant members of the IEP/504 Team determine that either of the above is applicable for the cadet, the conduct shall be determined to be a manifestation of the child's disability.

If the Charter School, the parent, and relevant members of the IEP/504 Team make the determination that the conduct was a manifestation of the child's disability, the IEP/504 Team shall:

- a. Conduct a functional behavioral assessment and implement a behavioral intervention plan for such child, provided that the Charter School had not conducted such assessment prior to such determination before the behavior that resulted in a change in placement;
- b. If a behavioral intervention plan has been developed, review the behavioral intervention plan if the child already has such a behavioral intervention plan, and modify it, as necessary, to address the behavior; and
- c. Return the child to the placement from which the child was removed, unless the parent and the Charter School agree to a change of placement as part of the modification of the behavioral intervention plan.

If the Charter School, the parent, and relevant members of the IEP/504

Team determine that the behavior was not a manifestation of the student's disability and that the conduct in question was not a direct result of the failure to implement the IEP/504 Plan, then the Charter School may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to Cadets without disabilities.

### **Due Process Appeals**

The parent of a child with a disability who disagrees with any decision regarding placement, or the manifestation determination, or the Charter School believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, may request an expedited administrative hearing through the Special Education Unit of the Office of Administrative Hearings or by utilizing the dispute provisions of the 504 Policy and Procedures.

When an appeal relating to the placement of the student or the manifestation determination has been requested by either the parent or the Charter School, the student shall remain in the interim alternative educational setting pending the decision of the hearing officer in accordance with state and federal law, including 20 USC Section 1415(k), until the expiration of the forty-five (45) day time period provided for in an interim alternative educational setting, unless the parent and the Charter School agree otherwise.

### **Special Circumstances**

Charter School personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a child with a disability who violates a code of student conduct.

The Site Director or designee may remove a student to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the behavior is determined to be a manifestation of the student's disability in cases where a student:

- a. Carries or possesses a weapon, as defined in 18 USC 930, to or at school, on school premises, or to or at a school function;
- b. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function; or
- c. Has inflicted serious bodily injury, as defined by 20 USC 1415(k)(7)(D), upon a person while at school, on school premises, or at a school function.

### **Interim Alternative Educational Setting**

The student's interim alternative educational setting shall be determined by the student's IEP/504 Team.

### **Procedures for Cadets Not Yet Eligible for Special Education Services**

A student who has not been identified as an individual with disabilities pursuant to IDEIA and who has violated the Charter School's disciplinary procedures may assert the procedural safeguards granted under this administrative regulation only if the Charter School had knowledge that the student was disabled before the behavior occurred.

The Charter School shall be deemed to have knowledge that the student had a disability if one of the following conditions exists:

- The parent/guardian has expressed concern in writing, or orally if the parent/guardian does not know how to write or has a disability that prevents a written statement, to Charter School supervisory or administrative personnel, or to one of the child's teachers, that the student is in need of special education or related services. The parent has requested an evaluation of the child.
- The child's teacher, or other Charter School personnel, has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the director of special education or to other Charter School supervisory personnel.

If the Charter School knew or should have known the student had a disability under any of the three (3) circumstances described above, the student may assert any of the protections available to IDEIA-eligible children with disabilities, including the right to stay-put.

If the Charter School had no basis for knowledge of the student's disability, it shall proceed with the proposed discipline. The Charter School shall conduct an expedited evaluation if requested by the parents; however the student shall remain in the education placement determined by the Charter School pending the results of the evaluation.

The Charter School shall not be deemed to have knowledge that the student had a disability if the parent has not allowed an evaluation, refused services, or if the student has been evaluated and determined to not be eligible.

**OMI reserves the right to change policies and procedures outlined in this handbook. Notice of such changes will be provided in the weekly ParentSquare posts.**