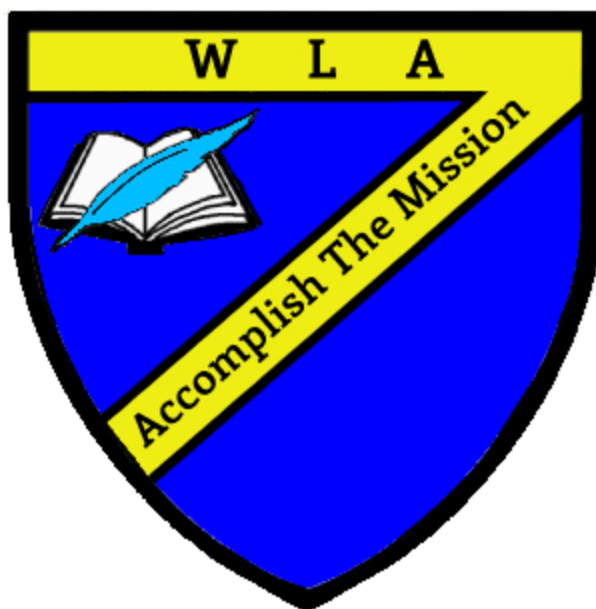


Willamette Leadership Academy

Cadet Handbook



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CADET PROGRAM HANDBOOK

Willamette Leadership Academy (WLA) is a Public Charter School under the Sponsorship of Springfield Public Schools (SPS). WLA is open to students throughout the State of Oregon with a range of academic, leadership, and character-building programs which meet and exceed the State Standards for education as a full time, day school serving youth 6th through 12th grades. WLA is a Leadership Academy and utilizes best practice research regarding youth development and the positive aspects of consistent discipline and taking responsibility for one's actions. WLA uses a military behavioral model for the discipline, consistency and structure of operations utilizing best practice. The model is one based on uniformity: uniforms, designated rank, rank rewards and promotions which are modeled by staff and are important research-based aspects of the program.

The purpose of a military design for the Academy is to inspire positive academic, physical, and moral growth in every youth, referred to as **Cadet**. To achieve this, WLA provides a structured, distraction-free setting that allows Cadets to focus on their educational and personal development. The structure and design of WLA promotes leadership among all youth using last names eliminating gender bias and the wearing of uniforms eliminates the association of class or wealth and gender bias.

WLA provides Cadets with the academic skills to enable them to reach their personal career goals with the leadership skills and positive character traits that will enable each Cadet to become responsible citizens of their community. The leadership skills learned will allow the Cadets to become more successful in school and improve their relationships with family, friends, and authority figures.

STATEMENT OF NON-DISCRIMINATION

Willamette Leadership Academy does not discriminate on the basis of perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation, age, pregnancy, familial status, economic status, veteran status or genetic information in providing education or access to benefits of education services, activities and programs in accordance with Title VI; Title VII; Title IX;; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008; and other civil rights or discrimination issues. A public, charter school may not limit student admission based on race, religion, sex, sexual orientation, ethnicity, national origin, disability, the terms of an individual's educational program, income level, proficiency in the English language or athletic ability, but may limit admission within a given age group or grade level.

Acceptance of the Academy

By enrolling a child in Willamette Leadership Academy, parents, guardians and youth accept the military model and the policies of discipline that accompany Military 150+ Design Format. The Academy used the "Military 150+ Manual" for combined military order of Air Force, Army, Navy, and Marine to create this Cadet Handbook.

Abbreviations

| Abbreviation | Meaning | Abbreviation | Meaning |
|--------------|--|--------------|---|
| 1LT | First Lieutenant | GEN | General |
| 1SG | First Sergeant | GPA | Grade Point Average |
| 2LT | Second Lieutenant | HQ | Headquarters |
| A's | Class A uniforms | ID | Identification Card |
| AC | Academy Commander | IEP | Individual Education Plan |
| ACP | Academic Career Plan | ISS | In School Suspension |
| AP | Academic Probation | IT | Individual Physical Training |
| BC | Battalion Commander | LG | Lieutenant General |
| BCCA | Battalion Commander Corrective Action | LOI | Letter of Instruction |
| BDU | Battle Dress Uniform | LTC | Lieutenant Colonel |
| BG | Brigadier General | MG | Major General |
| BN | Battalion | MOI | Memorandum of Instruction |
| CA | Corrective Action | MOU | Memorandum of Understanding |
| CCA | Company Corrective Action | MAJ | Major |
| CC | Corps Commander | MSG | Master Sergeant |
| CDR | Commander | NCO | Non-Commissioned Officer |
| CDT | Cadet | O.C. | Officer Candidate |
| CG | Color Guard | OIC | Officer in Command |
| Co | Company | PFC | Private First Class |
| CO | Commanding Officer | Plt | Platoon |
| COB | Close of business in the vicinity of 1630 to 1700 hours. | PT | Physical Training or Physical Education |
| COL | Colonel | PVT | Private |
| CPL | Corporal | Regs | Regulations |
| CPT | Captain | SPC | Specialist |
| CTE | Career Technical Education | SGM | Sergeant Major |
| CSM | Command Sergeant Major | SGT | Sergeant |
| DP | Director of Programs | Sqd | Squad |
| DFR | Dropped from Rolls | SSG | Staff Sergeant |
| ED | Executive Director | WO | Warrant Officer |
| FTX | Field Training Exercise | | |

GLOSSARY OF TERMS

The following are specialized language pertaining to the WLA academic and behavioral military model.

Authority: Power to influence or command thought, opinion, or behavior.

Battalion: A grouping of Cadets in a range of grades that are equivalent to high school or middle school and the command staff which supervises those Cadets. Grades 6-8 are considered 2nd Battalion and 9-12 are 1st Battalion.

Battalion Commander Corrective Action: A disciplinary hearing in front of the Battalion Commander (BC) and the either Sergeant Major (SGM) or Command Sergeant Major (CSM) to determine the corrective action to be taken for severe and/or inappropriate behavior to include: suspension, exclusion and expulsion.

Cadet: Youth enrolled in the Academy.

Chain of Command: An official hierarchy of authority that dictates who is in charge of whom and of whom permission must be asked.

Colors: Flags, banners, and symbols of membership in the WLA community, also refers to the American Flag and the Oregon State Flag that are raised and lowered each school day.

Commander: A Commissioned Officer placed in charge of a unit.

Company: A unit of Cadets and command staff, led by one company Officer (CO) of rank 2LT to MAJ, one SG, or Staff NCO.

Company Officer (CO): Company Officer is a Classroom Instructor/teacher.

Corrective Action (CA): A formal Company Commander hearing to decide corrective action taken to remind an individual of inappropriate behavior.

Corps: The whole body of Cadets and staff who wear the WLA uniform. (*Pronounced: "Core"*)

Corps Commander (CC): The commander of the Corps is the top Academy administrator and holds the rank of Colonel or higher.

Corrective Action (CA): An action taken to remind an individual of inappropriate behavior. The Correction may take the form of Individual Training (IT) or In-School Suspension.

Detail: A body or group of Cadets and/or Officers, regardless of make-up, assigned to do a specific task.

Esprit de Corps (fr. Spirit of the body): A sense of union, common interests, and responsibilities as developed among Cadets and staff of WLA.

Headquarters (HQ): The administrative location of the Academy or the Battalion office with support staff.

Issued: Provided by, given out, or purchased.

Leadership: The quality of combining personal accountability, good decision making, and responsibility in one's life and the actions and relationships with others that promote better social and community skills.

Mission: Essential task or a list of goals, each of which must be completed to succeed at an overall goal.

Military Bearing: The mental attitude one projects through language, behavior, and physical carriage.

Non-Commissioned Officer (NCO): Any staff or holding the rank of Corporal to Sergeant Major may be referred to as an NCO. Staff NCOs are Educational Assistants. At WLA, a Cadet who has delegated authority over all Cadets of lower rank from the Sergeant Major, may hold this rank but is NOT an Educational Assistant..

Officer: An individual teacher who provides the classroom instruction.

Orders: Written or oral instructions and/or commands issued by a superior ranking person to a subordinate.

Platoon: A unit of Cadets, generally two squads or the next group size up from squad. Led by one platoon NCO to First Sergeant.

Rank: A symbol worn on the uniform reflective of experience, knowledge, merit and responsibility.

Ranking: Of or pertaining to the highest ranked Cadet, Officer, or position.

Regulation (Regs). A regulation is a standard rule. Regulations are apparent, constant, and consistent.

Squad: The smallest unit of Cadets within the regular military structure, may consist of four Cadets with one squad leader of grade PFC to SSG.

Subordinate: A person lower in the chain of command.

Superior: A person higher in the chain of command.

Team: A group of people working together to achieve the same goal or set of goals.

Troop: The act of moving from one place to another (as in "We're trooping through the woods.")

Uniform: A standard mode of dress showing one is a member of the WLA community.

Unit: Any "body" of Cadets and/or Officers distinguished from each other, regardless of size (as in Battalion, company, squad, detail.)

WLA-Specific Jargon Glossary

These are terms which are common language in the program and roughly what they mean.

Ate-Up: Shabby, looking and therefore out of uniform or unserviceable.

At Ease: Look forward, listen-up but *do not* stand at attention.

Brass: Officer(s).

Cover: Headgear, utility cap, beret, dress cover or garrison cap

Drop: The order given indicating corrective action specific to push ups as instructed.

High Drag: Slows the team/unit down and/or pulls other Cadets down.

Higher-Ups: Higher ranking Cadet or staff.

Knock ‘Em Out: To do corrective action (usually push ups) until ordered to stop.

Listen-Up: Pay attention.

Lock It Up: Silence – be quiet.

Make a hole or make way: Please move; let me pass.

Move Out: Get Going and Move with a Purpose.

On-Point: The best, the example/model, on the top.

Parade Rest: At ease but with hands behind your back and eyes looking forward.

Ready One: A phrase used to alert Cadets to sit straight in their desks with their hands clasped together and place on the desktop; demonstrating they are ready to learn.

Uncovered: To remove one’s cover; unacceptable when outside

Introduction

WLA School Structure

The school is formatted to serves grades 6 through 12. Grades 6-8 utilize a Middle School structure and are referred to as Second Battalion. Grades 9-12 utilize a High School structure and are referred to as First Battalion. This reference exists whether the Battalions are one or two physical campuses by denoting structure and schedule.

As a public charter school, Willamette Leadership Academy is administered by a Board of Directors and is responsible to the sponsoring school district, the Employer Agency, and the Oregon State Board of Education. The Executive Director (ED) is the top school administrator for WLA and may hold the position of Corps Commander (CC).

The Corps Commander oversees the Academics and Operations of WLA and of the Campus(es). This personnel may be the Executive Director or work in partnership with the Executive Director.

The Director of Programs (DP) oversees academics, curricula, and programs for WLA. This administrator is responsible for evaluating programs for fidelity and reliability of programs. This person tracks compliance and academic progress with data and outcomes, grants, special programs, and testing. The Director of Programs works in coordination with the Corps Commander and the Battalion Commander and carries a teaching load.

The Battalion Commander (BC) acts as the principal of a Battalion. The Battalion Commander oversees the operations of a campus and Cadet body on a day to day basis and is the direct supervisor and evaluator of Officers. The BC is responsibility for attendance, academics, curricula, and behavior of Cadets. The Battalion Commander works with the Command Sergeant Major (CSM) and the Sergeant Major (SGM) to supervise the Non-Commissioned Officers (NCO) and may carry a teaching load.

The Command Sergeant Major (CSM) is the Dean of Discipline and handles the parents’ concerns regarding behavior. The CSM coordinates the scheduling of meetings and is the head supervisor of all

Non-Commissioned Officers. The CSM is responsible for the training and discipline of all NCOs. The CSM may oversee both Battalions.

The second in command is the Sergeant Major (SGM) who oversees a Battalion. The SGM oversees the data and input of behavioral actions and outcomes and handles the Cadets' daily discipline and behaviors at the direction of the CSM and BC. The SGM and CSM are advocates for the Cadets and work to change unacceptable behavior in the least restrictive environment.

The Officers are the classroom instructors for CORE classes and electives.

The Non-Commissioned Officers are the Educational Assistants and instructors of PT, Military Science, Drill, Color Guard, and electives.

Each Battalion is divided into Companies. The Companies serve to unify the Corps with organization for Cadets and the Academy.

Willamette Leadership Academy implements a RANK STRUCTURE to develop a system of respect, leadership, motivation, character development, and Chain of Command. The rank structure uses both incentives and recognition as motivation and reward. The military format and structure will be used for daily interactions, classroom instruction, hallway formation, all school formations, drills, ceremonies, awards, and special events. This structure is modeled by uniformed staff.

Military Structures and Supports

Basic Training: All Cadets will receive basic instruction in military protocols, standing orders, ranks, and the military structure used by WLA. The training will be at minimum one full day. All newly enrolled Cadets of WLA will receive basic training when entering the Academy. Basic training is designed to teach the basic concepts of the program. Once a Cadet has successfully completed basic training, the rank of PRIVATE will be awarded.

Leadership and Life Skills: Training is for grades 6 to 8 and assists Cadets to not only rise in rank but understand the responsibilities and duties of leadership. The training prepares a Cadet to be a Squad Leader by building character and leadership skills.

Leadership: Training grades 9 to 12 and teaches advanced leadership skills. The training helps a Cadet to fulfill the role of Squad Leader and prepares Cadets for a rise in rank to achieve greater responsibilities and duties. An elective class in Leadership is also available for those Cadets who wish to advance in rank or participate in Cadet Government.

Military Drills and Award Ceremonies: Drills and training in military courtesy, customs, and parade are important parts of building character, team unity, and being a successful part of the WLA community. Drill training is used to teach teamwork, coordination, and following directions, as well as citizenship, pride, and community. Military drill is used for parades, special events, presentations, and ceremonies. Many ceremonies are integrated into school events to promote order and respect for the accomplishments of all Cadets.

Each Battalion has a specialized Color Guard which performs Color Guard duties for the Academy and for public and community functions. A Cadet must be eligible and maintain eligibility to participate in Color Guard.

Award Ceremonies are held quarterly to honor and promote Cadets. Cadets can earn awards in many categories. Some examples are Honor Roll, Military Bearing, and Community Service. Companies also compete for Top Company, Marching, and Academic awards.

Ceremonies

Daily Formation: At the beginning and end of each academic day, the Cadets will gather at the flagpole for the raising and lowering of the flag, to hear announcements, and to recognize the value of the Academy.

Award Ceremonies: Quarterly, each Battalion will conduct an award ceremony recognizing and promoting Cadets based on academic and personal achievement and recognizing outstanding company achievements.

Battalion Reviews: Each Battalion conducts a Battalion Review at the end of every school year. During Battalion Review, special awards, promotions of Cadets and staff, and recognition of volunteers take place. Parents, Officers, local community leaders, key stakeholders, and volunteers are invited. The Battalion Commander and Corps Commander will make every effort to gain public recognition of this event.

WLA High School Graduation: Cadets who have successfully completed their high school educational requirements according to the State of Oregon will be recognized at Battalion Review. Cadets will also march and receive their diplomas in the Graduation Ceremony. This special event is held in the evening and is followed by a reception.

Middle School Promotion: Cadets who have successfully completed their middle school educational requirements are welcomed to 9th grade at Second Battalion's Battalion Review and may also be promoted to the next higher rank (upon recommendation).

Special Programs

Academic Advising: Each Cadet will have Academic Advising added to their school schedule. This provides monitoring of academic and behavioral needs and intervention in order to assist Cadets' success at the highest possible level.

Advanced Placement® (AP): AP classes will be offered through a variety of methods at the high school level in order to advance the educational opportunities for all Cadets.

Cadet Government (CG): The government consists of:

1. **Executive Branch:** President, Vice President, Secretary, Treasurer and Liaison. Each of these executive Officers are elected by the Cadets.
2. **Legislative Branch:** One representative from each Company
3. **Judicial Branch:** Nine (9) justices who are elected to preside over the court and hear trials involving Cadet infractions.

Career and Technical Education (CTE): Cadets will have a selection of various Career and Technical Education classes in order to explore and develop skills in a variety of career fields. This will be complemented by Career and College Courses which help to develop knowledge of many different job possibilities. Several classes in the career trade field will be offered.

Community Service: In order to encourage a sense of community and school pride, WLA participates in various community service projects. Cadets are encouraged to participate in two community service projects before graduation. Projects that have an immediate and meaningful impact on Cadets, their families, and the community are especially important.

Cadets are encouraged to participate in two Community Service Projects. WLA promotes safe and healthy communities and participate in parades. Parades promote pride and a sense of community (generally the Veterans' Day Parade and the Springfield Christmas Parade). Community events like fun runs and community projects at the suggestion of parents and community are highly encouraged so the project has an immediate and meaningful impact on Cadets, their families and communities.

Credit Recovery Opportunities: WLA offers several ways for Cadets who have failed classes to recover those credits and get back on track to graduation. One way is a computer/instructor combination called Recovery Credit.

Academic Advising is used as an ongoing method to keep Cadets focused, monitor their academic and behavioral progress, and help them stay on top of their Academic and Career Plan (ACP).

Military Careers: The design and structure of the WLA program allows Cadets to explore the options of a post-high school career in the military. This includes elective classes in Military Science, Land Navigation, Survival Skills, and Leadership. WLA also works with local military programs like the Oregon Plan, local recruiters, and US Army branches, such as the National Guard, to provide Cadets with hands-on experiences in the military sciences.

Physical Training (PT): Daily Physical Training is part of the physical education program and is designed to build strength, stamina, coordination, and endurance. Cadets are required to pass the State Standards for Physical Training. WLA's PT program includes the required standards and military style calisthenics, drills, military basic training, field training, sports, games, and physical activities that combine other types of strength training.

Expectations of a Cadet

WLA is a character building and leadership Academy and sets these expectations 24/7. When in uniform, a Cadet must follow the rules established by WLA. The uniform and behavior of a Cadet, especially in the public's eye, is a reflection of WLA. Unacceptable behavior will be met with consequences.

WLA Cadet Honor and Ethics Agreement

1. ___ I will respect myself, other people, other people's property, and WLA's property.
2. ___ I will be an encourager, not one who ridicules, makes fun of, bullies, or criticizes.
3. ___ I will deal peacefully with anger and disagreements.
4. ___ I will participate and contribute in a positive way in all group activities and obey the instructions of the WLA staff. I will comply with the orders of all staff and the Cadets in positions of leadership above me to the best of my ability.
5. ___ I agree to follow legal and ethical orders regardless of whether I like or dislike them.
6. ___ I will use language that reflects a positive attitude. I will not use curse words or other foul language.
7. ___ I will respect personal boundaries by *keeping my hands to myself*: no tickling, wrestling, horseplay, piggyback rides, or any other inappropriate touching. In addition, any physical displays of affection such as kissing, full body hugs, sitting on laps, and lying next to each other are inappropriate. Asking permission to touch should be included in this document somewhere
8. ___ I will not leave any class, activity, service, or trip before being officially dismissed. I will attend all classes, activities, and functions of this Academy. I will make every effort to inform the Academy if I am unable to attend as attendance is my most important success factor.
9. ___ I will make every effort to achieve in my academic studies and to seek help when needed. To be successful, I will participate and get passing grades.
10. ___ I will not use, possess, or be under the influence of alcohol, tobacco, marijuana, or any other illegal drugs *at any time* during my enrollment at WLA. I will not self-harm and damage my body by using any type of controlled or prohibited substance which includes but is not limited to: tobacco products, alcohol, drugs, or medication not prescribed to me by a competent medical authority.
11. ___ I will not participate in criminal activity or criminal behavior of any kind. It is my duty to report any Cadet who engages in criminal activity. *Not reporting makes me an accessory to the crime.*
12. ___ I will not judge others inside or outside of this Academy, especially on the basis of race, color, gender, background, national origin, religion, or beliefs. The American Declaration of Independence states that equality and equal rights belong to all people; it cannot be taken away from people. As a Cadet at WLA, I am expected to respect those rights and I will.
13. ___ I will take responsibility for my uniform and all equipment and property the Academy places in my care.
14. ___ I will not engage in sexual harassment of any kind and will not possess pornography at any time.
15. ___ I will respect and support my superiors, parents, guardians, elders, and peers *always*.
16. ___ I will be a good example and work as a member of a team; I WILL NOT LET MY TEAM DOWN. Everyone makes mistakes; sometimes the people in command can learn a great deal from those under their command. It is important that I set and model good behavior and decision making and follow leadership. I will be a strong member of my team.
17. ___ I will comply with all rules and regulations as written in the Willamette Leadership Academy Handbook especially this Cadet Agreement. Regulations and discipline are the backbone of my education and life success. The structure and discipline of this program will benefit me for the rest of my life.

My initials on each line are considered binding in this Academy Agreement as is my signature to this Agreement. Should I be found to have violated the stipulations of this agreement, I will face corrective action under the provisions of the Willamette Leadership Academy.

Your signature acknowledges the receipt of lawful orders.

Name (Printed): _____

Signature: _____ **Date:** _____

Section 1: THE UNIFORM

(For full details regarding uniforms - see section 15)

The uniform is the most obvious and striking sign that you are a member of Willamette Leadership Academy. As in the military, your uniform is a symbol of commitment; if your uniform is sloppy, unkempt, and soiled, then you are out of uniform and in violation of WLA regulation. Wear your uniform with pride and honor by remembering it represents you, your family, and WLA to the community.

1.1 Standard Uniform

Daily Wear: Currently, the WLA uniform for daily wear is the (BDU) in solid olive drab (OD) green and black utility boots. A black webbed belt with black military style buckle is worn with the BDU uniform.

- The standard cover for Cadets is an OD green BDU cover.
- Cadet NCOs wear tan BDU covers or berets.
- Staff wear black BDU covers. 1st Sergeants may also wear black campaign hats.
- A red beret is worn by the current Drill Team *only*. This privilege must be earned.

Dress Uniform: The dress uniforms are the Class A's consisting of a collared white top and black slacks; no pleats, no cuffs. Authorized footwear for the Class A uniform is black dress shoes (no heels or buckles) or highly polished black utility boots. Slacks must have belt loops. A black webbed belt with brass military style belt buckle is worn with the class A uniform.

- The dress cover for Cadets is a gray beret.
- Cadet NCOs may wear tan BDU covers or berets with the dress uniform.
- A red beret is worn by the current Drill Team *only*. This privilege must be earned.

1.2 Purpose

The purpose of the uniform is to foster a sense of belonging and unity. The uniform does not distinguish any economic class or stature. All Cadets are equal in the WLA uniform and it is through achievement or any award or rank that distinguishes Cadets from one another.

1.3 The WLA Patch

The WLA patch was designed by Cadets for the Academy. It has been voted on and adopted by the Cadet Government and the WLA Board of Directors.

Section 2: Flags and National Colors

2.1 Formation

At the beginning of the school day and the end of the school day, all Cadets will "form up" by company in a "formation". The flagpole is the school's rallying point. The flags may be flown at half staff as directed by the Battalion Commander and Sergeant Major.

2.2 Display and Ceremonies

The flag represents the United States and is a symbol of our country and those who fought and made the ultimate sacrifice, therefore it is important that they be displayed correctly.

General Display-- Public Law 94-344, July 7, 1976 revised in 1992)

It is customary to display the flag only from sunrise to sunset on buildings and on stationary flagstaffs in the open.

2.3 Saluting the National Colors

There will be many times when Cadets will be expected to present arms (salute) to the National Colors, knowing when and how and doing so with pride and respect reflects well on the individual, their command, and WLA.

- When the National Anthem is played, uniformed Cadets will stand, present arms, and face the flag. If the flag is invisible from the Cadet's position, face the direction from which the music is coming. If not in uniform, the Cadet will place a hand over the heart.
- When at a parade or public event, when the retired Colors are passing the Cadet's position, the Cadet will stand at attention and hold this position until the Colors pass the Cadet's position.
- When in formation, the Cadet will only present arms on the command of the formation leader. The correct salute presented to the National Colors when in military or military-like uniforms, is to stand and execute the standard military salute.

2.4 Posting/ Retiring the National Colors

Battalions and larger units have a Color Guard (CG) unit. The Color Guard will maintain and operate in accordance with Military 150+ Manual.

- The Color Guard will be front and center of all formations when a CG unit is present. The guard will march at the head of all moving formations when present.
- When conducting ceremonies in doors, posting before the start of the event will be performed. At the end of the event, the colors are retired.

2.5 Folding the National Colors

At the end of formation, the flags will be lowered and folded by the Color Guard in accordance with Military 150+ Manual.

Section 3: Military Bearing and Carriage

To have military bearing means that a Cadet walks with pride, confidence, grace, honor, and integrity. This bearing represents the character and leadership a Cadet has and is learning from WLA.

3.1 Military Carriage

Following Military 150+ Manual, a Cadet will hold one's body upright with shoulders back, will talk and walk in a manner that commands presence and projects confidence, and will carry oneself with respect of self and respect towards others.

3.2 Cadet Leadership and Character

Leadership is made up of three distinct traits: Presence, Projection and Confidence. When one carries oneself appropriately, they earn the respect of others by showing that they know the military design and nature of leadership.

3.3 The Military Walk (expected of Cadets)

- Head held high
- Shoulders square
- Chest out
- Stomach in
- Step lively, with purpose
- Look forward, while being aware of the surroundings
- Arms should swing naturally, front to back

3.3.1 Military Cadence

- When marching in a group, unit, or company a cadence may be spoken in unison by the Cadets.
- All cadences must be approved in advance by Sergeant Major and Battalion Commander and must be appropriate.

3.4 Talking

When talking, a Cadet should:

1. Speak up, be heard using the appropriate salutation;” Yes, Sergeant Major ...
2. Answer directly and honestly and not fumble for answers (ex: “like... er... uh...”)
3. Listen without interrupting and becoming defensive.
4. Ask questions if he/she does not understand and do so appropriately.
5. Make eye contact if culturally appropriate.
6. Not argue. Use questions to help understand and clarify when appropriate
7. Try to remain calm and use a low tone of voice.
8. **Not curse**; it will only make things worse.

Section 4: WLA Standing Orders

The following orders are observed in all classrooms at all times.

4.1 Respect and military carriage is always required.

4.2 NO food or drink will be consumed by Cadets **except** during lunch and/or nutritional breaks.

This includes the bus(es). Cadets are not allowed gum, candy, chips, or food that can be classified as “junk food” as per ODE guidelines except with a medical note or accommodation plan stating it is necessary.

4.3 Cadets will always remain in their designated area. Cadets found outside designated area without a hall pass will be considered AWOL.

4.4 All Cadets will report to and depart the Academy in uniform. Mixing of the duty uniform of the day with other clothing is prohibited unless authorized by the Battalion Commander, CSM, or SGM. Civilian attire will be authorized only if a request is made in writing from the parent or guardian **48 hours** in advance and approved by the unit Commander and/or ISG. Written requests must be submitted to HQ and the Battalion Commander must be notified. The final authority for this decision will rest with the Battalion Commander.

4.5 Chain of Command will be used and enforced unless it is in the event of a life or property-threatening emergency which requires immediate attention of the closest Staff member.

4.6 Cadets will always conduct themselves according to WLA Manual. Cadets are held to these standards 24 hours a day, seven days a week - in and out of uniform.

4.7 HORSEPLAY - Mock fighting, throwing any object not in an athletic event or specifically authorized, making physical contact without consent, chasing, running outside of PT is PROHIBITED and subject to action under regulations.

THIS RULE IS SIMPLE - If you think it may be considered horseplay: DON'T DO IT!

4.8 Profanity is PROHIBITED.

Section 5: Classroom Standing Orders

5.1 Cadets will use the following procedure when addressing an instructor (Officer, NCO, guest) in class:

- A) Raise your hand.
- B) Wait to be recognized.
- C) Stand at ATTENTION.
- D) Ask your question or make a statement.
- E) Re-take your seat on order.

An Officer or NCO may allow “Relaxed Orders” during discussions and group projects.

5.2 Cadets will not engage in conversation or otherwise disrupt the order of class.

5.3 Cadets will go where they are sent without unnecessary delay and return as ordered.

5.4 Cadets will enter and leave classrooms by request and permission on order of their instructors.

Before entering a room, Cadets must ask “Permission to enter.” Entry and exit will not be performed without the specific consent of the instructor, Commander, 1SG, or authorized Student Leader. Any other departure is considered AWOL.

5.5 Cadets will address each other and uniformed staff by last name and rank; non-uniformed staff will be addressed as Ms., Ma’am, Mr., or Sir. Officers may alternatively be addressed as “Sir” or “Ma’am.”

5.6 All Cadets will use the following noise levels as instructed during class:

1=SILENCE 2=WHISPERS 3=PARTNER OR GROUP DISCUSSION

Any violation of these standing orders is subject to corrective action: Failure to Obey a Lawful Order or Regulation.

5.7 Cadets are NOT permitted to have their heads down, especially on desks without the consent of the Officer or NCO and only for medical reasons before sending to headquarters.

5.8 Cadets are NOT permitted to sit on desks, sinks, or objects other than their own assigned seat.

Section 6: Military Courtesy

6.1 Military Courtesy

Military courtesy is a part of character and leadership and is always observed and is more than a salute. The attributes of military courtesy learned at WLA and will serve one well in the future, especially in employment.

Military courtesy is formal and built on strict boundaries - especially between Cadets and staff. Military courtesy is referring to each other by rank and last name. This will apply to everyone, even Cadet friends during school hours.

Leaders and leadership are demonstrated and judged by the actions and behaviors exhibited. Following the rules is simple, easy, and will be consistent. The use of military courtesies will help advancement in rank.

6.2 How to address others

- When addressing a single fellow Cadet, address them by rank and last name: PVT Smith or Specialist Howard.
- When addressing civilian adults, use the word Sir or Ma’am and the person’s last name if you know it.

- When addressing a staff NCO, it is best to refer to the person as Master Sergeant or First Sergeant. The NCO can correct you if the rank is not appropriate. Apologize and re-address with the correct rank.
- When addressing a Commissioned Officer, they may be addressed as Sir or Ma'am or by rank. If the Officer corrects you on their rank, apologize and re-address the Officer using the appropriate rank.
- When addressing a group of people at WLA or in the community, it is best to say; "Ladies and Gentlemen..."

6.3 Saluting

A WLA Cadet salutes his/her superiors **only** when outside. A Cadet learns to salute correctly and crisply. The salute is not simply an honor exchanged but a gesture of respect and trust among Cadets and superiors. Remember, the salute is not only prescribed by WLA rules but is also recognition of each other's commitment.

6.3.1 The hand salute is executed as outlined in Military 150+ 14.1.2

- The proper way to salute is to raise your right hand until the tip of your forefinger touches the outer edge of your right eyebrow (just above and to the right of your right eye). When wearing headgear, the forefinger touches the headgear slightly above and to the right of your right eye. Your fingers are together, straight, and your thumb snug along the hand in line with the fingers. Your hand, wrist, and forearm are straight, forming a straight line from your elbow to your fingertips. Your upper arm (elbow to shoulder) is horizontal to the ground.
- In saluting, turn your head and eyes toward the person or flag you are saluting. Bring your hand up to the correct position in one smart motion without any preparatory movement. When dropping the salute, bring your hand directly down to its natural position at your side, without slapping your leg or moving your hand out to the side. Any flourish in the salute is improper.
- When saluting an individual, always greet the person by rank and name. If there are two people salute and say; "Sirs" or "Sir and Ma'am," etc.
- In a formation, only the ranking person in charge salutes. This is usually the class leader.
- When in a detail, any Cadet who sees an Officer walking by announces "Attention," all personnel assume the position of attention, then render the salute and greeting of the day. If participating in a game or work detail and actively engaged, the NCO in charge will make the command call.
- When walking alone, salute approximately six (6) paces from the Officer(s) and continue walking.
- When running alone, approximately six (6) paces from the Officer, slow to a walk, salute with a greeting, then continue running.

Salutes are not required when:

- Indoors, unless reporting to an Officer or when on duty as a guard.
- The situation is obviously inappropriate. In any case not covered by specific instructions, render the salute.
- Either the senior or the subordinate is wearing civilian clothes.
- When in a vehicle, do not salute.
- When the Officer is in a vehicle, do not salute
- When moving in a formation, only the Cadet, NCO, or Officer in charge is to salute and greet. Other Cadets are to ignore them unless otherwise ordered.

Do not joke around when saluting the United States Flag. This is considered extremely disrespectful and will result in corrective action.

6.4 Reporting

When reporting to an Officer, come to attention, then salute. State your rank and name, say: "Reporting as ordered, sir/ma'am/rank and name of person reporting to." For example, to a male Officer: "Private Jones, reporting as ordered, Sir." If a person to whom a Cadet is reporting is busy, the reporting Cadet should stand at parade rest against the wall, outside the door, or off to one side until the person recognizes the reporting Cadet.

6.4.1 When Talking

- When trying to get an Officer's attention, walk up to the Officer and address the Officer. Do not simply yell across a distance.
- When trying to talk to a superior Officer, walk to the location of the Officer, salute, stand at attention, and wait to be recognized.
- Do not interrupt an Officer unless the situation is an emergency.
- Always address an Officer by Sir or Ma'am.
- Remain standing unless ordered to sit.
- Acknowledge orders given by saying "Yes, Sir or Ma'am." Do not interrupt.

6.4.2 Being Dismissed

When a Cadet is being dismissed, the Cadet salutes and waits until the dismissal order is given.

6.5 Officers

Officers are responsible for their command/class. Officers attend to the academic and behavioral needs of the Cadets assigned to their company. Each Officer is assigned a company in addition to classes. A Cadet's company is very important.

- When indoors or in class, the first person that sees an Officer enter who outranks any currently in the room announces "**Attention**" and all Cadets assume the position of Attention. This position is held until the Officer gives an order or says "Carry on." When the Officer is departing the room the same procedure applies as when the Officer entered the room. The Officer should give the order of "**Carry on**" upon departure. If not, the ranking Officer in the room assumes control of the room.
- Breakfast and Lunch are exceptions to the Rule of Attention. "At Ease" is announced when a ranking Officer enters and leaves the cafeteria. All personnel are to remain quiet until the order of "Carry on" or an alternate order is given.
- If no Officer is present and a senior NCO walks into or out of the room, then the command "At Ease" is called. All personnel should stop talking.




6.6 Non-Commissioned Officers





Officers and NCOs are responsible for the educational operations and behaviors of Cadets in their company. The Officer and NCO are the Academic Advisors for every Cadet in their company. The Officer is the primary staff responsible for parent communication (especially to help support and make a Cadet successful), however this responsibility may be shared with the NCO at the Officer's direction.





- When addressing an NCO, never call the NCO "sir" or "ma'am." Use the NCO's rank and last name. Example: 1st Sergeant Howard.
- When getting an NCO's attention, walk up to the NCO, stand at parade rest and address; do not simply yell across a distance.
- When wanting to talk to an NCO, come to where the NCO is, stand at parade rest, and wait to be recognized.
- ***Do not interrupt*** an NCO's conversation unless the situation is an emergency.
- Acknowledge orders given by saying, for example "Yes, 1SG Smith."
- When moving down the hall and not in formation, fall to the side of the hallway, and stand at parade rest.

Section 7: WLA Ranks and Insignia






WLA Enlisted Ranks and Insignia

| | E1 <i>Cadet</i> CDT | E2 Private PVT | E3 Private First Class PFC | E4 Specialist SPC |
|--------------------|---------------------------|---|---|---|
| Cadet Ranks | <i>No Insignia</i> |  |  |  |







| | E4 Corporal CPL | E5 Sergeant SGT | E6 Staff Sergeant SSG | E7 Sergeant First Class SFC |
|------------------------|---|---|---|---|
| Cadet NCO Ranks |  |  |  |  |

| | E8 Master Sergeant MSG | E8 First Sergeant 1SG | E9 Battalion Sergeant Major SGM | E9 Command Sergeant Major (CSM) |
|------------------------|--|--|--|--|
| Staff NCO Ranks |  |  |  |  |

WLA Warrant Officer Ranks and Insignia

| | WO1 Warrant Officer 1 | CW2 Chief Warrant Officer 2 | CW3 Chief Warrant Officer 3 | CW4 Chief Warrant Officer 4 | CW5 Chief Warrant Officer 5 |
|------------------------------|---|---|---|---|---|
| Warrant Officer Ranks |  |  |  |  |  |

WLA Commissioned Officer Ranks and Insignia

| | O1 2nd Lieutenant 2LT | O2 1st Lieutenant 1LT | O3 Captain CPT | O4 Major MAJ | O5 Lieutenant Colonel LTC | O6 Colonel COL |
|-----------------------------------|---|---|---|--|---|---|
| Commissioned Officer Ranks |  |  |  |  |  |  |

Military Time

Military time is the standard time reference for WLA. Students will learn and utilize this time structure

| | |
|---------------|---------------------|
| 2400=Midnight | 1200=12:00PM (Noon) |
| 0100=1:00AM | 1300=1:00pm |
| 0200=2:00AM | 1400=2:00PM |
| 0300=3:00AM | 1500=3:00PM |
| 0400=4:00AM | 1600=4:00PM |
| 0500=5:00AM | 1700=5:00PM |
| 0600=6:00AM | 1800=6:00PM |
| 0700=7:00AM | 1900=7:00PM |
| 0800=8:00AM | 2000=8:00PM |
| 0900=9:00AM | 2100=9:00PM |
| 1000=10:00AM | 2200=10:00PM |
| 1100=11:00AM | 2300=11:00PM |

Section 8: Chain of Command

The Chain of Command is essential for the discipline and management of Cadets and the Battalions of WLA and follows Military 150+ Manual. The chain allows consistency, stops splitting of individuals, and relays policy and directives from superiors to ranks without distortion or misunderstanding. It is the discipline and consistency necessary throughout each class, from staff to staff and Cadet to Cadet.

By delegating authority from the highest level of leadership to others, Cadets, NCOs, and Officers can communicate the goal of academic and behavioral success from an individual up to a large group of people and the goals can be achieved.

Information and directives can also move from the bottom up, this is referred to as the **Chain of Concern**. WLA has a Cadet Government in order to address the Chain of Concern. The problems of individual subordinates *are important*, and the issues and problems Cadets perceive need a system to address without disruption to the Chain of Command.

The Chain of Command is strict but not rigid and, when followed as closely as possible, the Chain of Command keeps the consistency of discipline and order. The first link in the Chain of Command for a Cadet is their company NCO or Cadet leaders.

The Company NCO of each Cadet will bring concerns up to the Commanding Officer or Sergeant Major in order to address any problems or concerns. Cadet leaders use the same professional courtesy and speak first to their company NCO

Officers are approachable as the need arises, such as when the subordinate feels that only an Officer can help, when the matter is so personal/confidential that the Cadet feels only the Officer should know, or when the issue deals with an NCO or Cadet Leader.

8.1 Open Door Policy

All Officers have an open-door policy. Officers establish boundaries to address individual problems subordinates may have.

Cadets will follow these guidelines for the Chain of Command:

- Go through the Chain of Command first.
- Use the open-door policy for confidentiality or special need.
- Disclose the nature of a grievance, complaint, or problem to the NCO unless it is about the NCO, then go to the Officer in your Company.
- Be sure the Company Officer has time to attend to your request. Your Company NCO will make an appointment for you and you do not need to disclose what it is about.

Section 9: Title and Descriptions

Individuals may hold a leadership position but not possess a rank. For example, a Cadet without rank being moved to the Squad Leader position in a classroom.

9.1 Squad Leader

The Squad Leader is the first position of leadership and authority that a Cadet can be appointed to. This position is awarded to an individual for the purpose of performing the essential elements involved in leading subordinate Cadets under Military Manual 150+.

The duties and responsibilities of the Squad Leader include smooth operations of the squad and the health, welfare, training, and readiness of all Cadets in the squad. The Company Commander and Staff NCO determine and appoint the Squad Leader.

Squad Leaders are expected to ensure Cadets are ready for duty and address the mission the squad is given to complete. This means Squad Leaders ensure all uniforms of the squad are in good order and complete: standing orders and school ID's are in the uniform's left breast pocket, the Cadet is prepared to learn (paper, pen/pencil, etc.), boots and field jackets are appropriate and in order, and rank insignia, patches, etc. are being worn. If these items are missing, it is the duty of the Squad Leader to report this to the company NCO, so the individual receives the assistance they need.

Squad leaders have a difficult job because all Cadets must be treated equally. There is **NO** favoritism because it disrupts the consistent operation and discipline. Squad Leaders must be fair and just to all individuals placed under their supervision and command. Squad Leaders are to be evaluated and receive feedback, good or bad, from their Platoon Leader. Squad Leaders also train other Cadets on how to become Squad Leaders so, if they are absent, the ranking Cadet in the squad is prepared to take over that responsibility.

9.2 Platoon Leader (PL)

The Platoon Leader is the next position in the company's Chain of Command. The Platoon Leader is placed in the rear of the classroom and company formation where he or she can assist the Class Leader most, thus being the "eyes" of the formation. The Platoon Leader is also tasked with training Squad Leaders to be Platoon Leaders. The Platoon Leader is prepared to assume the position of Class Leader in the CL's absence.

9.3 Class Leader (CL)

This is the highest Cadet title and position in the Company Chain of Command. The Class Leader is the ultimate position of trust, authority, and leadership appointed by the Company NCO. The Class Leader is entrusted with the performance and conduct of the Platoon Leader and Squad Leaders. The Class Leader is expected to know the status of all Cadets in the company. This status will include:

1. Who is present for duty and who is not.
2. Where all Cadets are while on duty and what they are doing.
3. Who is on detail as directed by superiors.

This status is reported to the Company NCO and the Company Officer.

9.4 Staff Non-Commissioned Officer (NCO)

The Company's NCO is the first level of staff member command for the company. He or she starts as a Master Sergeant (MSG) and may be promoted to First Sergeant (1SG). Both MSG and 1SG have the same authority delegated to them by the Company Commander.

The company NCO reports to and works under the supervision of the Company Commander. The company's NCO is the senior Non-Commissioned Officer of the company. Generally, each company will have only one NCO assigned to it. The NCO is the Subject Matter Expert (SME) on all issues involving military operations and conduct.

The company NCO is responsible for coordinating with the company Officer in regards to the academics, welfare, behavior, conduct, and military training of all Cadets assigned to the company. The NCO trains all Cadets in basic leadership and responsibility.

The company NCO ensures the classroom and area outside the classroom are clean, in order, and policed. The NCO is also responsible for the attendance duty rosters, conduct of the company, latrine passes, and policies in accordance with the Company Commander's instructions.

The company NCO is an Educational Assistant and Academic Advisor for each Cadet in the company. The NCO is responsible for coordinating with the company Officer to help with monitoring grades and progress of Cadets and reporting home of any issues or needs. The NCO is generally the first line of contact with parents/guardians and the liaison between parents and the company Officer. The NCO provides input to the Company Commander for awards, promotions, and other favorable actions. The Company Officer may assign corrective action to a Cadet and delegate responsibility for administering it to the NCO.

The NCO is further tasked with other aspects of instruction and training including, but not limited to, military science, military drill, parade march, and intensive training (IT). The NCO assists with evaluating the physical readiness of Cadets, ensures that any Cadet needing a physical profile has one, and that any student with an IEP or 504 is being accommodated appropriately. Full authority for ensuring IEP and 504 accommodations are met rests with the classroom Officer, but the Officer may delegate authority to or request assistance from an NCO to help meet these needs.

9.5 Company Commander/Commanding Officer (CO)

The Company Commander (CO) is a commissioned Officer placed in charge of Cadets, equipment, education, and training in the company. The academics, personal welfare, behavioral needs and safety of Cadets is the ultimate responsibility of the CO. The CO may delegate the authority to act in his or her name to the company NCO. The responsibility, however, *cannot* be delegated.

The CO is the primary instructor in all academic matters and holds the ultimate position of trust and responsibility for Cadets. The CO and NCO work as a team to support Cadets in their company and help each to achieve at the highest possible level of personal success. The CO and NCO are responsible for the educational, personal, and physical safety of each Cadet.

The Company Commander helps appoints Cadet leaders and authorizes the NCO to take Corrective Action. A CO must be consulted in Corrective Action matters in which reduction in rank is considered.

The CO also is the primary person recommending awards and promotions and communicates this through the NCO to the Sergeant Major (SGM) and Battalion Commander.

Individual staff members who are assigned as Officers will start at WLA as a Second Lieutenant (2LT) and may advance in rank with experience and demonstrated performance.

9.6 Warrant Officer (WO)

A staff member who specializes in a subject area and may not necessarily teach a full course load or be assigned to a company may be appointed as a Warrant Officer. For example, special education assistants and IT specialists are typically warrant Officers. The rank of a Warrant Officer is above all NCO ranks but less in authority than a Second Lieutenant. Warrant Officers still are expected to receive salutes from enlisted ranks and render salutes to Commissioned Officer ranks and higher ranked Warrant Officers.

9.7 Battalion Sergeant Major (SGM)

The Battalion Sergeant Major (SGM) is the highest ranking, Non-Commissioned Officer in the Battalion. The SGM is the SME for military matters within the Battalion. The SGM is responsible for the operations and maintenance of the Battalion, the Military Science program, curriculum taught by the company NCOs (drill, ceremonies, parades, the honoring of the National Colors at the start and end of the duty day, etc.), and the Physical Training program (daily PT and IT).

The SGM oversees all Cadets and acts as the “Deputy Dean of Discipline” of a Battalion under the supervision of the Command Sergeant Major (CSM). The SGM meets with the Battalion Commander daily with concerns, issues, corrective actions, absences, and all other daily business. The two discuss needed interventions to help support and make a Cadet successful and consult with the CO on actions needing to be taken. The SGM acts as the senior military advisor to the Battalion Commander and provides input in issues pertinent to military operations and disciplinary matters.

The SGM seeks input for and advises all staff on issues involving Corrective Action. The consistency, order, and discipline of the Battalion regardless of time of day is the responsibility of the SGM. The SGM provides input to, assists, and advises company NCOs, Company Commanders, and the Battalion Commander when it comes to awards, promotions, and official recognition of superior performance. The Sergeant Major is responsible for the training and supervision of the NCOs and sits on the selection panel for hiring NCOs assigned to his/her Battalion.

9.8 Command Sergeant Major (CSM)

The CSM oversees the discipline and corrective action of all Cadets and acts as the “Dean of Discipline.” The CSM meets with the Battalion Commanders daily with all absences and corrective actions and presents any concerns or issues that Cadets have reported. The CSM also makes sure all suspension and expulsions are brought to the attention of the Executive Director and all documentation is properly done. The CSM is the senior military advisor for WLA and provides input and information in issues pertaining to military operations and disciplinary matters.

The CSM (along with the SGM) advises all staff on issues involving Corrective Action and seeks input from all staff. The CSM ensures consistency, order, and discipline of the Battalion regardless of time of day. The CSM provides input, assists, and advises the SGM, company NCOs, Company Commanders, and the Battalion Commander when it comes to awards, promotions, and official recognition of superior performance.

The CSM oversees the training and supervision of the NCOs and sits on the selection panel for hiring NCOs assigned to a Battalion.

9.9 Director of Programs (DP)

The Director of Programs oversees all academic curricula and ensures fidelity and validity of all programs. The Director acts as the second in command on an Academy level. The Director will fill in for a Battalion Commander and the Executive Director as needed. The Program Director will oversee programs, coordinate transition, and ensure the success of all academic programs and graduation rates (on-track, credit recovery, etc). The Director of Programs is critical to accountability to the sponsoring

school district(s) and the Oregon Dept. of Education. The Director of Programs ensures compliance to State programs, grants, and investors.

9.10 Battalion Commander (BC)

This title acts as the Principal of the Battalion and holds the highest position of trust and authority within the Battalion. The Battalion Commander (BC) has ultimate responsibility for the entire Cadet body and school staff. The BC determines structure, schedules, personnel, budget, and equipment needs for the Battalion. The BC has input in, and responsibility for, the hiring, training, evaluating, retention, and promotion of staff. The BC authorizes promotions of Cadets based upon staff's recommendations. The BC is the ultimate authority in corrective actions. The BC seeks input from NCOs, COs, and the SGM before heading into a BCCA. The BC will decide the Corrective Action and has the ability to postpone Corrective Action to seek further input or information. The BC is the only Battalion staff that can discharge a Cadet from the Academy for misconduct.

Section 10: WLA Promotions

This section establishes the policies and procedures for promoting and awarding Officers, NCOs, and Cadets. These promotions are for the military model and have no bearing on pay or assignment. In following Military 150 + Manual the following number system is used to correspond to the Manual.

PROMOTIONS

10.0.1

Published times for promotions at each Battalion by the BC, CSM, and SGM will be established.

10.0.1

A Cadet promotion must meet the eight essential elements of a Cadet promotion and checklists are visible in classrooms and common areas.

10.0.2

The CSM or SGM of a Battalion should establish a set criteria and procedure for promotions and these will be distributed to parents and Cadets upon request.

Staff with Rank

10.1 Appointment of the Corps Commander (CC)

WLA Board may choose to award the rank of CC to the Executive Director or another staff

10.2 Staff Promotions

All promotions must be approved by the Executive Director.

10.3 Special Staff Appointments

The Executive Director/CC will have the authority to make special staff appointments regardless of rank, time in grade, or position based on the needs of the Corps. If they are made at the Battalion level, the Battalion Commander should have input and agree.

10.4 Promotion requirements for Cadet level NCO positions

All promotions for Cadets must complete the *Cadet Promotion Checklist* and must maintain a 2.0 GPA to retain their rank from quarter to quarter.

10.4.1 Promotion requirements for Senior Cadet NCO positions

All promotions to Staff Sergeant through Master Sergeant will meet the conditions in **10.4** and in addition will maintain a 3.0 GPA to retain their rank.

10.5 Promotions authority for Cadets through Master Sergeant

Authority for all Cadet promotions from Private through Master Sergeant will come from the Battalion Commander. Recommendations will come from the staff at the Company level. All Cadets must meet the requirements of the *Cadet Promotion Checklist* in order to be recommended for promotion.

10.6 Training Requirements for Promotions

Cadets who complete Cadet Leadership Training and pass the final exam will be promoted to the rank of Private. Cadets who do not successfully complete training or pass the final exam will take the training again at the next available session.

10.6.1

All promotions from Private first class must successfully complete *Cadet Leadership Training*.

10.6.2

All Cadet promotions from the rank of Corporal must complete *Advanced Leadership Training* before they can be recommended for promotion to sergeant.

10.7 Authorization

All Officers and staff NCO promotions and appointments will be authorized by the BC and ED.

10.7.1

All Cadet promotions will be authorized by the Battalion Commander.

10.8 Demotions

Authority for demotions in the case of misconduct is authorized by the ED for staff and the BC for Cadets. No demotion can occur for staff without written Corrective Action and no demotion can be held for a Cadet without conducting a Command Corrective Action (CCA) at either Company or Battalion level. CCA's can be used to demote from SPC and below. BCCA could demote from CPL and above.

10.8.1 Academic Demotions

Cadets from the rank of Private to Sergeant First Class who do not meet the academic requirement of a GPA 2.0 in any grading period will be placed on Academic Probation.(AP). Cadets placed on academic probation will be notified in writing to bring the GPA to 2.0 or higher by the next grading cycle or be demoted one rank. Those Cadets who remain on academic probation for an extended period are subject to Commanders Corrective Action (CCA).

10.9 Criteria and Assessment for Promotions and Leadership Training

10.9.1 Test Preparation Authority

Promotion tests will be prepared and authorized by the ED. Battalions and other programs will use only these approved tests.

10.9.2 Test Content for final examinations, leadership schools

Promotion tests will consist of no fewer than 20 questions and not more than 100. The Private First Class examination will be open note and a passing score is 80% is needed. Tests will be administered and graded at the Battalion level and forwarded with all recommendation documentation to the SGM and BC.

10.9.3 Written testing for promotion

Testing for promotion to the rank of Specialist will be closed book, no notes, with a passing score of no less than 75%. Tests will be constructed by the BC and SGM, approved by the ED and administered by the SGM. The results will be forwarded to the BC for review.

10.9.4 Promotion Boards

The BC conducts the promotion board and when it will be convened for Cadets recommended for Corporal through Master Sergeant. The Promotion Board members will consist of: One Officer, the Company NCO, one Government Cadet Officer from the Cadet Government, and the BC.

The Company NCO will establish a study guide using the current WLA Cadet Handbook and regulations. This study guide will be made available to prospective Cadet NCO candidates at least two weeks prior to the convening of the promotion board.

All candidates will have an evaluation which will consist of: uniform inspection, marching, Drill & Ceremony, and conducting formations (both in the hallway and at morning/afternoon formation).

The minimum passing score of these evaluation for promotion is 70%. The areas each board member will evaluate:

- a) Personal Appearance, Bearing, and Self-confidence
- b) Military Carriage and Talk
- c) Knowledge of World Affairs
- d) Knowledge of WLA regulations
- e) Attitude
- f) Leadership Mentoring

A Promotion Packet will be made available to all candidates seeking promotion. The promotion packet will include:

- a) Drill & Ceremonies evaluation
- b) Promotion worksheet
- c) Promotion board worksheets & summary
- d) Leadership Evaluation Report
- e) Study Guide

The SGM will assign questions to each Promotion Board Member.

The results and recommendations of the Promotion Board will be compiled and submitted to the BC within two or fewer working days and the Promotion or denial will be announced no later than three days.

10.9.5 Officer and staff NCO Promotions: Officer promotions will be authorized by the ED based on recommendations from the Battalion Commander and by personal interviews with the candidate.

10.9.6 Academic Expectations: No Cadet may be promoted, attend any special event, or participate in special school activities *without* a current GPA of 2.0 (which is passing all classes.).

10.9.7 Awards and Ceremonies: The ED and BC will delegate responsibility for the preparation of all promotions and award orders within their command. Documentation and orders for all staff promotions will be the responsibility of BC. This means that promotions, award ceremonies, graduation, and such events of recognition and honor may be delegated and include support staff at Headquarters.

10.9.8 General Transition Criteria: Transition from 8th grade is based upon the Battalion Commander's recommendation and certification the Cadet has met the State's criteria for promotion.

10.9.9 Promotion in Rank is a privilege. Specific time in grade and training requirements are considered **minimum standards** for promotion.

10.9.10 Promotion Checklist: Companies will use a promotion checklist to prepare recommendations for Cadet promotions within all ranks and positions.

The eight (8) basic components:

- **Academics:** Cadets must show a GPA of 2.0 and have no failing grades in any core academic subject.
- **Physical Training:** Cadets must have a passing PT score to be eligible for any promotion. Note: Those Cadets who have a profile or other issue preventing them from taking PT may have this requirement waived by the BC in writing.
- **Attendance:** Cadets must show an acceptable attendance record.
- **Teamwork and Service:** Cadets show a commitment to their team and a desire to support and help others within their squad, platoon, Company, and Battalion.
- **Trainings Completed:** Cadet has completed the training and tests needed.
- **Leadership Ability:** Cadet demonstrates leadership ability.
- **Corrective Action:** No more than one (1) formal Corrective Action within the prior semester for promotions Private through Corporal.
- **Probation:** Cadets on academic or behavioral probation are not eligible for promotion.

Section 11: Cadet Recognition

Recognition is seen as a prime motivator and WLA looks to positive reinforcement as a prime motivator. The standards and approval for awards rests with the BC unless otherwise noted.

Ribbon design and colors are listed to the right of award name. Any staff may recommend an individual, group of individuals, or company for an award. All recommendations **must be** in writing.

Awards and Certificates: Recognition and award certificates are encouraged and recommendation should include a brief description of the details of why/how the Cadet performed in such an event or series of events above the standards.

Letters of Commendation: Any staff member may write a letter of commendation for a Cadet, regardless of rank or assignment. The letter should list why the Cadet is being recognized, including the time, date, place, and event or act for which the commendation is being recommended.

Award Types:

Achievement: Each Battalion is encouraged to recognize Officers, NCOs, Cadets, volunteers, or other staff for efforts and actions that should be recognized but may not merit a ribbon award.

Appreciation: Recognition and recommended by Officer, staff, NCOs, or SGM for a Cadet, staff member, parent, or volunteer for completion of a task, project, or assignment is encouraged and should be given to the BC for approval.

Certificate of Merit: Recognition and recommendation by any Officer, NCO, or staff member for an Officer, NCO, Cadet, staff member, parent, or volunteer whose attitude, behavior, or effort shows an outstanding commitment and is approved by the BC.

Service: Recognition and recommendation by any Officer, staff member, NCO, or SGM for an Officer, NCO, Cadet, staff member, parent, or volunteer for any outstanding service above and beyond standard expectations to any company, team, individual or to any person within the community.

Recommendation should clearly state act of service being recognized.

Special Awards: The ED or BC may issue a Special Award to an individual Officer, NCO, Cadet, parent, citizen, volunteer, or company.

11.1 Outstanding Cadet of the Year: Color: Bronze (solid) -Annual Award

Awarded to the Cadet of each Battalion who exemplifies the traditions, values, and philosophy of WLA. The Cadet may have a combination of recognition or a singular recognition: the best attendance, best or most improved grades, best appearance, show excellent military bearing and conduct, and have no formal corrective actions for the current academic year.

11.1.1 Selection Process for Outstanding Individual Awards

Each Company will select one candidate and the Company Commander will send an individual's name to the Battalion Commander. A Board consisting of one Officer, and two NCOs, one Officer of the Cadet Government and the BC or Director of Programs will interview each individual recommended for outstanding individual awards: Outstanding Cadet of the Year, Outstanding Staff NCO, and Outstanding Officer.

11.2 Valedictorian: Color: Red /Blue Annual Award

Awarded to the senior graduating with the highest cumulative GPA as of quarter 3 of their senior year.

11.3 Salutatorian: Color: Blue/white Annual Award

Awarded to the senior graduating with the second highest cumulative GPA as of quarter 3 of their senior year.

11.4 Outstanding Staff NCO: Color: Light Blue (solid) Annual Award

For each Battalion, a staff NCO who exemplifies leadership, team support, and academic support should be nominated. This may include an NCO which made the most personal and leadership growth. This NCO should also have outstanding attendance, demonstrate proper wear and care of uniform. One should be awarded to one staff NCO per Battalion using selection process 11.1.1..

11.5 Outstanding Cadet NCO:

Each Company may nominate a Cadet NCO to represent their company. The selection process uses 11.1.1.

11.6 Outstanding Officer Color: Dark Blue/Light Blue Annual Award

This will be awarded to the Officer who exemplifies leadership and dedication to their command and their superiors using the selection process 11.1.1 *This award may not be presented to the same candidate two years in a row.*

11.7 Attendance Award: Color: Red (solid) Annual Award

Awarded to Cadets who have the highest attendance for the academic year per Battalion. This award counts strictly days of attendance. More than one award may be issued if more than once Cadet has an equal attendance record.

11.8 Academic Award: Color: Yellow (solid) Per Semester

Cadet(s) who demonstrate a commitment and improvement in their academic efforts will be nominated and selected by the Battalion Commander. Cadets must show a clear effort to improve their grades and to go above the normal requirement for academic achievement.

11.9 Leadership Award: Color: Blue/Orange Annual Award

For the Officer, NCO, or Cadet who demonstrated the concepts of leadership. Use selection process 11.1.1.

11.10 Citizenship Award: Color: Maroon (solid) Annual Award

Awarded to a Cadet whose outstanding effort to understand, conform, and apply a value system of respect for others and team support. The candidate must not have received any corrective action for an academic year.

11.11 Senior Project Award: Color: Green/Red Annual Award

A senior may be awarded this ribbon by showing an extraordinary commitment to WLA's Senior Project for the school, church, or community. The Cadet has performed above and beyond the normal expectations of duty, school requirements, and service to the community or WLA. Recommendation may come from a community leader, Battalion Commander, an Officer, NCO, Cadet, or any staff member and approved by the BC.

11.12 Support Award: Color: Bronze/White Annual Award

Any Cadet demonstrating an outstanding unselfish act or series of actions to support others Recommended by any Officer, NCO, BC, or Cadet to the Battalion Commander. Use selection process

11.13 Battalion Commanders Award: Color: Red/White Annual Award

A Cadet who has made a **documented** improvement in academics, personal outlook, behavior, commitment, or effort. Recommendation may come from any Officer, parent or community member. Selection by BC.

11.14 Executive Director/CCMDR Government Award: Color: Gold (Pale yellow, solid) Annual Award

This award is given at the discretion of the ED for outstanding service effort or commitment and participation in Cadet Government.

11.15 Cadet Government Award: Color: Dk. Blue/Gold Annual Award

For Cadets holding a position in the Executive, Legislative, or Judicial branch in the Cadet Government. These Cadets set an example and help provide a voice to all Cadets. The Cadet establishes a layer of citizenship and duty above and beyond expectations and exemplifies the values and vision of WLA.

11.16 Company Award: Color: Brown/Purple **Discretionary**

Awarded to the outstanding Company (or combined Company) demonstrating the best teamwork, leadership, and support. Recommended by the BC and SGM/CSM to the ED. Comes with a streamer for the guidon and a unit citation certificate.

11.17 Battalion 2 Academic Achievement: Color: light green and gray **Annual Award**

Awarded to an Officer, NCO, and/or Cadet who is attending middle school, high school or college and carries a GPA of 2.8 through 3.2 for the year. One star each year. Use selection process 11.1.1.

11.18 Academic Effort: Color: Dark Green and Crimson **Annual Award**

Awarded to an Officer, NCO, and/or Cadet who has raised their GPA by one full point over a period of one school year. One star per year. Use selection process 115.

11.19 Years of Service Award: Color: Bronze and White **Annual Award**

Awarded to Officers and NCOs each year of service up to 5 years. The ribbon is for the first year and up to four bronze stars that will be added each additional year.

11.20 Dedication Award Color: Light Blue and Light gray **Annual Award**

Awarded to Officers and NCOs for years of service 6 through 10. The ribbon is for the sixth year and up to four bronze stars will be added each additional year.

11.21 Longevity Award: Color Dark Blue/ Forest Green **Annual Award**

Awarded to Officers and NCOs for years of service 11 through 15 years. The ribbon is for the eleventh year and up to four bronze stars will be added each additional year.

11.22 Graduation Award: A challenge coin is awarded annually at graduation

Awarded to all Seniors who have successfully completed all requirements for a High School Diploma.

11.23 Military Leadership Award : Color: red/blue **Semester Award**

For a Cadet at each Battalion who demonstrated outstanding effort by setting an example of leadership in appearance and attitude.

11.24 Academic Achievement Award : Color: blk/white **Annual Award**

Awarded to an Officer instructing in academics and demonstrating successful achievement of high academic standards as demonstrated by skill achievement of Cadets.

11.25 Educational Assistant Award: Color: gold/white **Annual Award**

Awarded to an NCO who had demonstrated successful teaching, serving as an Assistant Instructor, tutoring, mentoring, and academic advising.

11.26.0 Iron Cadet Award: Annual

A trophy is awarded to the Cadet at each Battalion who wins the annual Iron Cadet competition. Their name is also engraved on their Battalion's plaque.

11.26.1 Iron Company Award: Annual

A trophy is awarded to the company at each Battalion who wins the annual Iron Company competition. Their company name is also engraved on their Battalion's plaque.

Section 12: Corrective Action

WLA encourages personal and academic growth and promotes leadership and citizenship. A key component of the WLA philosophy is consistency across all programs, regulations, rules, and policies. Corrective Action is used to enforce the rules of discipline and behavior expected of each Cadet.

12.0 Correction Methods

Methods of corrective action are listed below:

1. **Verbal Correction**
2. **Physical Exercise/Individual Training**
3. **Warning Corrective Action Statements**
4. **Formal Corrective Action Statements**
5. **Probation**
6. **Company Corrective Action (Company) CCCA**
7. **Battalion Company Corrective Action (Admin level) BCCA**

12.1 Verbal Correction

The first level of corrective action is "**on the spot corrective action.**" Whenever possible, unacceptable behavior will be addressed and corrected immediately or "**ON THE SPOT**". The only response necessary is to **verbally** acknowledge the behavior and to inform the Cadet that it is unacceptable.

12.1.1 Application of Limited Corrective Action

The use and application of corrective action is limited to uniformed staff of WLA. Non-uniformed staff or appointed volunteers **may not apply corrective action** but will be required to report violations of regulations, orders, or inappropriate behavior(s) on the part of any Cadet to the senior Officer present at the time with the exception of **verbal corrections**.

12.1.2 Cadets Must Follow Directives

Cadets are expected to obey the lawful directions and instructions of non-uniformed staff, appointed volunteers, and Cadets in a leadership position in accordance with WLA regulations, public law, and the Cadet Honor Code Agreement. Cadets reported for a violation will be subjected to corrective action for the original offense reported and additional corrective action for willful disobedience of a staff member as a violation and considered insubordination.

12.1.3 Lawful commands, orders, adjudication, rules of evidence

When considering the receipt of a direct order or command, the commanding Officer is to consider the following:

1. Authority: The Cadet accused knew that the order was given by an individual known to him or her to be superior in rank or position.
2. The nature of the order was not unlawful, in that it was not instruction to commit a crime, injure his or herself, or to injure another person.
3. The order was not in violation of someone's rights.
4. The specificity of the order given and received was understood. The Cadet had all means necessary to carry out the order.
5. The order was pertinent to the line of duty and/or;
6. The order was to maintain the good order and discipline of WLA.

12.2 Individual Training (IT)

Physical correction is used to reinforce verbal direction or to encourage Cadets to take corrective action more seriously. The number of repetitions and the type of physical correction is to be used must take into consideration the age, size, and physical condition of the Cadet and shall be administered in a manner that does not cause physical pain or injury. **In no case shall more than twenty (20) repetitions of an exercise be administered for a single offense at one time. Physical corrective action can be administered in time segments so an hour may be given in three segments as example.**

12.2.1 Remedial Individual Training

Individual Training is used to establish and maintain an acceptable pattern of conduct. The Individual Training may take the form of a regulated drill or other physical activity which may be related to the

offense committed. The Individual Training may entail instructing the individual to render a written copy of the rules, regulation(s), or law that was broken. Training will be conducted using the standard risk-assessment technique. Individual tasked will not be intentionally or deliberately subjected to any form of remedial training which will cause pain, injury, or illness.

12.2.2 Use of Individual Training as correction by Cadet Leaders

Not be used by Cadets below the rank of Corporal. The Company Commanders or NCOs may restrict the use of any type of corrective by a Cadet Leaders based on their best judgment of that Cadet's level of maturity, leadership skills, or ability. **Cadet leaders are restricted to issuing a maximum of ten (10) repetitions per offense.**

12.3 Limited Individual Training

Cadets may formally protest the use of physical exercise in the form of correction action if they experience **physical pain and if a Profile is current.** ("physical pain" is given to mean pain beyond normal discomfort). A formal protest of this matter may be made either through the normal chain of command or by written notification to the BC regarding the IT provided and/or lack of ability to complete or comply.

12.3.1 Uniformed Staff – Do No Harm

A staff member observed applying a trend of IT that appears harsh *must be reported to the BC.* The IT will be reviewed and is not seen as a judgement on staff but rather the need for and regard of safety of Cadets. The BC must turn in a report to the ED within 48 hours of the report and report any and all follow up.

12.4 Profiles from Individual Training

When a Cadet is suffering from an illness or injury that prevents them from performing their normal duties including, but not limited to, scheduled training or corrective action, the Cadet must obtain a medical profile to excuse them from these activities. The excuse must be substantiated by the BC and is usually in the form of a medical excuse.

12.4.1 Temporary Profile

A temporary profile is conferred for a specific duration as a result of an injury or illness. It is expected the condition will heal and allow normal training and activities to resume. Parents/Guardians may grant a profile for a period of three (3) days by sending a signed note indicating the medical condition and what training and/or activities they wish the Cadet to be excused from. They may extend the profile for three additional days if needed. Profiles for more than six (6) days will require a note from competent medical staff qualified to examine the Cadet and render a decision on their medical condition. Profile of more than six (6) days should have a re-evaluation date or a date when the individual may return to normal duty. Once approved the Battalion Commander will provide a laminated profile card to be carried in the Cadet's pocket along with the standing orders. The profile will state what activities and training a Cadet can perform and will be carried with the Cadet's Standing Orders..

12.4.2 Permanent Profiles

When a Cadet is suffering from a permanent or long-term medical condition, injury, or illness preventing them from conducting normal duties, a permanent medical profile will be issued that states the specific duties or training the Cadet may carry out. This profile must be supported by documentation from qualified medical staff. The BC will provide the Officer, NCO, and Cadet with a laminated profile card for the Cadet to carry in their pocket along with the standing orders. The Cadet needs to carry and be able to produce the profile sheet daily.

12.5 Corrective Action Statements

A Corrective Action form(s) are prepared only by Officers and staff NCOs when they have discussed with a Cadet the inappropriate behavior, attitude, or other violation. These forms will be filled out and turned into the SGM to be reviewed and filed in the Cadet's behavior file. They will be used to help

determine promotions and awards and to establish a plan to help Cadets in dealing with unacceptable behaviors.

NOTE: Issues requiring a corrective action must match the violation.

12.5.1 Behavioral File

Staff will maintain a continual Behavioral File on ALL Cadets in their Company for the academic year. This record will document all significant behavioral issues and changes both positive and negative. This record will be used as a basis to document the issuing of a Corrective Action according to the WLA Behavioral Matrix. Please use specific forms.

12.5.1.1 Confidentiality and Safeguarding of Records

All behavioral files are confidential and kept for one year.

12.6 Warning Corrective Action Statements

Warning Statements are used for repeated issues of the same behavioral problems and minor infractions. This documented offense(s) will not **normally** be used against the Cadet for awards or promotions.

12.6.1 Disposition of Corrective Action Statements

Corrective Action statements will be retained in the Cadet's behavioral file for one academic year. All behavioral files complete with all annotations, signatures, and dates will be maintained by the company's NCO under the authority of SGM. A copy and action log of all Company and Battalion CCAs, formal and warning corrective action, and discharges will be maintained and updated by the Battalion Sergeant Major. At the end of each school year these files will be shredded the exception with be those Corrective Action Statements that lead to long-term suspension (over 3 days out of school), exclusion, or expulsion.

12.7 Formal Corrective Action Statements

Formal Corrective Action Statements are used when the offense is serious and/or when the Cadet has not learned to adjust their behavior through the repeated use of lesser methods. These statements will be considered when a Cadet is being reviewed for awards, promotions, demotions, special activities, probation, suspension, exclusion, or expulsion. Formal corrective action statements are basically the "report form" for recording corrective action for the permanent record. Both Warning and Formal Corrective Action Statements are subject to review at Battalion Command level and the ED must be informed. The BC will reserve the authority to remand the corrective action back to the Company Commander for lesser or more relative corrective action/training.

12.8 Cadet Leader Reports

Cadets assigned as Company Leaders or as Class Leaders may write Cadet Leader Reports as a formal report of behavior or incident. These must be reviewed and signed by the Company's ISG before being presented to the SGM. The SGM will discuss with the Company Commander to determine if the report is approved for addition into the Cadet's behavioral file. Any Cadet observing an action needing discipline should report and fill out a Witness Statement.

12.9 Command Corrective Action

Command Corrective Action is when the form of corrective action goes beyond the most basic level and needs to be addressed in a CCA. When a Cadet has received at least one Formal Corrective Action Statement under section 402, this action is taken to respond to discipline issues when more basic levels of corrective action have not been effective.

12.9.1 Use of the CCA

The Company Commander will have the authority to determine a course of corrective action for a specific offense or behavior on the part of the Cadet. The CC determines if the Cadet is unable or unwilling to comply with the rules and regulations. The Company Commander will review all the facts related to the behavioral issue in question and will determine an appropriate course of corrective action designed to address the issue.

12.9.1.1 Preparation and Reading of Offense

The CO may direct the company's NCO (or the BC will direct the SGM) to prepare the command corrective action form. The designated senior NCO will write in the standard military format the violation, offenses and specifications which must include:

1. The date, place, and time the individual violation occurred.
2. The specific article in the code of conduct was violated.

The NCO may read the violation and specifications to the accused Cadet at the direction of the Commanding Officer, including the outline of the individual's rights. The accused will be provided a copy of the form and the parent/guardian will be notified of the action taken. The CCA form will be taken home by the Cadet. The parent/guardian will be advised to be present if they desire, at the CCA proceedings.

The Cadet will have no less than 24 hours to decide which plea to make.

12.9.2 CCA Proceedings

The CO will conduct the CCA proceedings. The Cadet will offer a plea of guilty or not guilty to the violations. The accused will be afforded the opportunity to present witness testimony in person or in the form of written statements in matters of defense, extenuation, or mitigation.

The Cadet may call witnesses or present written statements pertaining to the Cadet's character. This testimony must include specific circumstances where the accused Cadet was presented with a similar situation and the Cadet did act in accordance with the rules. Simply stating the accused was in this Cadet's personal judgment "good" is insufficient. The CO will allow the parent/guardian to render testimony, request greater or less corrective action, or any other statements relative to the proceedings before deciding the case.

12.9.3 Company Corrective Action

The CO may impose up to the following actions:

- Loss of lunch period, loss of Academic Advising Time and/or loss of all free time. (*Cadets must be given a minimum of 12 minutes to consume their meal*). Not to exceed 10 school days either consecutive or per quarter.
- Extra Battalion duty on grounds, under staff supervision, for up to two hours per day for no more than 10 school days. This time cannot be taken from any one class as not to set a Cadet up for failure.
- No favorable action for up to 30 days prior to desire for promotion, assignment or leadership position. For the purpose of this regulation, "no favorable action" is taken to mean no promotions, assignments to leadership positions, participation in special activities, awards, or transfers.
- Reduction in rank to the next lower level. (Reduction in rank for Cadets in grades Corporal or above must be made on the Battalion level)
- Recommend to the BC that the Cadet be placed on probation, subject to approval.
- Suspend any corrective action, in part or whole, for a period not to exceed 90 days to be imposed if a second incident of misconduct occurs. (This may also be considered part of the probation conditions)

12.10 Cadet's Rights

A Cadet called to CCA has the right to:

- Have a parent or guardian present.
- Have a spokesperson on their behalf, with advance notice given.
- Bring witnesses on their behalf, with advance notice given.
- Present evidence on one's behalf.
- Remain silent during the proceedings. (If the Cadet chooses to speak, any statement made could be used against him/her.)

- Request that the issue in question be addressed by the BC rather than the CO. The Cadet may be held to a higher level of corrective action.

12.10.1 Review Authority

The CO will send a copy of the CCA form to the BC for routine review. A parent or guardian may request review by the ED/CC and grieve the ED/CC's decision to the WLA Board of Directors. BC reviews must be completed within 48 hours. Corrective action may not be applied before review. Corrective actions sent to the ED/CC will be held in 48 hours and all corrective action suspended until the review is completed. In cases where a Board review involves an out of school suspension, Exclusion, Expulsion the ED/CC may suspend the action until the next board meeting unless there is a criminal act.

12.10.2 Documentation of CCA

All forms and notes from the CCA must accompany the outcome of the CCA into a Cadet's behavioral file.

12.10.3 Use of the BCCA in lieu of CCA

The BC has the authority to determine a course of corrective action for a specific offense or behavior on the part of any Cadet. Elevating to a BCCA before a CCA or other alternatives will be due to the severity of the infraction and violation. The BC will act in the following cases:

- The CO refers an issue due to severity and in need of greater corrective action that is not within the scope of authority.
- Upon Cadet request for the BC to address the issue. The BC has the authority to refuse.
- A criminal act requiring the response of law enforcement and severe penalty (i.e. weapons, drug, or incidents of assault).

12.10.4 Limits of BCCA

The BC may impose up to the following actions:

- Loss of lunch period, Academic Advising Time and loss of all free time. (**Cadets must be given a minimum of 12 minutes to consume their meal**). Not to exceed 15 school days.
- Extra duty on Battalion grounds, under staff supervision, for up to two hours per day for not more than 10 school days. Note: it cannot happen for the same classes and is considered an ISS for .5 day.
- No favorable action for up to 90 days this means no promotions, assignments to leadership positions, participation in special activities, awards, or transfers.
- Reduction in rank to the next lower level.
- Place the Cadet on probation not to exceed 90 days.
- In school suspension not to exceed 10 days.
- Suspend any corrective action, in part or whole, for a period not to exceed 90 days to be imposed if a second incident of misconduct occurs.

12.11 Participation and Rights

A Cadet called to a BCCA has the right to:

- Have a parent or guardian present
- Bring witnesses on Cadet's behalf – notice to be given in advance
- Provide other evidence such as a written statement.
- Remain silent during the proceedings.
- Provide written statements on Cadet's behalf by other WLA staff or Cadets.

SECTION 13: Probation and Suspension

13.1 Probation

This is considered the most extreme corrective action toward any Cadet before being excluded or expelled. Probation is part of the formal corrective action statement and decisions are based on reports

of behavior documented on these statement forms. Authorization for probation is made at the Battalion Commander level. Documentation will be forwarded to the BC office by the SGM, CSM, or Company Commander for review and authorization. The BC may ask for reconsideration if they believe there is not enough evidence to justify the action. A Cadet must have received at least two (2) formal corrective action statements before they can be considered for probation.

13.1.1 Notification

When a Cadet is placed on probation there will be a written notification and a telephone contact made with the Cadet's parents. Phone contact should be made as soon as possible but in no case later than 48 hours after the decision is made by the company NCO. Probation letters will be issued out of the Battalion office after a decision has been reached. Probation means a Cadet is now on their last chance to change their behavior and remain in the Academy. This is a very serious action and could be considered like a warning from a judge before further action. **The probation letter must outline, in detail, the behavior that resulted in the action and what the Cadet must do to remain enrolled in the Academy.** It must be clear in any notification that the next step after probation would be a Battalion/Academy Command Corrective Action pending exclusion or expulsion. The probationary letter will clearly state the conditions that will result in exclusion or expulsion. **Probationary letters must be issued within 48 hours of the decision having been approved by the BC.**

13.1.2 Standards for Probation

Probation is set for 90 days and may also include some other corrective action such as extra work details or assignments. Cadets may not be placed on probation for the same type of behavior a second time in the same academic semester.

13.1.3 Extensions

A first probation may be extended for 30 days to allow the Cadet to meet the goals and conditions of their probation if it is determined that the Cadet is making acceptable progress toward these goals. Extensions are made at the discretion of the Battalion Commander with a recommendation from the CSM.

13.1.4 Probationary Cadet on Suspension for Single Events

Cadets may be eliminated from single activities or projects as a means of corrective action. Parent(s) must be notified of the elimination, by phone when possible, at least 48 hours prior to the activity and it must be accompanied by a formal corrective action statement describing the behavior that resulted in the decision to eliminate the Cadet. Eliminating a Cadet should be used only when lesser forms of corrective action have proved ineffective and the offense is serious or is the result of continued and increasing minor behaviors. Cadets eliminated from single events must report to the BC and will be given appropriate duties and assignments during the event. All corrective actions of this nature must be approved by the BC.

13.2 Probation for Cadets on IEP

Cadets who are on an IEP or 504 may be placed on probation before manifestation. This is the final action on the part of the Academy/Battalion before convening an IEP placement meeting to determine if the behaviors are due to other factors or if the Academy is an appropriate placement. If a Cadet with an IEP or 504 is placed on probation, a copy of the notification letter to conduct an IEP or 504 review meeting is sent to the parents and Battalion's Special Education staff and/or Battalion Commander will set the meeting.

13.3 Suspensions Defined

For the purposes of this regulation a suspension is defined as:

- (a) On station (in school-ISS) suspensions: Removal from all classes or part of classes and a reassignment to in school suspension to continue with academic work and a special work detail.

- (b) Off station (out of school-OSS) suspensions: Removal from school building for a specific period of time not to exceed 10 days.

13.4 Use of Suspensions

Out-of-School suspensions (OSS) are used when alternative forms of corrective action have not worked and are the last step before consideration of exclusion and expulsion. Care should be taken in sending a Cadet home. Arrangements must be made to get all assignments and classwork prior to departure. A Cadet sent home on suspension will still be responsible for all assignments and duties that would be expected of them if the Cadet was attending regular classes. Suspensions are intended to be used as a “behavioral learning tool” and a change in environment for a Cadet who is going through a difficult period and is not able to function effectively. Suspension must be approved by the BC before being applied and notification must be given to the Executive Director.

13.5 Suspension Limitations

A Cadet’s first suspension should not be for more than three school days in general. Cadets on suspension should be given enough academic work to do to cover the days on suspension. Other corrective action such as “thinking reports” or essays related to their behavior issues may also be required. Suspension should not be used unless other lesser interventions have been tried first. It should be considered a final step prior to placing a student on probation. Parents should be involved when planning a suspension because their support will make it more a more effective experience.

Consideration should be given to the parents work schedule when deciding what type of suspension to use (in school or out of school). It may be more appropriate to use a suspension that keeps the Cadet at the Academy rather than at home if there is a lack of support or supervision in the home.

13.6 Suspensions for Cadets on an IEP or 504

Cadet on the IEP or 504 program may be subject to suspension. These Cadets **may not be suspended more than a total of ten (10) days in one academic quarter.** When planning a suspension, the Academy Special Education Department must be included. It will be the SGM’s responsibility to contact the staff and include them in the planning and determination of manifestation.

13.7 Exclusion or Expulsion

Purpose and Scope: Dismissal from WLA through exclusion or expulsion is to be used as a last resort. It means that a Cadet’s behavior has become extremely disruptive to the Academy and all corrective action methods have not been successful in altering the Cadet’s behavior pattern(s). This indicates the Cadet is not appropriate for this Academy. Cadets under exclusion or expulsion action are to be sent home immediately after contact with the parent is made. If this is not possible, then the Cadet is to be removed from their unit and all activities and will remain in a detention status until the Cadet can be sent home.

An exclusion or expulsion will be recorded in the Battalion Log as a discharge for misconduct and recorded in Synergy (electronic files) and also provided to records clerk for the cumulative folder

13.7.1 Behavior Matrix

1. Bus Behavior Matrix – Bus infractions as referenced on the bus matrix.
2. Academy Behavior Matrix – Academy Behavioral infractions referenced on behavioral matrix.

13.8 Danger to Self or Others

A Cadet may be dismissed from the Academy if their behavior becomes a danger to his/her self or to other students. The Cadet may also be asked to remain off campus until a mental health evaluation is performed. This can include, but not be limited to: possession of a serious weapon, showing suicidal ideation, threatening themselves or other Cadets, or repeatedly inflicting deliberate injuries on self. This may also include striking or otherwise abusing another Cadet or committing a violent act while in uniform or at any authorized activity. A Threat Assessment or Self-Harm Assessment should be performed to determine the necessary action. The removal may be permanent but may be subject to

review if the removal is not the result of a criminal action resulting in charges being filed against the Cadet.

For the purpose of this policy, a “serious” weapon is:

- a. All knives of any length, style, or design.
- b. Any stick, bat, rod, or tool that by its design or modification is clearly intended as a weapon, defensive or offensive.
- c. Any type of incinerating device or chemical.
- d. A dangerous or deadly weapon (for definitions, *see ORS 161.015(1) & (2)*):
 1. Any gun, BB, pellet, Airsoft or bullet.
 2. Any slingshot or projectile weapon

13.9 Failure to Adapt to Standards

A Cadet may be excluded or expelled under the conditions of failure to adapt if, by Cadet’s overall actions, behavior, statements, or attitude, they offer a clear indication that they are unable or unwilling to adhere to the standards and expectations of WLA. The Battalion Commander at the BCCA hearing must provide documentation showing a consistent pattern of actions, behavior, statements, or attitude that indicate that the Cadet is unable or unwilling to meet the standards and expectations.

“Standards and expectations” for the purposes of this regulation is taken to mean the rules, regulations, customs, and courtesies of WLA.

13.10 Exclusion and Expulsion Report

All incidents and reports leading up to exclusion and expulsion action must be documented clearly and specifically. The actions and attitude of the Cadet must be documented on appropriate and included on corrective action statements and staff reports. **Verbal correction or incidents where physical exercise was applied are not to be considered.** A certified notification letter must be sent to parent(s) detailing the reasons for the action and the conditions that led up to the decision. The school district must be notified of the action, it must be noted in Synergy (electronic records) and a copy of the report must be given to the records clerk for the Cadet’s cumulative folder.

13.10.1 (a) BCCA Hearing Required Before Exclusion or Expulsion

Cadets who are pending exclusion or expulsion are required to appear before the Battalion Commander and SGM at a BCCA before they can be excluded or expelled.

13.11 Criminal Activity Outside of the Academy: A Cadet will be subject to a CCA based on behavior or actions committed outside the Academy.

13.12 Demotions

13.12.1 Authority

For Cadets ranking Private and above, demotion to a lower rank may be considered as a corrective action for serious, non-criminal offenses. Demotions may be made at the same authority level as promotions, Cadet to Private First Class on Company level and Corporal to Master Sergeant on Academy or Battalion level. Demotions should be considered a serious corrective action and will be subject to the CCA process. No more than one level of demotion per incident will be considered appropriate.

13.12.2 Demotion periods

Permanent demotions are under conditions of a Company (CCA) or Battalion level (BCCA). Temporary demotions or suspension of rank may be made at the Company or Battalion level for issues such as academic suspensions, behavioral issues, or for training issues. Temporary demotions may be made on the authority of the Company Commander for a period not to exceed 90 days (3 months). Permanent demotions may be made on the authority of the Battalion Commander.

13.13 Special Interventions in Corrective Action

The regulations laid out above are to establish parameters for the application of corrective action and align with the bus and academic matrix. *It is by no means a comprehensive listing of all available methods of working toward changing a Cadet's behavior, attitude, or mindset.* Other methods can be used as an adjunct to the steps outlined in this section.

Physical Exercise: Often Cadets simply need to burn off energy resulting from youthful enthusiasm, angst, or anger over their home situation. The physical exertion of a “mindless” task can serve as corrective action as well as a “cooling off” period. Requiring a Cadet to build a sandbag wall that then must be moved once or twice can give the Cadet a mental break and an opportunity to refocus their energy.

Variations of this theme include digging a hole a very specific size and then refilling it, raking leaves or grass, sweeping an area, stacking tires, or rolling tires down a hill and bringing them back up. Repetitive motion and a project that is purely physical rather than technical often helps the Cadet focus.

Projects like these should be done alone. If there is more than one Cadet that requires this type of intervention, then make sure they are far enough apart that they cannot talk to each other. That defeats the purpose and often exacerbates the original issue.

Focusing corrective action on a Cadet's deficiency will often cause them to be more angry as opposed to being aware of the reason for the action. For example: if a Cadet is very poor at writing, giving them an essay to write is only going to increase their frustration but having them copy a page from a book gives them something to look at and work from while affording practice for their writing. One may be creative in creating personalized corrective action plans however, *there is to be no cruel and unusual corrective action.* The corrective action must align with the original offense.

These are only a few recommendations for consideration as the goal of these alternative corrective actions is to help the Cadet bring about change in their lives. Going from corrective action statement directly to exclusion or expulsion will not accomplish the necessary and shared goal.

SECTION 14: Rules of Conduct

14.0 Cadet Honor Agreement

Cadets enrolling agree to follow the rules and regulations, including the behavioral standards and ethics outlined in the “Cadet Honor Code,” which the Cadet and parents agree to at enrollment. This agreement is for services in the form of education and training. *[ORS Chapter 339.250(1)]*

14.1 Use of Profane Language

Officers, NCOs, and Cadets will refrain from using profane language or terms including, but not limited to, ethnic, religious, or gender slurs, insulting terms, hate speech, or foul language toward any other person for any reason. Use of these terms will be cause for corrective action. *[ORS 339.250 (4) (a)]*

14.2 Physical Assault

No Officer, NCO, or Cadet of any rank will ever physically strike, threaten to strike, or fight with another Officer, NCO, or Cadet regardless of rank or position. To strike or threaten to strike includes throwing any object at another person which has the potential to cause harm or injury, regardless of whether it contacted the person or not. *[ORS 163]*

14.3 Communicating a Threat

Any Cadet that offers by word or conduct the threat of violence or harm towards any other person is subject to corrective action under this code. *[ORS 163.190 and ORS 339.250]*

14.4 Malingering

Any Cadet having been found to have willfully feigned and/or falsified illness or injury, or self inflicts an injury, in order to avoid or be exempt from duty, physical activity, fitness exercises, or physical correction is subject to corrective action under this code.

14.5 Rendering a False Report

Any Cadet found to have willfully given a false statement, testimony, or report, either verbally or in writing, is subject to corrective action under this code. Any Cadet who causes another to make a false report based on their information is subject to corrective action under this code.

14.6 Hindering an Investigation

Any Cadet that is found to have willfully misled, obstructed, or otherwise attempted to delay an Officer, staff NCO, Administrator, parent/guardian, appointed Cadet Leader, or duly authorized local, state, or federal law enforcement Officer investigating a reported crime, offence, injury, accident, or violation of regulations, is subject to corrective action under this code.

14.7 Accessory

Any Cadet found to have willfully participated in, or who has failed to report a commission of any violation of this code to superiors, including parents/guardians, as soon as possible after they become aware of the incident or action is subject to corrective action under this code.

14.8 Criminal Activity

No Cadet of any rank will commit any violation of federal, state (ORS), or local law while in uniform or while at any activity that is associated with WLA. All Cadets are expected to obey the law and bring honor at WLA events and activities through outstanding behaviors.

14.8.1

Cadets who are found guilty of committing a criminal offense outside of school functions, programs, or activities may be subject to corrective action.

14.9 Respect and Use of WLA Uniforms

14.9.1 Uniform Required

All Officers, NCOs, and Cadets will wear the appropriate uniform of the day as assigned by the SGM and/or BC in the daily training schedule.

14.9.2 Unauthorized Uniform Wear

No Officer, NCO, or Cadet of any rank will wear a uniform, or any part of the uniform, without the permission of their SGM or the BC, except at official functions. Exceptions are logo bearing issued clothing.

14.10 Tobacco Use

No Cadet or staff member under the age of 21 are permitted to use any type of tobacco products, E-cigarettes, or vaping products, including vaping paraphernalia. Use of these products will be cause for corrective action up to and including dismissal. [ORS 163 and 339.685] Cadets and staff members over the age of 21 may not use tobacco products of any type on campus or at a school event or activity. A violation will lead to corrective action and may lead to dismissal under (ORS 581-021-0110).

14.10.1

Staff members in any position or rank will refrain from the use of tobacco products when in uniform in public view and/or working directly with Cadets. [*Oregon Administrative Rule 581-021-0110*]

14.11 Obedience to Orders

All Cadets will obey the lawful orders, directions, and guidance of the Officers, NCOs, parents/guardians and appointed Cadet Leaders assigned to positions of responsibility and leadership. Failure to comply with this subsection will result in corrective action under this code.

14.12 Enforcement

It is the duty of all Officers, NCOs, and Cadets in appointed leadership positions to enforce all lawful orders and regulations, regardless of origin or nature, to the best of his or her abilities. It is also the duty of said personnel to report to his or her superior the unlawful conduct of any individual subject to this code. Any Officer, NCO, or Cadet in a position of leadership that is found to have failed to have done so is subject to corrective action for dereliction of duty.

14.13 Discrimination Policy

No Officer, NCO, Cadet, or staff member of any rank or position will take part in, support, or condone any type of discrimination against any person on the basis of disability, race, color, gender, national origin, ethnicity, sexual orientation, age, religion, marital status, socioeconomic status, cultural background, family status, physical or linguistic characteristics, or beliefs.

14.14 Hazing Policy

No Officer, NCO, Cadet, or other staff member of any rank will take part in hazing of other Cadets, guests, or visitors. Hazing in this regulation is defined as purposely placing someone in a situation designed to insult or humiliate them resulting in a loss of respect or status by their peers and in damaging one's self esteem. Hazing also includes, but is not limited to, constant name calling, negative labeling, consistent over-use of authority in administering corrective action, and applying corrective action that is considered insulting, demeaning, or harmful to another. *[ORS 163.197]*

14.15 Obedience to WLA Regulations

All Officers, NCOs, Cadets and all other staff of all ranks or positions are expected to obey the rules, regulations, and policies of WLA. *[ORS 339]*

14.16 Use of Drugs or Alcohol

Use of drugs and alcohol are prohibited and random tests will be conducted annually of staff. Violation of section 14.6.1 or 14.6.2 by staff will result in immediate dismissal.

14.16.1 Alcohol

No Officer, NCO, Cadet, or other staff member of any rank or position may consume or possess alcoholic beverages of any type while in uniform or at any school function, event, or activity.

14.16.2 Drugs and Related Intoxicants

No Officer, NCO, Cadet, or other staff member of any rank or position will possess, use, distribute, or attempt to distribute any type of illegal drugs, drug paraphernalia, or drug related items, including placebos or "mock drugs", while in uniform or while attending any activity or function. This includes items that in their normal use are considered legal, such as marijuana, spray glue, paint thinner, or other items used as inhalants. This will also apply to mock drugs.

14.17 School Enrollment

All Cadets and student NCOs enrolled are expected to remain in school until they have successfully graduated with a High School diploma or an equivalent, approved document.

14.18 Care of Equipment

All Officers, NCOs and Cadets, staff, interns, and volunteers are expected to take care of any equipment issued them and to return it upon leaving or upon request by any staff member. Cadets who fail to do so will be expected to pay for any items not returned.

14.18.1

Any Cadet found to be guilty of willfully damaging, destroying, or neglecting property left in their care will be subject to corrective action under this code. *[ORS 339.260]*

14.19 Attendance Policies

All enrolled Cadets are expected to report to their assigned unit on time and prepared for duty as indicated in their training schedule.

14.19.1

Any Cadet who receives a lawful order to appear at the appointed place at an appointed time and who willfully fails to report at the said place and time is subject to corrective action under this code. *[ORS 339.010]*

14.19.2

Cadets of all ranks are expected to have their parent/guardian contact the Academy if they are too ill to report for duty no later than 0900 hours of that scheduled duty day.

14.19.3

Any absence by any Cadet of any rank, for any reason, from school, class, activity, function, or training that they are assigned to must be excused by a written and signed note from their parent or guardian. A telephone call made by the parent or guardian to the Academy's secretary will be an acceptable excuse for a one-day absence due to illness to be followed with a note. More than one day for the same illness will require a note. Failure to contact the office or bring in a note will result in corrective action.

Unexcused absences are considered AWOL.

14.19.4

Cadets of any rank who do not report for assigned duty and/or who have ten consecutive absences will be withdrawn from the Academy. Cadets of any rank who repeatedly do not report for assigned duty can be withdrawn from the Academy, per Oregon guidelines. Cadets that have ten (10) consecutive absences, regardless of the reason, will be withdrawn from the Academy per Oregon guidelines (ORS 339.005).

14.19.5

Any Cadet of any rank who produces a note purporting to come from a parent or guardian, excusing them from duty without the knowledge of that parent or guardian or with a forged signature will be subject to corrective action.

14.20 Conduct While in WLA Uniform

No Officer, NCO, or Cadet of any rank or position will take part in any type of demonstration or protest for any cause while in uniform, wearing any part of his or her uniform. Any Officer, NCO, or Cadet who acts in word or deed while in uniform, in a manner which would bring discredit upon WLA and is subject to corrective action.

14.21 Academic Advising of Cadets

Officers, NCOs, or staff will *not* advise Cadets alone in a room with a closed door unless another Officer or staff member is present. No staff member can be in a secluded area or closed room alone with a Cadet. No staff member will meet a Cadet privately without another staff member or responsible adult in attendance during or after school hours, on or off campus.

14.22 Sexual Harassment

Sexual harassment in any form is a violation of the principles of WLA and violate state and federal laws. Any Officer, NCO, or Cadet of any rank committing an act of sexual harassment against another person will be subject to corrective action up to and including dismissal. This action will take place in addition to any criminal or civil action made by the victim. **Sexual Harassment Defined:** Sexual Harassment on the job or in school violates Title VII of the Civil Rights Act of 1964. Sexual Harassment includes but is not limited to, any lewd or suggestive remarks, unwanted hugs, touches, or kisses. This also includes the displaying of derogatory or pornographic material such as posters, cartoons, or drawings or showing this material to a person that considers it offensive. It also includes any type of retaliation for complaining about sexual harassment. Sexual harassment that falls within the parameters of sexual assault will be subject to termination or dismissal on the first offense.

14.23 Confidentiality

Confidentiality between Cadets and staff is important. Officers, NCOs and Cadets are **expected not to** pass on or support rumors, gossip, or other information that are hurtful to another Cadet's reputation, self respect, or ability to maintain good relationships with other Cadets. This includes, but is not limited to, talking openly about a Cadet in an environment that does not have an expectation of privacy such as a hallway. Cadets found to be involved in passing rumors, gossip, or other personal information without appropriate authorization will be subjected to corrective action.

14.23.1 Confidentiality exception

The exception involves information that if not reported could result in harm to another person or self.

14.24 Bullying

No Cadet or staff will take advantage of his or her size, strength, skills, age, position or rank to intimidate or bully another Cadet. No Cadet will intimidate or physically threaten any other person regardless of whether the Cadet is a Cadet or not. A Cadet will not utilize or contribute to any form of cyberbullying. Cadets of all ranks and positions will always display positive leadership qualities and will not intimidate or bully any other person or fellow Cadet. Any Cadet found to be guilty of bullying or intimidation will be subject to corrective action up to and including exclusion or expulsion and will be reported to Lane County Sheriff.

14.24.1 Definitions of Bullying

- **Bullying** is defined as deliberately frightening or oppressing another using real or imagined size, strength, age, ability, authority, or power.
- **Intimidation** is defined as attempting to influence or frighten another by the means of a threat, real or implied, in any form.

14.25 Disrespect shown to a Superior or Staff

All personnel are expected to address one another, staff, visitors, and guests in accordance with military courtesy. The use of nicknames, profanity, or terms which are clearly meant to be derogatory in nature are prohibited. [See *ORS section 339*].

14.25.1 Disrespect shown towards an Officer

Any Cadet who treats with contempt or is disrespectful in language or deportment towards a superior commissioned Officer in the execution of his or her duties is subject to corrective action.

14.25.2 Disrespect shown towards a Staff Member

Any Cadet who treats with contempt or is disrespectful in language or defies a directive towards a staff member while in the execution of his or her duties is subject to corrective action.

14.25.3 Disrespect shown towards a Non-Commissioned Officer

Any Cadet who treats with contempt or is disrespectful in language or defies a directive towards a superior NCO while in the execution of his or her duties is subject to corrective action.

14.25.4 Disrespect shown towards a Cadet appointed over them

Any Cadet who treats with contempt or is disrespectful in language or defies a directive towards a Cadet who is lawfully appointed over them while in the execution of his or her duties is subject to corrective action.

14.26 Mandatory Report of Suspected Child Abuse

Staff member's duty to report: A staff member of any rank, grade, or position who has reason to believe that a Cadet is suffering any form of child abuse are required to report their suspicions to the Academy or Battalion Commander as soon as possible, but in no case will the report be made later than the end of the school day.

14.26.1 Cadet's duty to report

It is expected that Cadets of any rank, grade, or position will report to their First Sergeant or Company Commander any information or suspicions that a Cadet is suffering any form of child abuse.

14.27: Personal relationships and physical contact

Willamette Leadership Academy is a coed program and relationships between Cadets are to be expected. Knowledge of appropriate conduct in these relationships is part of our leadership training. WLA does not discourage relationships between Cadets, however, Cadets are expected to use good judgment in all relationships based on the positive decision making process they have learned. Cadets of all ranks are expected to avoid inappropriate physical contact with other Cadets during all WLA activities. Appropriate greetings, such as a handshake or a quick, supportive, one-arm hug around the shoulders while standing side-by-side is considered acceptable. Physical contact such as a hug that brings both parties in full body contact is not acceptable and will result in corrective action. Body rubs,

such as neck or back rubs are not acceptable and could result in corrective action. The Academy or Battalion Commander will be permitted to define this regulation in more detail on a case-by-case basis and depending on the individual incident and the general behavior and attitude of the Cadets involved. As a guide for this section, behavior that could be considered sexual or too intimate for public display by a reasonable and prudent person will be considered a violation of this Rule of Conduct. This rule would also include physical contact through horseplay.

Section 15: Uniforms and Appearance

WLA Uniform Guide

| Uniform | Clothing | Undershirt | Belt | Footwear | Headgear |
|----------------|---|---|--|--|---|
| BDU | <ul style="list-style-type: none"> WLA issue OD green BDU blouse WLA issue OD green BDU pants | White, light grey, or WLA crew neck tee shirt | <ul style="list-style-type: none"> Black webbed belt Black Buckle | <ul style="list-style-type: none"> Clean, polished black tactical boots Black or white socks | <ul style="list-style-type: none"> Cadet - green BDU cap Cadet NCO - tan BDU cap Staff - Black Patrol cap 1SG/SGM - Campaign hat |
| Class A | <ul style="list-style-type: none"> WLA issue white dress shirt with name tag and ribbons Cadet provides own black dress slacks with belt loops- NO: pleats, cuffs, denim, skinny jeans, or yoga pants or leggings | White, crew neck tee shirt only | <ul style="list-style-type: none"> Black webbed belt Polished brass buckle | <ul style="list-style-type: none"> Clean, polished black tactical boots Black or white socks OR Black dress shoes (no heels or buckles) Black socks | <ul style="list-style-type: none"> Cadet - grey beret Cadet NCO - tan BDU cap or tan beret Staff - Black Patrol cap or dress cap 1SG/SGM - Campaign hat |

Purpose and Scope: In order to accomplish the mission and vision and discipline of the military model, adherence to the uniform is a priority. All Officers, NCOs, and Cadets should understand that their appearance and conduct affects the way the community will judge them and their team members. In order to present the best possible image and to standardize uniform guidelines, the following regulations will govern uniform types and general appearance.

15.0 Utility Uniform (BDU)

The basic utility uniform for military staff and Cadets is a solid, green (Olive Drab-OD), four pocket, BDU style shirt (blouse) and solid OD green, six pocket, BDU style pants. A white, light grey, or WLA logo crew neck tee shirt is worn under the blouse and tucked into the pants. Pants must be secured with a black leather or webbed belt with a black buckle. Footwear is a pair of black tactical boots. Headgear for Cadets is the military type, billed cover. Two colors are authorized for Cadets: tan for Cadet NCOs and OD for all other ranks. A solid OD green military US Army M-65 style field jacket may be worn in cold weather. When worn, the field jacket must have all pockets closed and fastened when not in use, the front fully zipped, and the snaps closed. Collectively, this uniform is referred to as “BDUs”.

15.1 Physical Training (PT) uniform

The basic PT uniform is BDU pants and a light gray, white, or WLA logo tee shirt. A WLA logo sweatshirt is also permitted. Black tactical boots or canvas sneakers in solid black or white are allowed for footwear. This uniform will be worn for all PT unless directed by the BC.

15.1.1 Unit PT shirt

Battalion Commander may authorize the purchase of a special unit tee shirt with local unit funds for PT or field activities. The tee shirt will be tucked into the trousers. The color and design of the shirt must be approved by the CC. Special tee shirts will not replace authorized uniforms but may be used at special events and activities.

15.2: Optional Corps Jacket

The Corps Commander may authorize a special jacket for outerwear that may be worn with the uniform or with civilian dress.

15.3 Dress Uniform (Class A)

The dress uniform for Officers, NCOs and Cadets consists of a white, short sleeve, button down shirt with military style pocket flaps and epaulets and black trousers. The trousers must have belt loops and pockets in the front and rear only (no cargo pockets). Pants must not have pleats, cuffs, or be made of denim material. Leggings and yoga pants are not allowed. A black webbed belt with brass military buckle will be worn. Headgear for Cadets is a wool beret in grey, red (for Drill Team), or tan (for Cadet NCOs). Footwear will be a plain, military style, black dress shoes with black laces or clean and highly shined black tactical boots.

15.3.1 Parade or Ceremony dress

The BC may add white dress gloves, a black tie, or a colored scarf to the dress uniform above for ceremonies or parades.

15.3.2 Optional Jackets and Sweaters

With the approval of the BC, Staff is authorized to wear a short, waist length, black cotton or polyester jacket with a front zipper and a collar over all classes of uniform. The military style dress black sweater may be worn by military staff. Cadets may wear the field jacket with the dress uniform.

The Corps Commander may authorize the wear of the black, long sleeved knit "commando" sweater for outer dress uniform worn by all ranks. The sweater must adhere to the military pattern approved and have the plastic Class A nameplate, rank insignia, and corps patch placed upon it in the same locations as on the M-65 Field jacket. The sweater may not be worn if the individual has received orders to appear for duty in dress uniform with all authorized decorations and awards.

15.4: Substitute Uniform

Cadets who **do not** have a uniform are expected to dress accordingly.

For daily wear: A clean, plain tee shirt or open collar shirt without tears, holes, excess wear, logos, text, images, graphics, or advertising. The shirt must be long enough to cover the belt when worn outside the pants. Clean, single color pants worn above the hips and secured with a belt. Skinny jeans, leggings, jeggings, and yoga pants are not allowed. No holes, designs, advertising, or writing except the normal company labels are permitted. Footwear will consist of black sneakers or military style black boots.

For Dress Uniform: A white, collared, button down shirt, black tie, black pants, and black shoes. The shirt and pants must be clean, free of holes or damage, and pressed and the shoes shined. No insignia, pictures, or advertising is permitted.

Substitute uniforms must fit appropriately as if they were regulation uniforms. This means they may not be too tight or too loose. Shirts or blouses may not have ruffles or flared cuffs or front. Sleeves may not be too long to cover the hands or too short as to ride above the joint where the top of the hand meets the wrist while standing at attention. The BC or SGM may determine appropriate wear within the scope of these regulations.

15.5 General uniform expectations

All Officers, NCOs, and Cadets are expected to wear the uniform proudly and appropriately based on these regulations. All uniforms will be kept clean, neat, and pressed without visible holes or damage. All buttons will be in place and buttoned or the pockets will be sewed shut. All patches, insignia, and name tape will be in place as required.

15.5.1 Inspections

The company first sergeants will supervise a daily inspection of all Cadets assigned each duty day, preferably in the morning immediately following roll call. Cadets are required to have a copy of their Standing Orders and School Picture Identification Card in the left breast pocket of their BDU blouse or Class A shirt.

15.6 Winter and Summer changes in the BDU uniform

All ranks will wear the BDU shirt sleeves rolled up in the US Marine Corps style during the Spring and Summer months, regardless of local weather. All ranks will wear the BDU shirt sleeves rolled down during Winter. Sleeves in the Fall will be worn down unless specified by BC and/or CSM. The BC will have the authority to select the specific date to change sleeve wear. However, sleeves must be worn down no later than November 15th and worn rolled up no later than May 15th. When rolled down the sleeves will be worn so that the bottom of the sleeve does not fall below the joint between the hand and the arm when the wearer is standing at attention.

15.6.1 Cold Weather Considerations

In cases of cold weather, and with the BC approval, Officers, NCOs and Cadets may wear appropriate garments that are designed for cold weather wear, such as thermal underwear or long johns, under their uniforms. No garments designed for outerwear will be permitted for wear under the uniform except for the authorized Academy or Battalion sweatshirt. No part of any authorized undergarments should be seen around the edges, sleeves, or neck of the uniform. Knit or leather gloves are authorized for wear. They must be solid black or olive drab green only. Gloves without fingers and mittens are not authorized.

15.7 Shoes, Boots, and Footwear

All Officers, NCOs and Cadets will wear appropriate footwear for activities, training, or functions. Closures to all footgear will be laces. Request for exceptions to this regulation may be made in writing to the commanding Officer with supporting documents which if for medical reasons will include memoranda from a competent medical authority. All laces in any footwear will be black.

- (a) **Dress Uniform:** Authorized footwear for the dress uniform is the black Army or Navy military style dress shoe for all ranks. The only exception authorized is the standard footwear as indicated in (b) below, highly polished
- (b) **BDU Uniform:** Authorized footwear for the BDU uniform and all ranks is the black military “combat” or military tactical style boot.
- (c) **Alternative Footwear for Profiles:** For those Officers, NCOs or Cadets who are suffering from health issues involving their feet, the BC may authorize the wearing of sneakers until the issue is resolved. If worn, sneakers must be black with black laces. Laces must be worn in military fashion utilizing all eyelets and tied at the top with the laces tucked in at the top of the footwear. Alternative footwear may not be worn any longer than necessary and only with a profile approved by the BC.

15.8 Backpacks

Backpacks are authorized for Cadets to use in assisting in the transport of authorized property and equipment to and from the designated place of duty. The pack must be transparent for the purpose of safety so that the contents may readily be identified. The pack is subject to search for probable cause by authorized personnel. The pack must be either transparent plastic or mesh in construction. The only authorized colors of the structural mesh material must be black or see through. Any other color must be approved by the Battalion Commander.

15.9 Insignia, Patches, and Brass

WLA uses a standard rank structure based on the insignia used by the US Army. Cadets and Cadet NCOs will wear the standard US Army style polished gold (brass) metal pin insignia on the collar of the BDU and on the epaulets of the dress shirt and field jacket. Officers and Staff NCOs will use the Army style gold polish finished (brass) insignia worn on the collars of the utility uniform and the outer edge of the epaulets of the dress uniform shirt, field jacket or dress jacket. Sew-on embroidered Officer insignia is authorized for the utility shirt collar, white for silver insignia and yellow for gold insignia. All rank insignia will be worn on either both collars or on both epaulets.

15.10 Cover Insignia

Officers and staff NCOs will wear the gold (brass) metal, pin-on “Army” style rank insignia centered on the front of the utility cap. Officers, NCOs, and Cadets will wear metal, standard “stars and bars” style rank insignia centered, one inch above the brim on the front of the utility cap.

15.11 Garrison

Staff NCOs may wear the black garrison campaign cap with the class A uniform. Officers may wear the garrison cap in place of the Officer Service Cap if approved by the BC/AC. In this case, they will wear their rank insignia in the same position as the Cadets.

15.12 Flash

If a beret has a flash, rank will be centered on the flash for all ranks. Flashes may be authorized by the SGM or BC for wear on the beret in the front or on the garrison cap under the rank insignia.

15.13 Cover Insignia for Staff NCOs Black “Smokey”

All 1SGs (Assistant Instructors) in all units will wear the proper insignia in silver on the front of their black “drill sergeant” style caps in place of their rank insignia. The SGM or CSM will wear the same but it will be gold.

15.13.1 Officer Cover

Officers may wear the Officer Service Cap, Pershing style, gray, with front bill. Insignia will be the silver cap device. Academy Commanders and above will wear the Officer Service Cap with gold braid on the bill as in use for field grade Officers. If approved, the gold federal eagle can be used for the "smokey" device.

15.14 The American Flag Patch

The American Flag patch will be worn on the upper left sleeve.

15.14.1 WLA Battalion Patch

Each Battalion will have a shield-shaped patch that bears the WLA logo and the number of the Battalion. This is to be stitched on the upper right sleeve, about 1/4” below the top sleeve seam.

15.15 Color Guard & Rifle Team Tab

Cadets assigned to Color Guard duty may add the Color Guard patch to the right sleeve of their uniform. This is a 1/4-circle patch with gold letters saying “COLOR GUARD” on a blue field. It is stitched on the right upper shirt sleeve above the WLA Battalion patch. Cadets assigned to the Rifle Team may wear the tab of similar design as noted above with the words “RIFLE TEAM”, which goes 1/8” below the COLOR GUARD patch with the bottom points just touching the top edge of the Battalion shield.

15.16 Uniformed Staff to Wear Patches When Showing Rank

All Officers and Staff NCOs must wear the WLA unit patch (if applicable) on all uniform shirts, jackets, or blouses that display their rank insignia. No uniformed staff will display their rank insignia without at least the WLA patch showing in plain view as required by regulation.

15.17 Armed Forces Recognition Patch

Staff Officers and NCOs wear the crest of the branch of the military each serves or served in centered on the left pocket of their BDU’s. High school Senior Cadets who have chosen to pursue a career in the

Armed Forces and have been accepted are also authorized to wear that branch's crest on their uniform. This patch is considered optional wear.

15.18 Unauthorized Insignia

Insignia, awards, patches, or other attachments that are not authorized by these regulations *may not* be worn on any WLA uniform without specific approval by the CCMDR and under written orders.

15.18.1 NCO belts

1SGs may wear a black "Parade Belt" without eyelets with a silver, (gold for both SGM and CSM) dress buckle on the outside of their BDU or Class A uniform.

15.18.2 Other authorized insignia

Staff members who have served on active duty and have earned a specialty branch or rating insignia may wear it in the same position it is worn on the uniform. The appropriate position is to be determined by the regulations governing the wear of that insignia. An example of these insignia would include, but not be limited to:

1. Infantry badge
2. Submarine badge
3. Sea duty badge
4. Pilot wings (military qualifications only)
5. "Jump" Wings

Any other insignia not covered here may be worn if approved by the Corps Commander. Requests are to be made in writing through the BC.

15.19 Caps and Covers

15.19.1 Cadet Headgear, Description

The military style approved beret will be worn with the dress uniform. The OD green military style "patrol" cap will be worn by Cadets, the same design type but tan in color will be worn by Cadet NCOs. The color guard and rifle team are authorized to wear a red or scarlet color beret with the approved flash sewn on it.

15.19.2 When to Wear

The cover will be worn when outdoors at all times, not under cover, when moving under cover from one activity to another, or when in formation in any location.

15.19.3 When Not Worn

The BDU cover will either be in the left hand or left cargo pocket of the BDU trousers. When the beret is authorized for wear but not worn, such as when indoors, it will either be in the left hand or folded and tucked under the dress uniform belt on the left side of the wearer.

15.19.4 Proper Beret Form

The beret will be worn with the headband parallel to the ground, one inch above the eyebrow. Polished brass rank insignia will be centered upon the stiffener, the rank positioned above the left eye. The material of the beret will conform tightly to the left side of the wearer's head, with the excess draping over the right side and below the headband.

15.19.5 Proper BDU Cover Form

The BDU cover will be worn with the headband parallel to the ground. The bill of the cap will be centered to the front and be no more than two fingers in height above the bridge of the nose. The only marking of the headgear is the writing in indelible ink on the inside rear-center of the headband the name of the wearer. The marking done in such a manner that it cannot be seen when worn on the outside.

15.19.6 Garrison Caps

This cap is authorized optional wear for Officers.

15.20 Staff Utility Caps

All staff Officers and NCOs are authorized to wear a black BDU style or “professional” style Patrol cap. Rank insignia placement will be one inch above the bill and centered.

15.21 Blouses and Shirts

15.21.1 BDU Shirts

The WLA BDU shirt for all units, both genders, all ranks, will be the solid OD green, BDU style blouse.

15.21.2 Dress Shirts (Class A)

The WLA dress shirt for all units, both genders, all ranks, will be a white, short sleeved, collared button down uniform shirt.

15.21.3 Care of Shirts

Dress shirts and BDU blouses will be worn clean, pressed, and all buttons closed except the top-most collar button.

15.22 Wear of rank insignia on blouses and shirts

15.22.1

Rank insignia for all Cadets will be worn on all dress shirts and field jackets on the outer end of the epaulets approximately ½ inch above the seam where the epaulet joins the shoulder. This insignia will be the polished brass or gold metal pin-on type, standard “Army” style.

15.22.2

All ranks will wear the insignia on their BDU blouses on both sides of the collar, one inch above the collar points, at a 45 degree angle to place it evenly between the stitching with the lower corners of the insignia touching the stitching without extending over it and with the top edge of the insignia pointing at the neck.

15.22.3

Rank insignia for the field jacket or any other authorized jacket for all ranks and positions will be worn on the epaulets, approximately ½ inch above the seam where the epaulet joins the shoulder. The insignia will point toward the center of the neck. Officers’ will be parallel to the shoulder seam. All ranks will wear the brass insignia.

15.22.4

Officers and staff NCOs are authorized to wear the cloth sewn on, non-subdued, rank insignia on the BDU uniform shirt in place of metal pin on insignia as described above.

15.23 Ribbons

Ribbons will be worn on the dress shirt over the left pocket, three to a row and each row centered. Cadet of the Year, Outstanding Officer, and Outstanding NCO of the Year ribbons will be worn over the right pocket, centered.

15.24 Name Tags and Tapes

Dress uniform name tags will be the smooth finish, Army style, black with white letters and no larger than 1 by 3 inches, worn centered on the right pocket flap of the dress uniform for all ranks. Name tapes, in 1” OD green with their last name embroidered in black, are sewn on the BDU uniform and field jacket above the right pocket flap with the bottom edge touching the top of the flap. The letters must be centered and the edges are to be folded under to match the width of the pocket and not cut off.

15.25 WLA Embroidered Tapes

For Field jackets and BDU uniforms, all Cadets, NCOs, and Officers will wear an embroidered tape over the left pocket in 1” OD green with WLA embroidered in black. The letters must be centered and the edges are to be folded under to match the width of the pocket and not cut off.

15.26 Braid Awards

Braid awards come in two forms, unit awards, and individual awards. Unit awards are worn on the right shoulder while individual awards are worn on the left shoulder. If more than one braid is awarded the

first one received will be worn with the sleeve through the loop and the braid tucked under the arm, any awards worn on the same side will be worn outside the sleeve and not tucked under the arm.

15.26.1 Charter Member Braid

Officers and staff NCOs assigned to an Academy or a Battalion in its first authorized year of operation will be awarded the Charter Service shoulder braid. This braid will be awarded at the unit's first Battalion review. This is a unit award and is worn on the right shoulder of the dress uniform.

15.26.2 Academic, PT, Effort, and Leadership Braids

These are individual awards and will be worn on the left shoulder of the dress uniform.

15.27 Pants and Slacks

15.27.1 BDU Uniform Pants

BDU uniform pants are solid OD green, BDU style military uniform pants, with 6 pockets and no cuffs.

15.27.2 Dress Uniform Slacks

Dress uniform pants will be the black uniform style dress pants with typical slack details: No pleats, cargo pockets, or cuffs and must have belt loops. No denim, skinny jeans, leggings, yoga pants, etc.

SECTION 16: Wearing of Awards and Decorations

16.1

All WLA awards are worn over the left pocket flap.

16.1.1

The exception is the Outstanding Cadet, Outstanding Officer, and Outstanding NCO Awards that are worn over the right pocket flap even with the upper seam of the pocket flap.

16.1.2

Awards and all other insignia must be kept clean, polished, and in good repair.

16.1.3

Awards will be worn in the order of their importance.

16.2 Hair styles

Hairstyles are the choice of the individual, but to maintain a military appearance it is necessary to establish certain standards. Hairstyles that interfere with the proper wear of the uniform cap are prohibited. Hairstyles that appear unkempt or are extreme in appearance are prohibited.

Cadets will not have dyed, bleached, or highlighted hair. Hair color may not be purposefully altered from what grows out of their scalp. If a Cadet's hair color has been altered prior to enrollment, it must be recolored to match its natural, unadulterated color as closely as possible.

Cadets are expected to keep their hair clean and well-groomed. Hair must not cover the face or eyes. If bangs are worn, the bangs cannot fall below the eyebrow. Hair that is styled long must be tied up in a neat bun and must be set low on the back of the head to allow for appropriate wear of the cover.

16.2.1

Hairstyles shall not be multicolored or faddish, have shaved portions of the scalp (other than at the neck line), or have designs cut or braided into the hair. Haircuts and styles shall present a balanced appearance. Lopsided and extremely asymmetrical styles are not authorized. Ponytails, pigtails, widely spaced individual hanging locks (such as in the front hanging over the sides of the face), and braids that protrude from the head are not authorized. Braids shall be of uniform dimension, tightly interwoven, and secured to the head to present a neat, professional, military appearance. Hair will not be allowed to hang loose unless it is styled short enough that it does not protrude out from under the cap or cover any part of the face or hang in front of the ears. Hair will not be allowed to fall below the eyebrows. Foreign

material of any kind (ribbons, leather, beads, etc) may not be woven into the hair. If needed to secure the hair, hair ties, bobby pins, and clips of a similar color to the hair may be worn.

The appropriateness of a hairstyle shall also be judged by its appearance when headgear is worn. All headgear must fit snugly but comfortably around the largest part of the head without distortion to its shape or excessive gaps. Hair will not show below the front brim of the headgear. When in uniform, hair may touch, but not fall below, a horizontal line level with the lower edge of the collar. Long hair, including braids, which fall below the lower edge of the collar shall be neatly and inconspicuously fastened, pinned, or secured to the head. Bobby pins or clips in a color similar to the Cadet's natural hair color may be used to hold the hair in place. Hairpins, scrunchies, hairnets, bands, beads, or any hair devices worn for decorative purposes are not authorized.

16.3 Facial Hair

Cadets are not allowed to have facial hair. Staff members are authorized to have neatly trimmed facial hair. All facial hair will be kept closely trimmed. If a mustache is worn, no portion of it may extend below the lip line of the upper lip. It shall not go beyond a horizontal line extending across the corners of the mouth and will not extend beyond the corners of the mouth on either side. A goatee or beard is permitted as long as it is kept closely trimmed and not longer than ¼ inch. Eccentric or faddish styles are not authorized. The BC will be responsible to ensure that staff maintain a clean, neat appearance and appropriate hairstyles as a model for Cadets.

16.4 Unauthorized Clothing and Styles

Since there are times when Cadets will be at official WLA activities and not in uniform, some attention must be paid to appropriate "out of uniform" appearances. As with hairstyles, clothing styles are the choice of each individual. However, at WLA functions the following rules will apply:

16.4.1

Officers, NCOs, and Cadets may not wear clothing that exposes undergarments to public view or clothing that exposes the stomach or midsection of the body. The top seam or open button of shirts, blouses, or shell tops should not extend any lower than between three (3) to five (5) inches below the chin (depending on the person's build and height) when the person is standing at attention unless an under garment is worn that has a seam that reaches that level or higher.

16.4.2

Officers, NCOs, and Cadets may not wear pants and shirts that are excessively baggy, sagged, hang below the hips, or are too large for them.

16.4.2.1

"Too large" for pants is defined as more than one standard size above the Cadet's normal length and waist size. Pants must be no longer than between three (3) and four (4) inches off the ground when the person is standing at attention. **All Cadets must wear a belt or suspenders when in any uniform except for PT uniform.**

16.4.2.2

"Too large" for a shirt is defined to mean a shirt that is more than one size above their normal body, collar, or sleeve size. "Too large" may also mean that the uniform shirt or jacket sleeves are long enough that they cover all or most of the Cadets hand while standing at attention.

16.4.3

Cadets must wear a white, crew neck tee shirt under their BDU blouse or Class A shirt. The tee shirt will be tucked into the trousers at all times. A WLA tee is also allowed under the BDU blouse only.

16.4.4

For safety reasons, Cadets will not wear baggy clothing to activities. They could trip

themselves or other Cadets or their clothing could get caught on ropes or other equipment.

16.4.5

Cadets may not wear clothing or items that contain words or statements that are profane, rude, ethnically insulting, contain symbols or logos, or are otherwise generally offensive.

16.4.6

Cadets will not wear tee shirts, sweaters, turtlenecks, or other shirts under their uniform that are larger than the uniform shirt causing it to be seen below the uniform shirtsleeves or above the neck. Cadets will wear a tee shirt under their uniform shirt at all times.

Tee shirts must be white or light gray and have a crew neck cut. No other styles or colors are authorized. Tee shirts will be tucked into the trousers at all times.

16.4.7

Cadets are not authorized to wear exterior or “street” clothing under their uniforms at any time. For cold weather wear, Cadets are authorized to wear such undergarments as are designed for that purpose (long johns, thermals, etc).

16.4.8

Socks must be worn with the uniform. These should be solid black or white, in crew or tube length. When dress shoes are worn, socks must be black.

16.4.9

The BC will have the authority to add restrictions to styles as are needed to meet WLA standards.

16.4.10

When authorized to wear civilian clothing during an activity or event, the clothing worn will be expected to cover the person appropriately and be of a type of material that will not allow the body or undergarments to be seen through the clothing.

16.5 Jewelry and Body Piercings

No jewelry or body piercing is allowed, with the exception of a religious ring for Cadets. The following regulations will apply at all WLA classes, events, functions and activities.

16.5.1 Earrings

Cadets of all units, both genders, and all ranks, are not permitted to wear earrings.

16.5.2 Body piercing

No Officer, NCO, or Cadet will be permitted to wear any type of body piercing and must remove it. Cadets that have such piercings prior to enrollment may wear clear plugs during school hours in lieu of the piercing. Cadets who receive this type of piercing after enrollment may be subject to corrective action. Failure to do so may result in dismissal from any and all WLA programs.

16.5.3 Rings

Cadets are permitted to wear a single ring for religious reasons. The ring must be approved prior to wearing by the Battalion Commander. Cadets are also authorized to wear a single ring for supportive purposes, but only at the discretion and approval of the Battalion Commander. For safety purposes, no rings can be worn on the thumb.

16.5.4 Scarf/Tie

If a tie or scarf is worn while in civilian attire a tie tack, clip, or pin may be worn. If a tie is worn with the uniform, only an authorized military style tie clip or pin may be worn.

16.5.5

If a hairpin, clip, or tie is necessary to hold the hair in place for proper uniform wear, this item must be simple in design and no larger than needed to accomplish the task. These should be neutral color or closely match the Cadet’s hair (ie: black, brown, or clear) **No decorative hair clips or accessories** such

as butterflies, flowers, “scrunchies”, etc. are permitted. The BC will have the authority to prohibit any of these items that detract from the military bearing of the Cadet.

16.5.6 Necklace

Necklaces are not an authorized item unless it is for a medical reason that cannot be supported by a medical alert bracelet.

16.5.7 Cosmetics

Cadets are not allowed to wear make-up at any WLA function. Junior/Senior Prom is an exception.

16.5.8 Watches and bracelets

One wristwatch is authorized for all ranks. No bracelets are allowed other than a medical alert bracelet.

16.5.9 Eyewear

Prescription glasses will be acceptable but "non-prescription glasses are prohibited, with the exception of non-prescription reading glasses, such eyewear is prohibited wear by all ranks and positions while in uniform. Non-prescription sunglasses must look similar to military styles including wire rimmed in black, silver, gold, or bronze color. Sunglasses may not be worn during ceremonies or while in formation unless they are prescription or are required wear due to a medical profile. Sunglasses will not be worn in the classroom.

SECTION 17: Uniform and Equipment Care

17.0 Care of Issued Items of Equipment

Any uniforms, patches, insignia, or equipment purchased by WLA are the property of WLA and *no* other individual, program, or organization. Officers, NCOs, and Cadets are responsible for all uniforms and equipment issued to them. Staff must keep all items clean and in good repair or pay the replacement cost. Cadets will be billed for items damaged or lost through neglect or poor care. Cadets will sign an equipment issue form for all items issued to them. The cost of those items at the time of issue will be listed on the form. Cadets will be expected to pay that fee or less depending on the length of time they have had the item. Adjustment will be the responsibility of the BC. Cadets will **not** be billed for items damaged or destroyed through accident or normal wear.

SECTION 18: PHYSICAL ACTIVITIES PROGRAM

Purpose and Scope: The physical activities program at WLA consists of two types of training, Physical Training (PT) in the form of daily classes similar to what is taught in military basic training programs and field training (FT) such as sports and games that combine with other training such as first aid or survival skills. The purpose of this training is to build physical confidence and skills as well as survival and technical skills and to meet the physical education standards of the State of Oregon.

18.0 Daily Physical Training

WLA Units will conduct regular physical training classes designed to build strength, stamina, coordination, and endurance and meet state requirements for Physical education. Daily physical training classes will consist of standard military style calisthenics and physical education curriculum that meets and exceeds the State’s Standards. Cadets will be tested on their ability to perform these exercises as the main part of their grade in these classes.

SECTION 19: CAREER TECHNICAL EDUCATION TRAINING

Purpose and Scope: WLA will be preparing Cadets for the future through academic career preparation. Cadets will be provided career exploration and career training and education (CTE) with different career fields and to develop knowledge of many different job possibilities.

MILITARY SCIENCE AND CAREERS TRAINING

Purpose: Part of the Military Science and training of Cadets may involve “non-combat specific” military training such as: Map Reading, Radio Communications, First Aid, Field Survival Skills, and other military related skills.