



St. John's Northwestern Military Academy
1101 Genesee Street
Delafield, WI 53018

Expectations for Leaves and Passes

In order to achieve optimal results, St. John's Northwestern Military Academy has imposed certain restrictions regarding visitations by parents and friends, as well as cadets departing campus for passes and leaves. In our experience, the best results occur when we have cooperation among the cadet, parents and the Academy. Please refer to the school calendar for special events, and open and closed weekend schedules.

Parents are responsible for ensuring that cadets depart and return to campus at the announced times for the commencement and termination of leaves and holiday periods, and are responsible for ensuring their cadet is in the proper uniform for travel. Non-complying cadets regardless of cause will be subject to disciplinary sanctions and/or monetary fees as noted.

A leave is an official approval for a cadet to remain away from the campus overnight.

A pass is an official approval for a cadet to be away from the campus for a specified time during the day.

NOTE: A cadet will only be signed out by a sibling 18 years of age or older, an adult family member, or an adult who is authorized on the cadet's H Form. Any adult signing a cadet out on permit is responsible for the cadet and agrees to have the cadet under his/her direct supervision throughout the time of the pass/leave. A sibling (under the age of 21 years) of one cadet may not take another cadet on pass or leave.

Mandatory leave is a scheduled Academy vacation period when all cadets depart the campus. School mandatory leaves are scheduled at holiday times – Thanksgiving, Christmas (December/Holiday), and Spring Break. These forms will be mailed (with your billing statements) or faxed (international) one to two months prior to leave. Parents are responsible for ensuring that their cadets depart and return to campus at the announced times for the beginning and ending of all leaves. These forms are located in the *Parents' Handbook* and on the Web site at www.sjnma.org.

Academy Transportation

Academy transportation to airport/train terminals can be arranged for cadets through the Resident Life Office. It is preferred that all cadets make their flight reservations into and out of General Mitchell International Airport in Milwaukee. **Transportation fees will be charged for each trip to and from Amtrak or the airport, and deducted from the cadet's general account.** Transportation fees to and from Amtrak or the Milwaukee airport by Academy personnel is \$35 each way. This will be charged to the cadet account at the end of each month. Fees established by Airport Connection will be added to the cadet account at the end of each month. Escort Service for unaccompanied minors will be provided to Milwaukee's International Airport ONLY for those cadets under the age of 15 as deemed necessary by an airline or parent. The charge for Escort Services is \$65 for transportation from the Academy to departure of the airplane, as well as arrivals. Parents should notify the airlines when purchasing tickets that their cadet is under the age of 15.

It is requested that any cadet who needs to be escorted for a departure, not schedule a flight prior to 10:00 a.m. For arrivals, do not have your escorted cadet arrive after 9:00 p.m. This policy pertains to departures and arrivals into General Mitchell International Airport in Milwaukee. Also, any cadet under the age of 15 may not depart on the last flight out for that day. Arrange with the carrier for those unaccompanied minor fees to be paid with the original ticket reservation.

Please note that flight travel reservations for the Mandatory Leaves should be made early. Reservations can be extremely difficult to obtain close to all holidays; however, **“difficulty with travel arrangements” will not be an acceptable excuse for not complying with announced schedules. We also request that you schedule family vacations in conjunction with school vacations.** Due to world events, it is still necessary to allocate extra hours for transportation, and check-in and security procedures at the airport to facilitate extra security policies.

NOTE: Each Mandatory Leave has a different departure time from the Academy. Cadets may not depart prior to scheduled times and must return not later than scheduled times. Cadets are required to be present during all school days for academic work.

Extended Weekend Leaves – Not Mandatory

Mid-semester break in January is a scheduled extended weekend leave (Friday afternoon through Monday evening). This is a not mandatory leave for the cadets; therefore, the cadet may elect to remain on campus during this extended weekend. This is also the same for the Easter extended weekend, when applicable.

Uniform Policy for Leaves – Privately Owned Vehicles (POVs)

Authorized uniform for departures from campus for all POV cadets (those departing campus with parents in personal vehicles) is the **uniform of the day**.

Amtrak and Airline Uniform Policy

Those cadets departing from General Mitchell International Airport in Milwaukee, Chicago O’Hare International Airport, Chicago Midway Airport or Amtrak are permitted to wear the SJNMA authorized civilian attire. Authorized civilian attire is an SJNMA collar polo shirt and dress khaki slacks (no cargo pants, ripped or torn clothing/pants allowed), belt and dress shoes.

Transportation (to and from the Academy)

Each cadet is to remain on campus during the week, unless he is involved in a scheduled off-campus event or appointment that is pre-approved by the **Resident Life Office at (262) 646-7113 or the Birk Infirmary**. SJNMA does arrange transportation to two metropolitan airports – General Mitchell International Airport in Milwaukee and Chicago O’Hare International Airport (by bus from Milwaukee, or through the services of Mr. Jorge Martinez at Safe Limousine Company in the Chicago area). SJNMA also arranges transportation to the Amtrak station in Milwaukee only for weekend and holiday leaves. Arrange any transportation needs for your cadet through the Resident Life Office. Cadets may leave in privately owned vehicles (POVs) pending permission from their parent/guardian and only with adults 21 years of age or older. Transportation provided by the Academy includes authorized drivers in SJNMA vans and busses or through Airport Connection. **A fee is assessed for these services, which will be added to your cadet’s account at the end of each month.**

Public Transportation

Cadets are to conduct themselves in a manner that will bring credit upon themselves and the Corps while using public transportation to and from campus. Consequences for crossing this boundary will result in a restriction from any future use of these modes of public transportation.

Transportation – International/Mexican Cadets

Contact Mr. Jorge Martinez of Safe Limousine Company for transportation to and from SJNMA and Chicago O'Hare International Airport or Chicago Midway Airport. Mr. Martinez operates a limousine service in the Chicago area. He has been assisting SJNMA for the past several years in picking up cadets from the Academy and taking them to Chicago O'Hare International Airport. Mr. Martinez cannot pick up or deliver to General Mitchell International Airport in Milwaukee.

Contact Mr. Martinez and he will discuss his rates with you, as well as any extra service he provides in receiving your cadet at the airport or delivering your cadet safely to his flight.

Mr. Jorge Martinez, Safe Limousine Company

Cell Phone: (312) 524-4884

If a parent is on the Nextel phone system, Mr. Martinez may also be reached by dialing 111*46179*2.