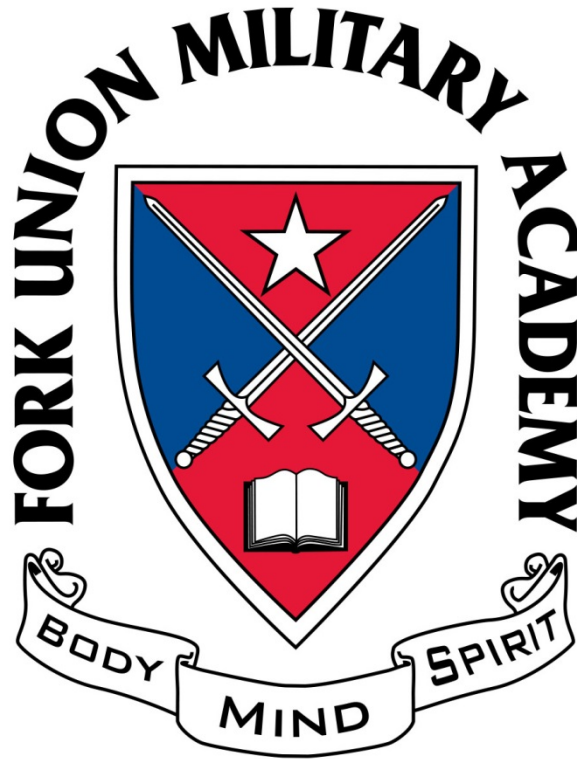


# The Blue Book



## **Cadet Handbook** **Fork Union Military Academy**



## Fork Union Military Academy

Commandants Department  
4744 James Madison Hwy  
Fork Union, VA 23055

1000  
REG  
2 Aug 2021

### **FORK UNION CADET REGULATIONS**

From: Commandant of Fork Union Military Academy  
To: All Hands

Subj: FORK UNION MILITARY ACADEMY CADET REGULATIONS

Ref: (a) Commandant's Review Board Policy  
(b) Disciplinary Review Board Policy  
(c) Fork Union Controlled Substances and Drug Paraphernalia Policy  
(d) Extra Duty (ED) Policy  
(e) Probation Policy  
(f) Conduct Policy

1. Purpose. The Fork Union Military Academy Cadet Regulations is designed to provide uniformity and standardization for all Fork Union Cadets. This Regulation prescribes procedures for all Fork Union Military Academy Cadets and Staff.
2. Cancellation. Fork Union Cadet Handbook (Blue Book dated 19 August 2019).
3. Summary of Revision. This Regulation has been revised to incorporate minor changes to existing procedures and rearrange material more logically. Additionally, a large amount of new information has been added to the Regulation. This Regulation should be reviewed in its entirety.
4. Scope. This Regulation encompasses all aspects of Cadet life at Fork Union Military Academy.
5. Recommendation of Modification. Recommendations for improving or modifying the Cadet Regulation are invited. Recommend changes will be submitted to the Commandant of Fork Union Military Academy.
6. Action. All Fork Union Military Academy Cadets shall familiarize themselves with this Regulation.
7. Day Students Applicability. This Regulation is applicable to the Fork Union Military Academy Day Students.
8. Certification. Reviewed and approved this date.

R. A. MOSS  
LTC (Ret)  
Commandant

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# **Section I: History/Mission/Vision**

## **Fork Union Military Academy History**

Public high schools did not exist in this area in the late 19th and early 20th centuries. In fact, in 1900, only 8% of all Americans aged 14-17 attended high school, and only 11% of those few students expected to attend college.

Seeing a need for a local college preparatory school, Dr. William E. Hatcher, a prominent Baptist minister, founded Fork Union Academy in October of 1898 with nineteen boys and girls in the first class. The military structure was added in 1902 to provide organization, discipline, and physical development for the young men of this rapidly growing school. In 1913, the school's name was changed to Fork Union Military Academy and the school became an all-male institution. This same year, the academy began receiving support from the Baptist General Association of Virginia, and this affiliation continues today.

At one time, there were hundreds of private military schools across the nation. Today, fewer than forty remain. Fork Union lives on as one of the largest and most successful military schools in the country because we have not changed our philosophy and guiding principles that have built academic success for generations of young men. We have held steadfast to our primary mission.

## **Mission Statement**

Our mission is to educate, develop, and inspire young men in a college preparatory, Christian, military environment. Cadets build character and learn leadership, independence, confidence, responsibility, and discipline in a setting that encourages mental, physical, and spiritual growth.

## **Vision**

Fork Union Military Academy's vision is to be a national leader among independent boarding schools. Our faculty, facilities, and programs exemplify excellence, especially in the area of academic preparation for higher education. The school environment and culture will promote Christian values and cultivate strength of character, self-discipline, and critical thinking skills essential for lifelong learning, leadership, and service to others.

## Section II: Core Values

Fork Union Military Academy is guided by five core values: Respect, Integrity, Faith, Character, and Discipline.

### Respect

We respect ourselves, others, and the resources around us. We treat each other with fairness, dignity, and compassion. This creates trust, confidence, learning, and high performance. We value diversity and encourage individual opportunity, growth, and creativity. We are a team.

*So in everything, do others what you would have them to do to you, for this sums up the Law and the Prophets. Mathew 7:12 (NIV)*

### Integrity

Integrity is synonymous with truth and honesty. We mean what we say and say what we mean. When we make a promise, we do so in the presence of God. We always tell the truth and are people of our word.

*Whoever walks in integrity walks securely, but whoever takes crooked paths will be found out. Proverbs 10:9 (NIV)*

### Faith

Faith means to have complete trust. We acknowledge that God provides opportunities for us to have a positive impact on the world. We know we are on this Earth to serve Him. The world revolves around God; it does not revolve around any one of us. We focus on serving others.

*Be on your guard; stand firm in the faith; be courageous; be strong. 1 Corinthians 16:13 (NIV)*

### Character

Reputation is defined by our character. We live lives guided by our conscience, and directed by respect, integrity, and Christian values. We demonstrate our character every day, and always strive to do what is right. We support others as they do the same. We reflect God.

*Blessed are those whose ways are blameless, who walk according to the law of the Lord. Psalm 119:1 (NIV)*

## **Discipline**

We create positive habits of thought, speech, and action through deliberate practice. We maintain high standards. Learning discipline allows us to improve, achieve our goals, cooperate with others, and thrive in adversity. Freedom comes through discipline.

*For the Spirit God gave us does not make us timid, but gives us power, love, and self-discipline. 2 Timothy 1:7 (NIV)*

# Section III: Leadership

## Fork Union Military Academy Leader Development Model

“We are what we repeatedly do. Excellence, then, is not an act, but a habit.” Aristotle

Our goal at Fork Union Military Academy is to develop bright young men who can lead with character. Leader and value development are at the core of everything we do. This is a continuous process of integrating core values and leadership skills into every Cadet interaction, “whether in the barracks, in the classroom, around the campus, or while engaged in athletics.” We are driven by purpose and called to lead.

### Leadership Traits

The 14 leadership traits are qualities of thought and action which, if demonstrated in daily activities, help Cadets earn the respect, confidence, and loyal cooperation of other Cadets. It is extremely important that you understand the meaning of each leadership trait and how to develop it, so you know what goals to set as you work to become a good leader and a good follower.

### JUSTICE

**Definition:** Justice is defined as the practice of being fair and consistent. A just person gives consideration to each side of a situation and bases rewards or punishments on merit.

**Suggestions for Improvement:** Be honest with yourself about why you make a particular decision. Avoid favoritism. Try to be fair at all times and treat all things and people in an equal manner.

### JUDGMENT

**Definition:** Judgment is your ability to think about things clearly, calmly, and in an orderly fashion so that you can make good decisions.

**Suggestions for Improvement:** You can improve your judgment if you avoid making rash decisions. Approach problems with a commonsense attitude.

### DEPENDABILITY

**Definition:** Dependability means that you can be relied upon to perform your duties properly. It means that you can be trusted to complete a job. It is the willing and voluntary support of the policies and orders of the chain of command. Dependability also means consistently putting forth your best effort in an attempt to achieve the highest standards of performance.



**Suggestions for Improvement:** You can increase your dependability by forming the habit of being where you're supposed to be on time, by not making excuses and by carrying out every task to the best of your ability regardless of whether you like it or agree with it.

## **INITIATIVE**

**Definition:** Initiative is taking action even though you haven't been given orders. It means meeting new and unexpected situations with prompt action. It includes using resourcefulness to get something done without the normal material or methods being available to you.

**Suggestions for Improvement:** To improve your initiative, work on staying mentally and physically alert. Be aware of things that need to be done and then to do them without having to be told.

## **DECISIVENESS**

**Definition:** Decisiveness means that you are able to make good decisions without delay. Get all the facts and weight them against each other. By acting calmly and quickly, you should arrive at a sound decision. You announce your decisions in a clear, firm, professional manner.

**Suggestions for Improvement:** Practice being positive in your actions instead of acting half-heartedly or changing your mind on an issue.

## **TACT**

**Definition:** Tact means that you can deal with people in a manner that will maintain good relations and avoid problems. It means that you are polite, calm, and firm.

**Suggestions for Improvement:** Begin to develop your tact by trying to be courteous and cheerful at all times. Treat others as you would like to be treated.

## **INTEGRITY**

**Definition:** Integrity means that you are honest and truthful in what you say or do. You put honesty, sense of duty, and sound moral principles above all else.

**Suggestions for Improvement:** Be absolutely honest and truthful at all times. Stand up for what you believe to be right.

## **ENTHUSIASM**

**Definition:** Enthusiasm is defined as a sincere interest and exuberance in the performance of your duties. If you are enthusiastic, you are optimistic, cheerful, and willing to accept the challenges.

**Suggestions for Improvement:** Understanding and belief in your mission will add to your enthusiasm for your job. Try to understand why even uninteresting jobs must be done.

## **BEARING**

**Definition:** Bearing is the way you conduct and carry yourself. Your manner should reflect alertness, competence, confidence, and control.

**Suggestions for Improvement:** To develop bearing, you should hold yourself to the highest standards of personal conduct. Never be content with meeting only the minimum requirements.

## **UNSELFISHNESS**

**Definition:** Unselfishness means that you avoid making yourself comfortable at the expense of others. Be considerate of others. Give credit to those who deserve it.

**Suggestions for Improvement:** Avoid using your position or rank for personal gain, safety, or pleasure at the expense of others. Be considerate of others.

## **COURAGE**

**Definition:** Courage is what allows you to remain calm while recognizing fear. Moral courage means having the inner strength to stand up for what is right and to accept blame when something is your fault. Physical courage means that you can continue to function effectively when there is physical danger present.

**Suggestions for Improvement:** You can begin to control fear by practicing self-discipline and calmness. If you fear doing certain things required in your daily life, force yourself to do them until you can control your reaction.

## **KNOWLEDGE**

**Definition:** Knowledge is the understanding of a science or art. Knowledge means that you have acquired information and that you understand people. Your knowledge should be broad, and in addition to knowing your job, you should know your unit's policies and keep up with current events.

**Suggestions for Improvement:** **Suggestions for Improvement:** Increase your knowledge by remaining alert. Listen, observe, and find out about things you don't understand. Study field manuals and other military literature.

## **LOYALTY**

**Definition:** Loyalty means that you are devoted to your country, FUMA, and to your seniors, peers, and subordinates. The motto of our Academy is Body, Mind, and Spirit. You owe unwavering loyalty up and down the chain of command, to seniors, subordinates, and peers.

**Suggestions for Improvement:** To improve your loyalty you should show your loyalty by never discussing the problems of Fork Union Military Academy or your Company with outsiders. Never talk about seniors unfavorably in front of your subordinates. Once a decision is made and the order is given to execute it, carry out that order willingly as if it were your own.

## **ENDURANCE**

**Definition:** Endurance is the mental and physical stamina that is measured by your ability to withstand pain, fatigue, stress, and hardship. For example, enduring pain during a conditioning march in order to improve stamina is crucial in the development of leadership.

**Suggestions for Improvement:** Develop your endurance by engaging in physical training that will strengthen your body. Finish every task to the best of your ability by forcing yourself to continue when you are physically tired, and your mind is sluggish.

Because it is important to always be able to remember the basic leadership traits, the acronym "**J.J. DID TIE BUCKLE**" is used. Each letter in the acronym corresponds to the first letter of one of the traits. By remembering the acronym, you will be better able to recall the traits.

### **Leadership Principles**

- Know yourself and seek self-improvement.
- Develop a sense of responsibility among your subordinates.
- Make sound and timely decisions.
- Set the example.
- Know your Cadets and look out for their welfare.
- Keep your Cadets informed.
- Seek responsibility and take responsibility for your actions.
- Ensure assigned tasks are understood, supervised, and accomplished.
- Train your Cadets as a team.
- Employ your command in accordance with its capabilities.

## **Core Values**

Fork Union Military Academy acknowledges that the core values of respect, integrity, faith, character and discipline are based on unwavering absolutes. Leadership, by definition, is a moral proposition resulting in good. The question “Do objective moral values exist?” is answered each morning as Cadets treat others as they deserve to be treated.

## **Leadership**

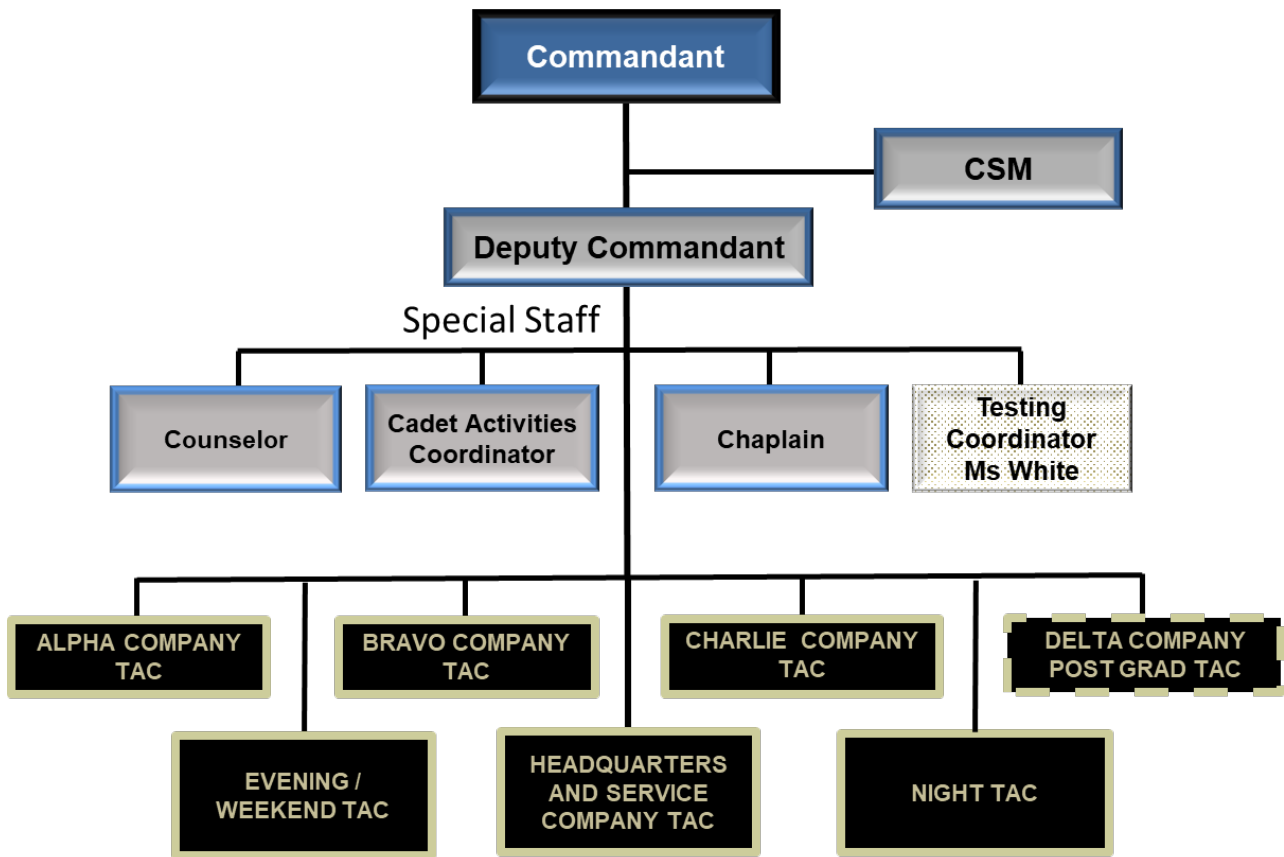
Leadership is a skill that can be learned. It is built upon core values, leader-essential skills such as conflict management, etiquette, and communication. In addition, FUMA-specific leadership roles (chain of command, Cadet officer and NCO responsibilities, and the conduct system) are necessary components.

## **Emotional and Mental Awareness**

Proverbs 23:7 reads, “For as he thinketh in his heart, so is he...” Thoughts develop emotions producing behavior, both good and bad. Repeated behavior becomes habit. Leadership traits and principles are qualities found in leaders, they set a foundation, and enable Cadets to be proactive in their thought and emotional wellness. A Cadet who can lead himself, is better equipped to lead others.

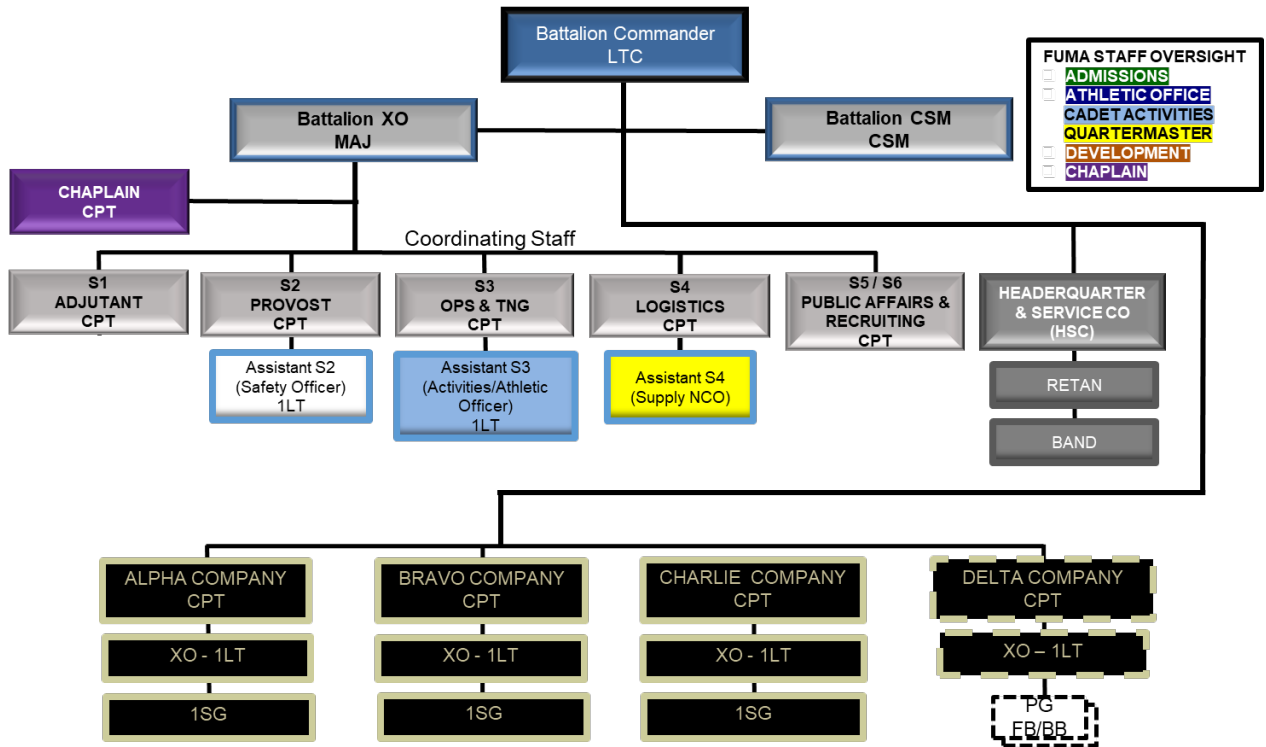
# Section IV: Chain of Command

## COMMANDANT'S DEPARTMENT TASK ORGANIZATION CHART

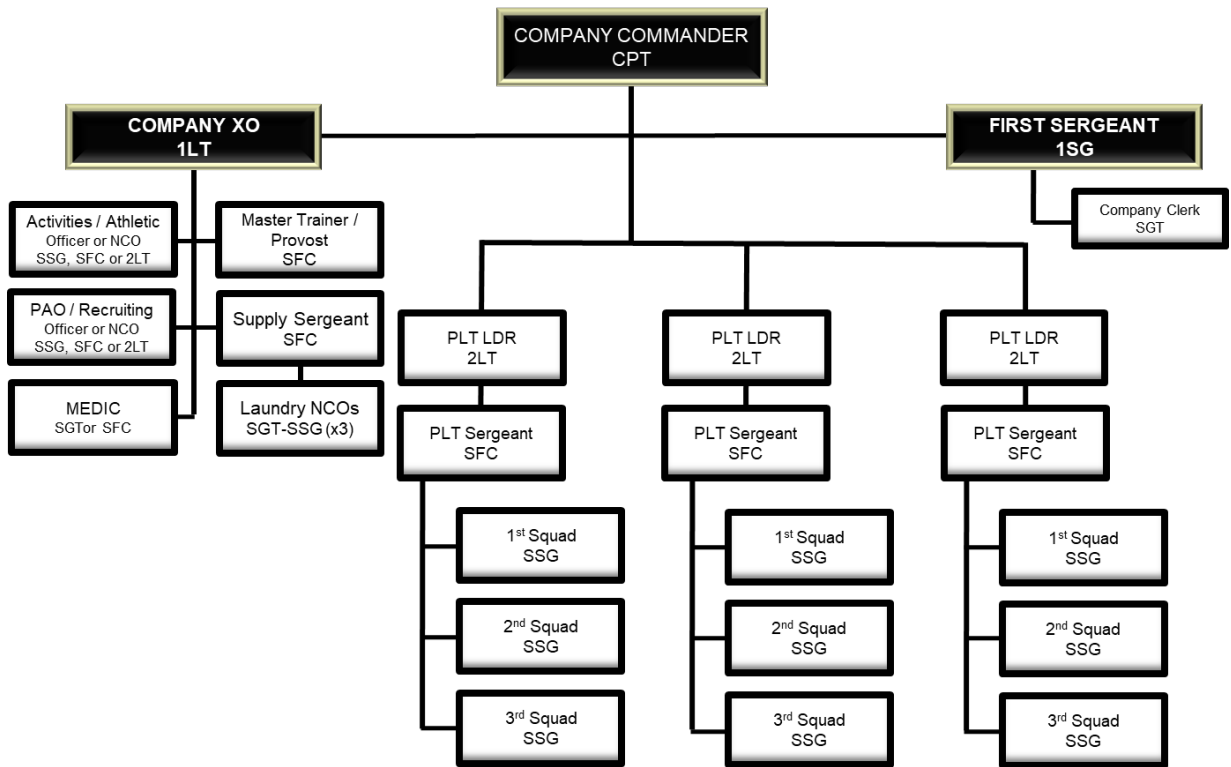


TAC = Teach, Advise and Coach

## FUMA BATTALION ORGANIZATION CHART



## FUMA COMPANY ORGANIZATION CHART



# Section V: Principles of Cadet Governance

## Body

A Fork Union Military Academy Cadet is easily recognizable as an individual whose outward appearance reflects his inward attitude. He understands that he represents the academy at all times. When travelling, he remains in full uniform and abides by all Cadet regulations.

Fork Union Cadets are physically active and eagerly pursue activities that serve to improve physical health. Many Cadets participate in competitive, interscholastic athletics. Those who do not will participate in regular organized physical training. Cadets participate in athletic endeavors with a positive attitude and are respectful of all other participants. Good sportsmanship is always displayed.

Cadets eat well-balanced meals, making sure to include choices from a variety of food groups and limit their intake of desserts. A Cadet conducts himself as a gentleman at all times. During meals, we respect the other members of the community present by conducting ourselves appropriately. Women are always treated with respect.

## Article 1. Personal Hygiene

A Cadet takes pride in his personal hygiene, showing respect for others through thoughtful care of his person. Regular washing, teeth brushing, personal grooming, and use of appropriate hygiene products are the expectation. His uniform is properly maintained and worn well.

### 1.1. Hygiene

1.1.1. Cadets are expected to bathe daily and have groomed nails.

1.1.2. Cadets will have a regulation haircut and be clean-shaven at all times.

1.1.2.1. Hair will be neat and closely trimmed. Hair will be kept 1 inch or less on top. The sides will be tapered/faded all the way around the head. No block lines and no temple tapers are allowed. Hard parts are not authorized.

- 1.1.2.2.** Sideburns will not extend below the top of the orifice of the ear. Sideburns will not be styled to taper, flare or come to a point. The length of an individual hair of the sideburn will not exceed 1/8 inch when fully extended.
- 1.1.3.** Hairstyle. Head hair will be styled so as not to interfere with the proper wear of uniform headgear. Hair, which protrudes from beneath properly worn headgear in an unsightly manner, is considered excessive, regardless of length. Hair styles will conform to the natural shape of the head without eccentric directional flow, twists or spiking. Parting of the hair must be natural, no cut, trimmed, or shaved hair parts. The following hair style types are considered eccentric and are not authorized (this list is not all inclusive): (1) hair styled to run as a strip down the center of the scalp (i.e. "Mohawk" fashion); and (2) hair styles that are asymmetrical (unbalanced or lopsided) or have etchings of letters, signs or figures, are not considered natural in appearance. Braiding of the hair is not authorized for Cadets. When used, hair gel/mousse should provide a conservative, natural appearance.
- 1.1.4.** Hair color. All hair must be the cadet's natural hair color.
- 1.1.5.** The Commandant's Department has final oversight on regulation haircuts, any recommended changes can be routed through the Commandant's Department for review.
- 1.1.6.** Cadets are authorized to obtain haircuts off-campus, but they must meet the haircut regulations.
- 1.1.7.** Cadets are not authorized to cut another Cadet's or their own hair.
- 1.1.8.** Extreme hairstyles including parts, matted down hair, dyed hair and altered eyebrows are prohibited.
- 1.1.9.** Cadets must have a fresh haircut and proper shave for all inspections.
- 1.1.9.1.** Cadets are required to shave daily (as needed).
- 1.1.9.2.** Cadets are required to get weekly haircuts (as needed).
- 1.1.10.** Cadets who develop skin irritation due to shaving will report to the infirmary. Limited shaving passes may be authorized by the head nurse only.



## **1.2. Laundry**

**1.2.1.** Laundry and dry-cleaning service is provided by the academy.

**1.2.2.** Cadets will turn in laundry and dry-cleaning items on the designated day for their respective company.

**1.2.2.1.** Cadet pants are turned in according to company schedule and procedures.

**1.2.3.** Bed linen will be laundered weekly as scheduled.

**1.2.3.1.** Cadet pants are turned in according to company schedule and procedures.

**1.2.3.2.** Accurate counts for bed linen will be turned into the Company TAC Officer via the laundry Cadets or the Cadet Company First Sergeant.

**1.2.3.3.** Cadets will send out one laundry loop and one laundry bag daily. The laundry will be returned each day by the company supply NCO.

**1.1.1.1.** Laundry bags will not be filled more than halfway.

**1.1.1.2.** All laundry loops and bags will be secured and properly stenciled (See Figure 1 and Figure 2).

### **1.3. Personal Appearance**

**1.3.1.** Cadets are not authorized to tattoo, brand, or body pierce themselves or other Cadets.

**1.3.2.** Bracelets, earrings, and ear posts to include straw, are prohibited.

**1.3.3.** One necklace with religious significance may be worn if in good taste and not visible while in any uniform.

**1.3.3.1.** The necklace is not authorized while participating in an athletic event, practice or sport.

**1.3.4.** Room key lanyards will be properly secured to the Cadet's Belt and the key will be properly stowed. If no belt is worn, the lanyard will be worn around the neck and under the Cadet's shirt.

**1.3.5.** A black, silver, or gold watch with a black, silver, gold, or brown band and one Fork Union ring are authorized.

**1.3.5.1.** Smart watches and Fitbits are prohibited.

**1.3.5.2.** If a Fitbit is required for sporting events, then the device must be maintained by the coach

**1.3.6.** Subdued eyeglass frames are authorized (e.g., black, brown, gray, etc.). White, fluorescent, and intense colors are prohibited.

**1.3.7.** Do-rags are ONLY permitted from TAPs to reveille each night.

**1.3.8.** Cadets will demonstrate public modesty at all times. Cadets will be fully clothed at all times.

## **Article 2. Barracks Regulations**

### **2.1. Barracks Rooms and Areas**

**2.1.1.** Cadets will conduct themselves professionally in a military manner and in accordance with the core values at all times.

**2.1.2.** Cadets must enter and exit the barracks through their assigned company doors only.

**2.1.2.1.** Visiting other companies and walking through other company areas is prohibited.

**2.1.2.2.** Any visitation after Retreat or during cleanup is prohibited.

**2.1.2.3.** Any visitation during cleanup is prohibited

**2.1.2.4.** Center stairwells and exit doors are off limits to all cadets except Seniors. Seniors are allowed to use the center stairwells as exits from the building only. Center stairwells may be made off limits at the discretion of the Commandant.

**2.1.3.** Cadets will not enter, exit, talk through, or throw items from windows.

**2.1.4.** Cadets will be in bed at lights out, at the playing of taps each evening.

**2.1.5.** Quartermaster issued bathrobes will be worn to and from the showers in the barracks.

**2.1.6.** Electronic devices and musical instruments may only be played during authorized free times. These items must be played at a reasonable volume and only audible inside your room.

**2.1.7.** Seniors are authorized to keep fishing equipment in their room for use at the pond. All other cadets must maintain any fishing equipment in the designated company storage area

**2.1.8.** Cadets are authorized to keep small athletic equipment such as a basketball, baseball and glove and soccer ball in the food section of their bed locker. Baseball bats, fishing poles, and lacrosse sticks are controlled and stored in the company storage room.

**2.1.9.** Room changes are authorized only through the Company TAC Officer.

**2.1.9.1.** The Commandant's Department is the approval authority for Request(s) for a Cadet to change companies.

**2.1.10.** Barracks are for current Cadets of Fork Union Military Academy only. Exceptions are determined by the Commandant's Department.

**2.1.11.** Electric appliances such as box fans, blenders, toasters, hot plates, heaters, coffee pots, and microwaves are not authorized in a Cadets Room (See Enclosure 7 – for an authorized appliance list).

**2.1.12.** Cadets will only enter another Cadet's room in the line of duty or at the invitation of the occupant. Cadets may only visit in their company, unless authorized by the Company TAC Officer.

**2.1.12.1.** Maximum room occupancy is four Cadets at a time.

**2.1.12.2.** Maximum room occupancy for the Company Lounge is no more than 20 Cadets at a time (See Enclosure 7 for authorized and unauthorized items).

**2.1.13.** Tampering with electric wires, TV, or computer cables, electric panels, phones, ceiling tiles, vending machines, and bathroom fixtures is prohibited.

**2.1.14.** Possession of cellphones, and any device that can take pictures is prohibited.

**2.1.14.1.** Cellphone chargers are required to be turned in with their cellular device. Chargers are not authorized in their barracks room or any other area on campus.

**2.1.15.** Civilian clothes regulations

**2.1.15.1.** Civilian clothes are defined as any item that is not issued by Fork Union Military Academy, or available for purchase from the Quarter Master.

**2.1.15.2.** Civilian clothes and luggage are stored in designated company storage areas only.

**2.1.15.3.** Civilian clothes are picked up only during a time specified by the Company TAC Officer.

**2.1.15.4.** Civilian clothes are not issued for day pass.

**2.1.15.5.** The academy is not responsible for stored items.

**2.1.15.6.** Cadets are not permitted on campus in civilian clothes during the academic calendar year.

## **Article 3. Inspections and Accountability**

### **3.1. Barracks Inspection**

**3.1.1.** The Commandant's Department and Cadet leadership will conduct daily Barracks inspections, to include room and common areas.

**3.1.2.** Consistent Barracks infractions may result in demerits and tours.

## **3.2. Saturday Inspection**

**3.2.1.** Personal appearance and barracks inspections are made on Saturdays as determined by the Commandant's Department.

**3.2.1.1.** Battalion Staff will inspect each company and turn copies of inspection sheets to the commandant's department by 1200.

**3.2.1.2.** Any Cadets with more than 2 personal appearance infractions or 5 room infractions will be reinspected by the company commander and battalion S-2 at 1300 on the same day.

**3.2.1.3.** The Commandant's Department will inspect in lieu of battalion staff at the Commandant's discretion.

**3.2.2.** All discrepancies/infractions must be corrected prior to going on Day Pass.

## **Article 4. Cadet Social Center and Chain Lab**

### **4.1. Chain Lab Regulations**

**4.1.1.** The Chain Lab will be open according to published schedule and is subject to change.

**4.1.2.** The Social Center is available for use by Cadets having at least satisfactory Conduct Performance Level.

**4.1.2.1.** Cadets with unserved tours are not authorized access to the Chain Lab

**4.1.3.** Cadets will be in the uniform of the day when in the Chain Lab.

### **4.2. Social Center Regulations**

**4.2.1.** The Cadet Social Center will be open according to published schedule and is subject to change.

**4.2.2.** The Social Center is available for use by Cadets having at least satisfactory Conduct Performance Level.

**4.2.2.1.** Cadets with existing tours are not authorized access to the Social Center.

**4.2.3.** Social Center equipment is intended for use in that space only. Removal of any equipment is prohibited.

**4.2.4.** Cadets will be in a full uniform while in the Social Center.

**4.2.4.1.** Specific permission to adjust the uniform may be authorized by the Commandant's Department.

**4.2.5.** Cadets not conducting themselves appropriately will be denied Social Center privileges and issued demerits or tours.

## **Article 5. Athletic Department**

### **5.1. Sportsmanship**

**5.1.1.** Cadet student athletes represent Fork Union Military Academy at all times and will conduct themselves appropriately both on and off campus. All Cadet rules apply, on and off campus.

**5.1.1.1.** Cadets will refrain from the use of insulting or profane language or unprofessional conduct.

**5.1.1.2.** Violation of this standard will result in permanent removal from that athletic event in which he is engaged and other disciplinary measures, as determined by the Commandant.

### **5.2. Participation**

**5.2.1.** Participation on an athletic team is a privilege and a commitment.

**5.2.1.1.** Once a Cadet makes an athletic team, he is expected to remain on the team for the duration of that season. Failure to fulfill commitment will result in demerits and/ or tours.

**5.2.1.2.** Cadets will not go on leave or day pass until after all athletic commitments have been met and approved by the Commandant's Department.

**5.2.2.** Practice for athletic teams or athletic contests does not excuse a Cadet from extra duty assigned by the Commandant.

**5.2.3.** Cadets may attend practice only after all extra duty tours are served.

**5.2.4.** Cadets receiving tours the day of a game are permitted to participate in the game that day.

**5.2.4.1.** Extra duty commences immediately following participation in the game the same day if time allows.

### **5.3. Athletic Injury**

#### **5.3.1. Concussion**

**5.3.1.1.** Concussion baseline testing is required for all new Cadets when they check in to Fork Union Military Academy each year.

**5.3.1.1.1.** Concussion baseline test is valid for two years (As long as the Cadets have not had any head injuries since the last exam).

**5.3.1.2.** Participation in any physical activity prior to concussion testing is prohibited.

**5.3.1.3.** If a Cadet sustains a head injury, he is prohibited from engaging in any physical activity or athletic competition or training until cleared by a physician, nurse, or Fork Union Military Academy athletic trainer as per Fork Union Military Academy's Concussion Action Plan.

#### **5.3.2. Certified Athletic Trainers are available to Cadets.**

**5.3.2.1.** Directives related to rehabilitation or injury recovery are provided by a Fork Union Military Academy trainer and will be followed without fail.

**5.3.2.1.1.** Cadets who are not able to stand in formation or march with their company will be issued an off-rank's pass.

**5.3.2.1.1.1.** Off-rank's passes will be issued by the Infirmary staff only.

**5.3.2.1.2.** Cadets with lower extremity issues are only authorized to wear shoes of a subdued color with the permission of the infirmary and Commandant's Department.

**5.3.3.** Accidents or injuries are to be immediately reported to the infirmary or the athletic trainer, and the Commandant's Department.

**5.3.4.** Never attempt to move an injured person. Instead, contact infirmary or trainer immediately.

### **5.4. Athletic Attire**

**5.4.1.** The only athletic clothing allowed in the Barracks are those items that are issued by the Quartermaster Department for general athletic use.

**5.4.1.1.** Team, group or specific recognition clothing must be approved by the Commandant.

**5.4.2.** All athletic clothing and areas in which athletic items may be worn are specified by the Commandant.

**5.4.2.1.** Athletic clothing is only to be worn to and from an athletic event, unless otherwise authorized by the Commandant.

**5.4.3.** Team athletic equipment or clothing is only authorized for storage in the designated barracks storage area(s) that is managed by the Company TAC Officer.

**5.4.4.** Cadets will not engage in athletic activities while wearing any of the Cadet dress uniforms, e.g., class B or class A attire.

**5.4.5.** Athletic uniforms will not be altered in any way (cut-offs, removed sleeves, drawstrings, etc.)

**5.4.6.** Spiked shoes and/or cleats are worn outside only, unless specific permission is granted by a coach.

## **5.5. Valuables**

**5.5.1.** Fork Union Military Academy is not responsible for any items that are lost or stolen from the athletic buildings, fields, or on campus.

**5.5.2.** Cadets are instructed to maintain and secure all valuable items in the appropriate secure locations.

## **5.6. Basketball Areas**

**5.6.1.** No dunking or grasping of basketball goals is allowed, unless an organized practice is being held under direct supervision of a basketball coach.

**5.6.2.** Attempts to dunk the basketball from an object is not authorized. (This includes chairs, boxes, bleachers, or any other items).

## **5.7. Team Rooms**

**5.7.1.** Only members of the team assigned to a specific locker room are allowed in that area at any time, unless specifically directed to enter by a coach.

**5.7.2.** Cadets are expected to conduct themselves appropriately at all times in their team room.



**5.7.3.** Only Cadets who are team members assigned to a specific locker room are allowed to use the shower room and toilet facilities in that space.

**5.7.3.1.** If given the opportunity, Cadets must shower in the team rooms in lieu of the barracks facilities.

**5.7.3.2.** These activities do not excuse Cadets from missing any other events, i.e. Retreat or Call to Quarters (CQ).

## **5.8. Estes Athletic Center Field House**

**5.8.1.** Free time use of the main floor of the field house is restricted to playing basketball and running or jogging on the track or activities approved by the athletic director.

**5.8.2.** The high jump or pole vault mats are off-limits unless under the direct supervision of a coach for practice of field events.

**5.8.3.** Football, baseball, lacrosse, soccer, tennis, etc. is only permitted on the main floor of the field house under the direct supervision of a coach conducting organized practice.

**5.8.4.** Food and drink are prohibited on the main floor of the field house, unless distributed or approved by an athletic coach or trainer.

## **5.9. Thomas Gymnasium**

**5.9.1.** The upstairs floor (basketball court) of the Thomas Gymnasium is off-limits and is used only when under the direct supervision of a coach.

## **5.10. Outdoor Athletic Areas**

**5.10.1.** The football field/parade field in front of the stadium and the baseball infields are off-limits unless a coach is having an organized practice or prior authorization is given by the Athletic Director.

## **5.11. Aquatic Center**

**5.11.1.** Cadets are not permitted to use the pool except during established hours when a certified lifeguard is on duty.

**5.11.2.** Swimmers may not enter other areas of the Estes Center while wearing swimming pool attire unless approved by a coach.

**5.11.3.** The only swimming pool attire authorized for Cadets is swimsuits or shorts specifically designed for swimming pool/open water use. FUMA issued PT gear (e.g., athletic shorts or gear) is not authorized.

**5.11.4.** Food, drink, and chewing gum are prohibited in the Aquatic Center.

**5.11.5.** Overnight storage of gear in the Aquatic Center locker rooms by Cadets is not authorized. Items left behind will be placed in the "lost and found" bin.

**5.11.6.** Running and horseplay on the pool deck is prohibited. Furthermore, rough or dangerous play in the water, including chicken fighting and wrestling, is not permitted.

**5.11.7.** Obey the lifeguard at all times.

**5.11.8.** Stay off the starting blocks and deck equipment at all times unless instructed by a coach.

**5.11.9.** Prior to entering the pool, Cadets will rinse off using the on-deck showers.

**5.11.10.** The diving board will be open at the discretion of the faculty or staff supervisor. Only one Cadet at a time is allowed on the diving board.

**5.11.11.** Failure to abide by the stated rules and regulations will result in a loss of individual swimming pool privileges.

## **Article 6. Physical Training (PT)**

### **6.1. Physical Training (PT)**

**6.1.1.** All cadets will participate in a sport or off season.

**6.1.2.** Permission to miss sports may only be granted by the Commandant, Deputy Commandant, or Company TAC Officer and the Coach.

**6.1.3.** Unauthorized absence from sports will result in demerits and/or tours.

## **Article 7. Dining Hall**

### **7.1. Dining Hall Conduct**

**7.1.1.** Cadets will conduct themselves as gentlemen, will be courteous to all staff, and will display good table manners at all times.

**7.1.2.** A Cadet will enter the dining hall in the uniform of the day unless otherwise specified by the Commandant's Department.

**7.1.3.** Cadets will not bring any items into the dining hall (e.g. sports equipment, rifles, etc.)

**7.1.3.1.** The Dining Hall is not responsible for any lost or stolen items.

**7.1.3.2.** Backpacks are authorized in the Dining Hall.

**7.1.4.** Cadets will speak at a reasonable volume and only to individuals seated at their table.

**7.1.5.** Cadets will only enter the dining hall through approved doors, and progress orderly through the serving line.

**7.1.6.** Cadets will eat and drink only when they are seated at their table.

**7.1.6.1.** During Corps Formations or March Over, Cadets will sit in their assigned Company Areas.

**7.1.7.** A Cadet is expected to take only food he is willing to eat and to finish all the food he takes in the dining hall.

**7.1.8.** If a second serving is desired, a Cadet will take a new plate from the serving line and return to his original seat.

**7.1.9.** Jackets are hung neatly on the back of a Cadet's chair when dining. All hats will go under the Cadet's chair.

**7.1.10.** Prior to departing the dining hall, Cadets will clean up their eating area, ensuring that it is in good order.

**7.1.10.1.** Cadet Officers will patrol their company area after eating.

**7.1.11.** A Cadet will pick up their chair and not slide it on the ground when sitting down and standing up.

**7.1.12.** A Cadet will keep all four legs of his chair on the ground at all times while seated.

**7.1.13.** A Cadet will not tamper with the condiments at the table, touch another Cadet's food or drink, nor share food or drink.

**7.1.14.** Cadets are not permitted to bring food or drink into nor take food or drink out of the dining hall.

**7.1.14.1.** Only cups provided by the Dining Hall are authorized to be used for drinks.

**7.1.15.** Cadets are not permitted into the kitchen unless approved by dining hall staff.

**7.1.16.** The Battalion S-4 staff is responsible to collect all lost and found items from the Dining Hall and turn them over to the Commandant's Department.

## **7.2. Accidental Breakages**

**7.2.1.** Accidental breakages will be reported to the Director of Food Services or dining hall staff.

**7.2.1.1.** A Cadet is responsible for cleaning up any food or spillage in his area or as a result of accidental breakage.

## **7.3. Dining Hall Commands**

**7.3.1. Attention:** Cadets will sit at attention with hands folded in their laps.

**7.3.2. At Ease:** Cadets may continue to eat and drink, but not talk.

**7.3.3. Rest:** Cadets may continue to eat or commence eating and are permitted to talk at a low volume to those seated at their table.

# **Article 8. Medical Policy Overview**

## **8.1. Medical Leave**

**8.1.1.** Absence from the academy for the purpose of medical treatment or convalescence is classified as "Medical Leave."

**8.1.2.** Provisions for Medical Leave

**8.1.2.1.** Medical leave must be approved by the school's Head Nurse, Commandant or Deputy Commandant, and the Academic Dean if class is missed.

**8.1.2.2.** A Cadet who becomes sick or injured while away from the academy, and who is unable to return to the academy on time, will notify the nurse on call in the infirmary.

**8.1.2.3.** A Cadet on medical leave will return to the academy as soon as he is physically able.

**8.1.2.4.** A Cadet returning from medical leave must provide a report to the infirmary from his attending physician immediately upon return.

**8.1.2.5.** Non-emergent medical procedures are scheduled during a Cadet's regular leave time.

**8.1.2.6.** A Cadet must have a medical pass to leave campus for all medical related appointments.

### **8.1.3. Day Student Medical Appointments**

**8.1.3.1.** Medical, dental, and orthodontic appointments should be scheduled after class, drill time, and athletic commitments have been fulfilled.

**8.1.3.2.** Routine appointments should be scheduled during major leaves.

**8.1.3.3.** Any medical leave must first be directed to the academy's Head Nurse (434.842.4314). The request is then forwarded to the Deputy Commandant for approval.

**8.1.3.4.** Any missed class time must be approved by the Academic Dean.

**8.1.3.5.** Day student parents are responsible for transportation to any appointments.

## **8.2. Infirmary Regulations**

**8.2.1.** Cadets with illness and injuries that are not an emergency should report to the infirmary between 0630 and 0700 hours Monday through Friday.

**8.2.2.** Infirmary permission slips are not required during the 0630 to 0700 hours period.

**8.2.3.** Permits are not required for Cadets reporting to take medications.

**8.2.4.** All ill or unseen Cadets will report at the above time. The Cadets are screened by the nurse and Sick Call Permits to see the physician are issued as necessary.

**8.2.5.** Permits are issued to prescheduled Cadets the evening before their appointment.

**8.2.6.** Infirmary Permits are required at all other times.

**8.2.7.** Doctor's Sick Call is held at 0725 hours Monday through Friday.

**8.2.7.1.** After seeing the physician, each Cadet is given an Infirmary Permit with the departure time from the infirmary and any special medical orders.

**8.2.7.2.** Cadets will present the permit to their instructor or TAC Officer. The permit is returned to the Cadet if it contains special medical instructions.

**8.2.7.3.** Cadets departing the infirmary will report to their class immediately. No more than five minutes is allowed between the time of departure and the time of arrival in the classroom.

**8.2.8.** Cadets reporting to the infirmary other than between 0630 and 0700 hours will secure an Infirmary Permit from:

**8.2.8.1.** His instructor when classes are in session.

**8.2.8.2.** The Evening TAC during CQ.

**8.2.8.3.** The Commandant's Department at all other times.

**8.2.9.** In the event of a medical emergency, no permit is required.

**8.2.10.** Cadets going to the infirmary will wear the uniform of the day, except in an emergency situation.

**8.2.11.** Space permitted, sick Cadets in need of bed rest are retained in the infirmary until they are able to report for duty. Cadets will not routinely be sent back to barracks for bed rest.

**8.2.12.** Cadets admitted to the infirmary will remain there until properly discharged by the doctor or nurse.

**8.2.12.1.** Cadets admitted to the infirmary are required to wear athletics while in the infirmary.

**8.2.12.2.** Cadets admitted to the infirmary will comply with all rules and regulations concerning infirmary operation and study CQ and electronic devices.

### **8.3. Medication Rules**

**8.3.1.** Cadets are not permitted to keep any medicines (prescription or over the counter) without written authorization from the infirmary staff.

**8.3.1.1.** No medication, unless authorized by the infirmary with a permit, is allowed in the barracks.

**8.3.1.2.** Medicines authorized by the infirmary staff to be kept in the barracks room must be locked in the Cadet's bunk section at all times.

**8.3.2.** Athletic supplements or powdered performance enhancing supplements are approved and authorized by the Director of Sports Performance.

**8.3.2.1.** All supplements must be stored with the Director of Sports Performance at Estes Athletic Center.

**8.3.2.1.1.** All supplements brought to the Academy for use must be sealed.

**8.3.2.1.2.** Supplements are not authorized to be used or stored without the direct supervision of the Director of Sports Performance.

**8.3.2.1.3.** The Director of Sports Performance maintains the list of authorized supplements.

**8.3.3.** Unauthorized consumption or distribution of any medication or controlled substance will result in corrective measures and will include punitive action up to the Cadet's dismissal from the academy.

**8.3.4.** Cadets are required to take their medication as prescribed.

**8.3.4.1.** Neglecting to take medicine as prescribed is a demerit offense.

**8.3.5.** Cadets taking daily prescribed medications are expected to report to the infirmary at the following times:

**8.3.5.1.** Breakfast 0630-0715 hours

**8.3.5.2.** Lunch 1145-1300 hours

**8.3.5.3.** Dinner 1800-1850 hours

**8.3.5.4.** Times other than these are arranged on an individual basis by the nursing staff.

**8.3.5.5.** When the infirmary is closed for meals, or when the nurse is away, the Cadet is expected to wait for return at the specified time.

**8.3.6.** The infirmary door buzzer is for emergencies only.

**8.3.7.** Cadets are prohibited from transporting any prescribed behavioral medication to and from the academy.

**8.3.8.** Parents may pick up weekend leave medications from the nurse.

**8.3.9.** If medicines need to be mailed home for major leaves, please contact the infirmary in advance by email at [infirmary@fuma.org](mailto:infirmary@fuma.org) or phone at 434.842.4310.

**8.3.10.** It is the parent's/guardian's responsibility to assure the infirmary has an adequate medicine supply for their son.

**8.3.11.** Parents are encouraged to contact the infirmary to request a medication count.

#### **8.4. Emergency Leave**

**8.4.1.** Absence from the academy due to severe illness or death of a member of the Cadet's immediate family is classified as "Emergency Leave."

**8.4.1.1.** A member of the immediate family is defined as the parents, grandparents, siblings of a Cadet as well as any guardian living in the same home as the Cadet at the time of enrollment.

**8.4.2.** In the event of a death in the family, the Cadet or his family requesting emergency leave will be required to furnish the Commandant's Department with the following information:

**8.4.2.1.** Name of deceased

**8.4.2.2.** Relationship

**8.4.2.3.** Funeral Director and telephone number

**8.4.2.4.** Date of interment

**8.4.3.** If a Cadet is absent due to severe illness, supporting medical documentation must be supplied to the infirmary upon his return to campus.



## **Article 9. Valuables**

### **9.1. Personal Belongings**

**9.1.1.** Personal belongings are to be stored inside the right most section of the Bed Locker and the bed locker secured with the combination lock that is issued to the cadet by the Quartermaster.

**9.1.2.** Borrowing and lending of any money or valuables is strictly forbidden and will result in demerits/tours.

**9.1.3.** Fork Union Military Academy ensures the cadet has every opportunity to secure valuables. Fork Union Military Academy is not responsible for any lost or stolen items.

### **9.2. ATM Machine**

**9.2.1.** An ATM machine is available in the dining hall for Cadet use.

**9.2.2.** A Cadet is not permitted to have more than **\$40.00** in cash in his possession at any time.

**9.2.2.1.** Valuables, to include money and ATM cards, must be secured in locked bed locker.

**9.2.2.2.** Fork Union Military Academy is not responsible for any lost or stolen items.

**9.2.3.** The business office does not dispense money from Cadet accounts directly to Cadets.

## **Article 10. Leave and Day Pass**

### **10.1. Leave**

**10.1.1.** Most leaves begin after class on Friday and end at 1900 hours on Sunday evening.

**10.1.1.1.** For Sunday parades, weekend leave will terminate on Sunday at 1300 hours unless otherwise directed by the Commandant.

**10.1.2.** Refer to the school calendar and/or email Communications Director for variations of leave departure and return times.

**10.1.2.1.** Special leaves may be added at the Commandant's discretion.

**10.1.3.** A Cadet must have his parent's or guardian's permission form on file at the academy before he is approved leave.

**10.1.4.** A leave request is approved for Cadets to go to the home of another Cadet if a written invitation is on file or is provide to the Secretary of the Commandant.

**10.1.5.** Travel for leaves and day passes is by commercial carrier or by private means with a driver over 21 years of age.

**10.1.6.** Cadet Company Commanders will ensure adequate leadership supervision is available during leave weekends or day passes (50/50 rule).

**10.1.6.1.** Cadet Company Commanders will provide their Company TAC Officer with a chain of command report for the upcoming leave weekend each Wednesday before retreat.

**10.1.6.1.1.** Cadets that are on the chain of command report for leave weekends are not authorized Day Pass during that weekend.

**10.1.7.** There are five types of leave:

**10.1.7.1.** Major leave (Must leave campus): Thanksgiving, Christmas, Spring Break.

**10.1.7.1.1.** Leave will not start prior to 1200 on major leave breaks (See Parents Handbook – Leave, Transportation, and Day Pass Information for Parents on our website <https://www.forkunion.com/Cadet-life/Commandants-department>).

**10.1.7.1.2.** All Cadets must be off campus by 1800 for major leaves, extenuating circumstances will be reviewed and approved by the Commandant (See Parents Handbook – Leave, Transportation, and Day Pass Information for Parents on our website <https://www.forkunion.com/Cadet-life/Commandants-department>).

**10.1.7.1.3.** Any Cadets on campus after 1800 will have their student account charged a fee.

**10.1.7.2.** Earned weekend leave: Exemplary Conduct, Winning Company, and Academic.

**10.1.7.3.** Regular weekend leave, with or without college visit.

**10.1.7.4.** Medical and Emergency leave.

**10.1.7.5.** Open Leave: (All are eligible), Parents weekend, Winter weekend, Easter, and Mother's Day.

**10.1.8.** Cadets wishing to take a “College Visit Leave” must receive permission prior to departing campus, indicated on the leave form from all required staff and faculty.

**10.1.8.1.** The College Visit Leave form is available from the directz

**10.1.8.2.** Cadets will have the office at the college sign their leave slip and return it to the commandant’s department upon return to campus.

## **10.2. Leave Eligibility**

**10.2.1.** Leave eligibility is based primarily on a Cadet’s conduct.

**10.2.1.1.** Exceptions in cases of emergency as defined in these regulations must be requested by the parent or guardian.

**10.2.2.** Cadets on “Conduct Probation” status are authorized leave in accordance with their stated probation contract.

**10.2.2.1.** They must be eligible for the leave they are requesting.

**10.2.2.2.** They must have permission from the Commandant or the Deputy Commandant.

**10.2.2.3.** They are only authorized to go on leave/day pass with their parent or guardian and they cannot take another Cadet.

**10.2.3.** Cadets are not approved for leave if they have tours to serve or are restricted to campus.

**10.2.3.1.** Cadets will be informed by each Wednesday if their leave request was approved or denied.

**10.2.4.** Cadets must sign in/out with a member of the Commandant’s Department and must be accompanied by their approved parent or guardian.

**10.2.5.** Only Commandant’s Department staff will sign out Cadets for leave on campus.

**10.2.5.1.** Cadets going on leave from a sports event must have a copy of an approved leave slip and will checkout with their coach.

## **10.3. Leave Procedures**

**10.3.1.** Cadets will make leave plans in advance and avoid changes.

**10.3.2.** Cadets with an approved leave must check out and turn in leave slips to their TAC Officer or a member of the Commandant's Department and travel with the driver listed on their leave form.

**10.3.3.** Any Cadet returning late from leave, will be subject to demerits, tours and/ or restricted leave privileges.

**10.3.4.** Cadets will ensure the leave form is completed in ink and is legible, accurate, and true. Misinformation will be considered an Honor Violation.

**10.3.5.** Cadets will depart and return to campus from leave and day pass in the proper uniform.

**10.3.5.1.** Major Leave Weekends – Blazer and khakis.

**10.3.5.2.** The uniform for Cadets going on or returning from all other leaves or day passes is determined by the Commandant.

**10.3.6.** Leave forms are obtained and returned to the Cadet Company 1SG.

**10.3.6.1.** The Cadet 1SG will check all forms for completeness and accuracy and submit them to their Company TAC Officer no later than 0800 on Monday of the leave week. If all particulars are not known, Cadets will turn in their leave forms no later than 0800 Monday morning prior to leave weekend.

**10.3.6.1.1.** Leave forms turned in late may be denied.

**10.3.6.1.2.** Leave approval/denial results will be published by Wednesday after review of the green sheet.

**10.3.7.** It is the responsibility of the Cadet to determine his eligibility for leave or day pass before obtaining and submitting a form. Submitting a fraudulent leave or day pass form is an honor violation.

**10.3.8.** Cadets returning late from leave or day pass will have a parent notify a member of the Commandant's Department by telephone or email.

**10.3.8.1.** Cadets that return late from leave will fill out a special report stating why they arrived late. All Cadets are expected to arrive on time except when there are extenuating circumstances. Each situation will be evaluated and could result in disciplinary actions.

**10.3.9.** Refer to the School Academic Calendar for leave departure and return times.

**10.3.10.** Upon returning to campus from leave or day pass, a Cadet will immediately sign in with his TAC. If the Cadet's TAC is not on campus, the Cadet will report to the Commandant's Department staff member on duty.

**10.3.11.** Cadets will not return to campus prior to 0900 hours the day before classes resume during the major leaves (Thanksgiving, Christmas, and Spring Break).

**10.3.12.** When a Cadet is on leave or day pass, his room must be left in general order.

**10.3.12.1.** The room will be inspected by his Company/Platoon leadership prior to departure.

#### **10.4. Day Passes**

**10.4.1.** Day passes are issued to Cadets who are authorized and have parental permission.

**10.4.2.** Cadets are not approved for day pass if they have tours to serve or are restricted to campus.

**10.4.3.** Day passes are available on Saturday from 0900–2100 hours or Sunday from 1000–1900 hours.

**10.4.4.** Cadets must fill out the form for day pass 24-hours in advance and turn it in to the Commandant's Department.

**10.4.4.1.** Exemptions are on a case by case basis.

**10.4.4.2.** Cadets must sign out with a person over 21 years of age.

**10.4.5.** Uniform for day pass is either the Class B uniform or the issued travel khaki uniform.

**10.4.6.** Cadets must leave and return in the proper uniform.

#### **Mind**

Fork Union Military Academy is a college preparatory school, and every activity a Cadet engages in should enhance his ability to be admitted to the college of his choosing. A Cadet should always make choices that are aligned with improving his mind. The food he eats, the friends he associates with, his attitude toward

physical activity, his behavior, and his extracurricular activities should all serve to make his mind stronger.

A Cadet is expected to arrive to class on time and well prepared. His attitude both in and out of class should be enthusiastic and respectful and he should help to make the environment supportive of the personal growth of other Cadets. Given the nature of the One Subject Plan, it is essential to make productive use of the entire class day. To support that objective in class, a Cadet will conduct himself appropriately at all times, raising his hand when he needs to ask a question, and working cooperatively with others when called upon to do so.

## **Article 11. Academic Department Policies and Regulations**

### **11.1. General Academic Policies**

#### **11.1.1. Bells**

**11.1.1.1.** The signal for changes of class is sounded electronically.

**11.1.1.2.** In the event that the bell system is not operational, classes are dismissed by the classroom teacher or by PA announcement at the appropriate time.

### **11.2. Classroom Expectations**

**11.2.1.** Cadets are not excused from class without permission from authorized personnel.

**11.2.2.** Cadets are required to listen to morning and afternoon announcements.

**11.2.2.1.** Cadets on break or planning period must ensure they can hear the morning and afternoon announcements.

### **11.3. Tests, Examinations, and Grading Scale**

**11.3.1.** Tests are given at the discretion of the instructor. Midterms are optional per instructor; Final Exams are required. All Cadets are required to be present for exams.

**11.3.1.1.** Permission for any deviation from the published exam schedule is required and must be approved by the Academic Dean.

**11.3.1.2.** Exam schedules are not altered to accommodate leave travel schedules.

**11.3.1.3.** Cadets absent from a test will arrange for a make-up test with the instructor.

**11.3.2.** Grades are evaluated as follows:

**11.3.2.1.** A+ = 97–100%

**11.3.2.2.** A = 94-96%

**11.3.2.3.** A- = 90-93%

**11.3.2.4.** B+ = 87-89%

**11.3.2.5.** B = 84-86%

**11.3.2.6.** B- = 80-83%

**11.3.2.7.** C+ = 77-79%

**11.3.2.8.** C = 74-76%

**11.3.2.9.** C- = 70-73%

**11.3.2.10.** D+ = 67-69%

**11.3.2.11.** D = 64-66%

**11.3.2.12.** D- = 60-63%

**11.3.2.13.** F = below 59%

#### **11.4. Extra Help and Planning Period**

**11.4.1.** Any student earning a C- or lower in a class is required to remain with his instructor for the entire extra help session Tuesday and Thursday immediately following class until 1445

**11.4.2.** Any student earning a C- or below is expected to remain with his instructor during his planning period each day for additional help.

**11.4.2.1.** Required classes for credit (i.e., Health, Resource and Religion) take precedence over planning period extra help.

#### **11.5. Resource Class**

**11.5.1.** Cadets enrolled in Resource class are expected to attend each day.

**11.5.1.1.** If a student is enrolled in Health, Leadership, or some other academic class that meets during his planning period, he will coordinate to meet daily (Monday-Thursday) with the Resource teacher outside of the normally scheduled meeting time.

## **11.6. Dean's List, Honor Roll, and National Honor Society**

### **11.6.1. Dean's List**

**11.6.1.1.** Dean's List: A- or better for all classes taken during the year through T5S1

**11.6.1.2.** Dean's List Award: Ribbon and certificate awarded at end of year ceremony

### **11.6.2. Honor Roll**

**11.6.2.1.** Honor Roll: Nothing less than a B- for all classes taken during the year through T5S1

**11.6.2.2.** Honor Roll Awards: Ribbon and certificate awarded at end of year ceremony

**11.6.3.** National Honor Society and National Junior Honor Society Requirement (See Enclosure 1 – NHS/NJHS Eligibility Guidelines).

## **11.7. Library**

**11.7.1.** Cadets are responsible to replace any lost or damaged library book.

**11.7.2.** While in the library, Cadets will work quietly, behave courteously, and respect other Cadets and their property.

**11.7.3.** Food is not permitted in the library.

**11.7.4.** Library computers are governed by Fork Union Military Academy's Acceptable Use Policy.

**11.7.5.** Cadets will not clip or mutilate books, newspapers, or periodicals.

**11.7.6.** Encyclopedias, reference materials, and periodicals are not to be removed from the library without authorization from the librarian.

**11.7.7.** Headphones are permitted in the library.

**11.7.7.1.** Cadets must adhere to the headphone policy outlined below (See Paragraph 14.1.15 – General Conduct)

**11.7.8.** The checkout period for books is four weeks unless extended by the librarian.



**11.7.9.** Cadets may not lend checked books to one another.

**11.7.10.** Failure to return a borrowed library book by the due date will result in demerits and/or tours.

## **Article 12. Study Call to Quarters (CQ)**

### **12.1. Study CQ Schedule**

**12.1.1.** Sunday – Thursday night schedule.

**12.1.1.1.** 1930 hours – Retreat ends

**12.1.1.2.** After retreat – All Cadets in their Company area

**12.1.1.3.** 1940 hours – Staff/Training meeting

**12.1.1.4.** 1950 hours – All Cadets in their rooms

**12.1.1.5.** 1955 hours – All Cadets in their rooms and seated

**12.1.1.6.** 2000 hours - Study CQ begins

**12.1.1.7.** 2130 hours – Recall (Study CQ ends)

**12.1.1.8.** 2200 hours – TAPS

### **12.2. Study CQ Policies and Procedures**

**12.2.1.** Cadet leadership or their designates are required on the hall 10 minutes prior to the start of CQ.

**12.2.2.** Cadet leadership or their designates are required to be on the hall at a desk to monitor CQ as required by the commandant's department.

**12.2.3.** Platoon sergeants and above must be in their own room by 2230.

**12.2.4.** Company meetings, platoon meetings, NCO meetings, etc., are not held in between recall and taps.

**12.2.5.** The Guard will not deliver messages to Cadets during Study CQ. The Guard will present the message to the evening TAC. All emergency messages are delivered to the nearest adult immediately.

**12.2.6.** A Cadet must remain in his room and work independently during the entire Study CQ period. (Exception: Cadet Battalion Commander, Cadet Battalion Executive Officer, Cadet Battalion Command Sergeant Major, and Cadet Company Commanders).

**12.2.7.** A Cadet must remain in his seat, with both feet on the floor and under his desk, throughout the entire Study CQ period.

**12.2.8.** All hall and room doors must remain open during the Study CQ period.

**12.2.9.** Cadets will be in the authorized uniform, determined by the Commandant, during Study CQ.

**12.2.10.** Duty Officers may briefly assist but are not allowed to tutor Cadets in the barracks during Study CQ.

**12.2.11.** Cadets are not excused from Study CQ in their rooms for study in any other area unless an instructor is present, and a list of names is given to the Commandant's Office prior to 1800 hours that day.

**12.2.12.** Food is not authorized on the desk during Study CQ.

**12.2.13.** Cadets are allowed to have their canteen or clear water bottle on the desk during Study CQ.

**12.2.14.** Visiting during and after CQ is prohibited.

**12.2.15.** Phone use is prohibited after the start of clean up/ Study CQ.

**12.2.16.** Laptops must be stowed in their bed locker unless they have their displayed computer pass.

**12.2.17.** Chorded headphones are allowed to be used during CQ for academic use or to listen to music.

**12.2.18.** Videos may only be watched if part of an academic assignment.

**12.2.19.** Cadets are not allowed to play video games during CQ on their laptops.

**12.2.20.** Phones must remain on their desk after taps.

**12.2.21.** Cadets are prohibited from playing any musical instrument or using any electronic devices during Study CQ.

**12.2.22.** Cadet Officers and NCOs will handle all official business before Study CQ begins or immediately after TAPs.

### **12.3. Study CQ Reading Policy**

**12.3.1.** Only books and periodicals that are required reading for class are authorized during Study CQ.

**12.3.2.** Library books are authorized to be read during the last 30 minutes of Study CQ if all homework is complete.

### **12.4. Study CQ Inspection**

**12.4.1.** The Company 1SG will conduct a general inspection and accountability for all rooms in his company and turn in a list of all absentees immediately after assembly for Study CQ to the TAC on duty.

**12.4.2.** Halls, toilets, and showers are clean at all times. Particular attention is given to those areas prior to each Study CQ.

**12.4.3.** Trash cans are emptied and cleaned daily prior to Study CQ.

## **Article 13. Acceptable Use Policy**

### **13.1. Acceptable Use Policy**

**13.1.1.** Cadets are required to review and sign the Acceptable Use Policy found in Enclosure 2 of the Cadet Handbook.

**13.1.2.** Additional copies of the Acceptable Use Policy may be obtained through Perkins Technology Center.

**13.1.3.** Violations of the Acceptable Use Policy will result in demerits and/or tours.

## **Article 14. Conduct**

### **14.1. General Conduct**

**14.1.1.** Cadets are subject to school guidelines and regulations the moment they arrive on campus.

**14.1.2.** Cadets always represent Fork Union Military Academy and will conduct themselves appropriately both on and off campus.

**14.1.3.** Cadets will not use tobacco or possess related paraphernalia to include vaping devices and supplies.

**14.1.4.** Cadets will not possess any explosives (to include fireworks) on campus.

**14.1.5.** Possession of a firearm or ammunition on campus is prohibited.

**14.1.6.** Possession of any type of scissor, hatchet, knife, folding hunting knife, pocketknife, or any other weapon is prohibited.

**14.1.7.** The Chief Financial Officer (CFO) and Commandant must both approve any commercial enterprise before it can be implemented on campus.

**14.1.8.** Circulation of and/or signing a petition against Fork Union Military Academy is prohibited.

**14.1.8.1.** Only the Battalion Commander can address the Commandant with requests from groups within the Corps of Cadets.

**14.1.9.** All extracurricular clubs must have a faculty sponsor and approved by the Commandant.

**14.1.9.1.** Secret societies, fraternities, and unauthorized clubs are prohibited.

**14.1.10.** Cadets will refrain from physical altercations.

**14.1.11.** Bullying behavior is not tolerated at Fork Union Military Academy.

**14.1.11.1.** Bullying is defined as repetitive aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate a Cadet.

**14.1.11.2.** All complaints of bullying behavior will be investigated.

**14.1.12.** Hazing is prohibited, whether verbal or physical.

**14.1.12.1.** Hazing is defined as any activity that is designed to humiliate, degrade, demean, abuse, endanger, or intimidate, and is expected of someone joining a group.

**14.1.12.2.** Cadets will not perform personal services for officers, NCOs, or upperclassmen.

**14.1.12.3.** Hazing is a serious offense and will be subject to dismissal.

**14.1.13.** Boarding students may not have automobiles or motorcycles on campus.

**14.1.14.** Cadets are not authorized to be in a privately-owned vehicle without approval from the Commandant's Department.

**14.1.15.** All Cadets on campus are required to attend formations, assemblies, and inspections.

**14.1.15.1.** Absence from any activity is only authorized by the Commandant's Department.

**14.1.15.2.** Cadets absent from required activities without permission are considered "Absent without Leave" (AWOL).

**14.1.16.** Food and drink are consumed inside the dining hall, social center, and barracks rooms only, unless specific permission is granted by faculty or staff or it is provided at a school sponsored event.

**14.1.17.** Headphones are allowed indoors while in a static position with permission, and in a Cadet's room during free time.

**14.1.17.1.** Permission to use corded headphones is authorized only for academic purposes during Study CQ and must be indicated on a valid computer pass. Wireless and/or Bluetooth headphones are not permitted on campus.

**14.1.18.** Gaming systems, projectors, or any other electronic items used for media are not allowed in the barracks unless approved by a member of the Commandant's Department in writing.

**14.1.19.** Cadets will remain on sidewalks when moving from one point to another on campus. Cadets will refrain from walking on the grass unless part of an approved activity.

**14.1.20.** Use of or possession of any type of video/camera, 2-way radios, or recording equipment is approved only by the Commandant's Department.

**14.1.21.** Inappropriate physical contact and any type of sexual activity or harassment is prohibited and will be investigated.

## **14.2. Conduct Levels**

**14.2.1.** Conduct performance levels are a way to evaluate and assess the progress of each Cadet in their endeavors to demonstrate and develop the Corps Values as outlined in these regulations. Conduct Performance Levels are assigned at the end of each academic term and an annual level

is assigned at the conclusion of the academic year. The Conduct Performance Levels are as follows:

Figure 1a: Upper School Term Conduct Levels	
Conduct Level	Demerits Per Term
Exemplary	0 – 4
Commendable	5 – 8
Satisfactory	9 – 12
Deficient	13 – 16
Unsatisfactory	>16

Figure 1b: Upper School Annual Conduct Levels					
Entry Term	Exemplary	Commendable	Satisfactory	Deficient	Unsatisfactory
1	0 – 20	21 – 40	41 – 60	61 – 80	>80
2	0 – 16	17 – 32	33 – 48	49 – 64	>64
3	0 – 12	13 – 24	25 – 36	37 – 48	>48
4	0 – 8	9 – 16	17 – 24	25 – 32	>32
5	0 – 4	5 – 8	9 – 12	13 – 16	>16

Figure 2a: Middle School Term Conduct Levels	
Conduct Level	Demerits Per Term
Exemplary	0 - 5
Commendable	6 – 10
Satisfactory	11 – 15
Deficient	15 – 20
Unsatisfactory	>20

Figure 2b: Middle School Annual Conduct Levels					
Entry Term	Exemplary	Commendable	Satisfactory	Deficient	Unsatisfactory
1	0 – 25	26 – 50	51 – 75	76 – 100	>100
2	0 – 20	21 – 40	41 – 60	61 – 80	>80
3	0 – 15	16 – 30	31 – 45	46 – 60	>60
4	0 – 10	11 – 20	21 – 30	31 – 40	>40
5	0 – 5	6 – 10	11 – 15	16 – 20	>20

## **Article 15. Off-Campus Regulations**

### **15.1. Off-Campus Regulations**

**15.1.1.** Cadets may only leave campus under one of the following conditions:

**15.1.1.1.** Leave

**15.1.1.2.** Day Pass

**15.1.1.3.** Duty related activity with an authorized adult

**15.1.1.4.** School sponsored activity

**15.1.2.** Military courtesy will be adhered to while off-campus, any known violations can be subject to punitive actions.

**15.1.3.** Cadets on leave must wear the uniform or travel attire properly and conduct themselves as Cadets when off campus for school related activities.

## Article 16. Cadet Limits

**16.1. The area defined within the red line is considered On-Campus. The area outside the red line is considered Off-Campus.**

**16.2.**





## **Spirit**

“Jesus replied: Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: Love your neighbor as yourself. All the Law and the Prophets hang on these two commandments.” —Matthew 22:37-40 (NIV)

Fork Union Military Academy is a school founded on Christian values, and for over a century, young men have experienced spiritual awakening, growth, and maturity while enrolled as Cadets on campus. A Cadet is expected to respect religious beliefs of others while striving to grow in his own faith, within a Christian environment. The development of personal spiritual discipline is paramount to growth in this area, and a Cadet will work to improve his spiritual life, as well as that of those around him.

Following Jesus’s statement above, Cadets will also learn to treat others with respect and compassion in all interactions. Being a part of a community where spiritual growth is encouraged and nurtured is a unique occasion afforded to all Fork Union Cadets, and all the community’s interactions should reflect this opportunity.

## **Article 17. Chapel Attendance and Expectations**

### **17.1. Chapel Services**

**17.1.1.** All Cadets on campus will attend chapel services Monday thru Thursday, and Sunday unless excused by the Commandant’s Department.

**17.1.2.** Cadets will be respectful when entering, exiting, or while in Wicker Chapel. Seating will be assigned by the Commandant’s Department.

**17.1.3.** Any use of Wicker Chapel outside of scheduled chapel services must be preapproved by the Chaplain.

**17.1.4.** Chapel services are scheduled as follows:

**17.1.4.1.** Monday thru Thursday – 0745 hours

**17.1.4.2.** Sunday – 0900 hours

## **17.2. Off-Campus Church Attendance**

**17.2.1.** Cadets who desire to attend services at local churches may do so with permission from the Commandant's Department and must sign out in their company area and in the Commandant's Department with the TAC on duty.

**17.2.1.1.** Cadets going to off-campus church must be in Class B summer white or Class A uniform.

**17.2.1.2.** Cadets are reminded that they represent Fork Union Military Academy when off-campus and will behave appropriately at all times.

**17.2.2.** Cadets returning to campus before Chapel has been excused will report to the Wicker Chapel.

**17.2.3.** Cadets who sign out for church must form up quietly on the sidewalk next to the Commandant's Department until it is time to depart.

## **Military**

### **Article 18. Formations**

#### **18.1. General**

**18.1.1.** All Battalion formations are held on Fraley Circle unless otherwise directed.

**18.1.2.** Formations are required and absence is only authorized with special permission from the Commandant's Department.

**18.1.2.1.** A Cadet granted special permission to miss a formation must sign out with his Company TAC Officer or the Duty TAC Officer.

**18.1.2.2.** A Cadet may be determined as off-ranks only by the infirmary and must have an accompanying pass.

**18.1.3.** Having visitors on campus does not excuse a Cadet from formation unless specific permission is granted by the Commandant's Department.

**18.1.4.** Cadet Officers are not authorized to excuse Cadets from formations for any reason.

**18.1.5.** Cadets who are not present at the formation and are not accounted for are reported absent by the Cadet Company 1SG. Failure to report an absence is an honor violation.

**18.1.6.** Cadets are not permitted to take water bottles, food or anything other than issued items to formation, unless authorized by the Commandant.

**18.1.7.** Cadets assigned leadership positions must stand in formations.

## **18.2. Inclement Weather**

**18.2.1.** During inclement weather or severe weather, all formations are held in the barracks hallway as determined by the Commandant's Department.

**18.2.2.** Cadets will adhere to directives regarding the severe weather alarm system.

**18.2.3.** When the weather alarm sounds, Cadets must proceed immediately to the interior of the closest building until the all clear sounds.

**18.2.3.1.** In the event that the "All Clear" is prolonged, the Duty TAC Officer will direct Cadets to move in the most direct manner to Jacobson Hall or the Dining Hall.

**18.2.4.** In the event of inclement weather, all day students are expected to attend class and should make arrangements with their respective TAC Officer to stay overnight if hazardous traveling conditions exist or are expected (See Enclosure 8 - Inclement Weather Policy for Day Students).

## **Article 19. Cadet Uniforms**

### **19.1. Cadet Uniforms consist of the following**

**19.1.1.** Class A: Highly shined shoes, gray pants, white t-shirt, white long-sleeve shirt, tie, blouse, white round hat, leather belt and buckle, and black socks. (See Reference (a) – Cadet Uniform Regulations).

**19.1.2.** Class B Summer: Highly shined shoes, gray pants, white t-shirt, white short-sleeve shirt, leather belt and buckle, black socks, and flat hat. (See Reference (a) – Cadet Uniform Regulations).

**19.1.3.** Class B Winter: Highly shined shoes, gray pants, long sleeve white shirt, tie, leather belt and buckle, black socks, and flat hat. (See Reference (a) – Cadet Uniform Regulations).

**19.1.4.** Class C: DCU pants, DCU Blouse, green t-shirt, DCU Patrol cap, coyote brown boots, black DCU belt, and black socks. (See Reference (a) – Cadet Uniform Regulations).

**19.1.5.** Travel Uniform: Khaki pants, white oxford shirt, white t-shirt, FUMA tie, Brown or Black dress shoe or Class B shoes, Class B belt with buckle, and Blue Blazer with magnetic crest. (See Reference (a) – Cadet Uniform Regulations).

**19.1.5.1.** Khaki pants, Black FUMA polo (long/short), white t-shirt, Brown or Black dress shoe or Class B shoes, Class B belt with buckle. (As directed by the commandant)

**19.1.6.** Athletic Uniform Summer (PT-1s) : Grey Fork Union PT shirt, blue Fork Union PT shorts, black ankle socks, and subdued colored athletic shoes. (See Reference (a) – Cadet Uniform Regulations).

**19.1.7.** Athletic Uniform Winter (PT-2s): Fork Union blue quarter zip, grey Fork Union t- shirt, grey sweatpants, blue Fork Union PT shorts, black ankle socks, and subdued colored athletic shoes. (See Reference (a) – Cadet Uniform Regulations).

**19.1.8.** Athletic Uniform Hybrid (PT-3s): Fork Union blue quarter zip, grey Fork Union t-shirt, blue Fork Union PT shorts, black ankle socks, and subdued colored athletic shoes. (See Reference (a) – Cadet Uniform Regulations).

## **19.2. Wearing of the uniform**

**19.2.1.** Cadets will wear their uniforms on and off campus in accordance with regulations. A Cadet's appearance needs to reflect positively on the Corps of Cadets and the Academy.

**19.2.2.** Name tags are part of the military uniform and are worn by all Cadets on the right breast pocket or right side on uniform shirts and class A blouse (See Reference (a) – Cadet Uniform Regulations).

**19.2.3.** Insignia of rank must be worn by Cadets in accordance with regulations (See Reference (a) – Cadet Uniform Regulations).

**19.2.4.** When a Cadet is notified of a reduction in rank, he is no longer eligible to wear the rank associated, belt buckle or hat band with his prior position.

**19.2.5.** When a Cadet is in military uniform, headgear is worn outside except when specifically excused from wear for an event or travel.

**19.2.6.** Cadets may only wear uniform items issued to them by the QM.

**19.2.7.** Only academy-authorized ribbons and badges are worn on a Cadet uniform (See Reference (a) – Cadet Uniform Regulations).

**19.2.7.1.** Hanging medals are only worn on the Class A blouse.

**19.2.7.2.** Ribbons are only worn on Class B uniforms. At least the highest three ribbons are required.

**19.2.8.** Cadets will remain in the Uniform of the Day unless authorized otherwise.

**19.2.9.** Soft Shoe permits are issued by the infirmary.

**19.2.9.1.** Only completely black athletic shoes or Class C boots may be worn with a soft shoe permit.

**19.2.10.** Reflective belts will be worn on the outside of the uniform.

**19.2.10.1.** Reflective belts must be worn during low visibility, or as determined by the Commandant's Department and anytime in athletics.

**19.2.1.** Cadets will purchase replacement uniform items for those that are lost or identified as unserviceable.

**19.2.2.** Cadets will ensure that all uniform items are permanently and properly marked and reflective of a Cadet's current company assignment.

## **Article 20. Company Competition**

### **20.1. Company Competition**

**20.1.1.** Company Competition to select the Honor Company for the succeeding year runs throughout the school year.

**20.1.2.** This competition includes the rating of Cadets in the following areas:

**20.1.2.1.** Drill proficiency

**20.1.2.2.** Inspection in ranks and in barracks

**20.1.2.3.** Policing of areas

**20.1.2.4.** Physical Fitness

**20.1.2.5.** Special achievements of units or additional criteria as determined by the Commandant.

**20.1.2.6.** Commandant's Department and the Cadet Battalion Staff will judge Spirit Award for points towards Company Competition.

**20.1.3.** Scores are computed weekly.

## **20.2. Competition Procedures**

**20.2.1.** Military points are awarded to the company presenting the best drill performance.

**20.2.2.** Barracks points are awarded to the company presenting the best daily inspection of rooms tabulated at the end of the week. This is referred to as Commandant's Inspection.

**20.2.3.** Other special events, as determined by the Commandant, may result in awarding points. Conversely, major incidents or occurrences that reflect unfavorably on a unit will result in the loss of points.

**20.2.4.** Special meritorious leaves are awarded to the winning companies throughout the school year.

## **Article 21. Cadet Demeanor**

### **21.1. General regulations**

**21.1.1.** Fork Union Military Academy is governed by regulations and customs common to military courtesy and additional customs which are traditional within the academy.

**21.1.2.** All members of the faculty and staff are addressed by rank, title, or the words "Sir" or "Ma'am" as appropriate.

**21.1.3.** Cadets will render the appropriate time of day greeting whenever interacting with any visitor, staff, or faculty member. Appropriate greetings are, "Good (morning/afternoon/evening) (sir/ma'am/gentlemen/ladies)" etc.

**21.1.4.** Saluting is a formal military gesture of greeting.

**21.1.4.1.** When outdoors and approaching an officer in uniform from the front or side, Cadets will salute when they are at a point approximately six steps from the person and render the greeting of the day. The salute is held until acknowledged or until Cadet is six steps beyond the officer.

**21.1.4.1.1.** When approaching an officer not in uniform from the front or side, Cadets will render the greeting of the day.

**21.1.4.2.** When Cadets are in ranks, the Cadet in charge calls the unit to attention and renders the salute for the unit. Likewise, while marching, the Cadet in charge will render the salute.

**21.1.4.3.** Salute indoors when making an official report (See paragraph 21.1.62).

**21.1.4.4.** Cadets will salute all members of the faculty and administration staff in uniform.

**21.1.4.5.** Cadets will salute Cadet officers.

**21.1.4.6.** Cadets will salute officers of the armed forces of the United States or military officers of foreign powers.

**21.1.4.7.** Cadets will look toward the person saluted.

**21.1.4.8.** A Cadet will keep his right hand free whenever possible. If both hands are occupied or if the right arm is injured, the Cadet will look toward the officer, nod his head and render the greeting of the day.

**21.1.4.9.** A Cadet standing in ranks at rest or at ease comes to attention if spoken to by an officer but does not salute.

**21.1.4.10.** If Cadets are in a group and not in ranks, and a person entitled to a salute approaches, the first Cadet to see the individual calls the group to "Attention." All Cadets then come to attention and salute.

**21.1.4.11.** If spoken to individually and outdoors, a salute is exchanged at the beginning and end of the conversation. When indoors, come to attention, but do not salute.

**21.1.4.12.** When an officer enters a Cadet's room, Cadets come to attention but do not salute.

**21.1.4.13.** A Cadet salutes the flag if in uniform. If in civilian clothes with headgear, he assumes the position of attention and holds the headgear over his heart. If in civilian clothes without headgear, he places his right hand over his heart.

**21.1.4.14.** When using the Fraley Circle sidewalks that lead to the flagpole all Cadets will salute the American flag for six paces.

**21.1.5.** Cadets will greet and ask to assist visitors on campus.

**21.1.6.** When entering the offices of academy staff or the room of a Cadet officer, Cadets will always report in a formal manner.

**21.1.6.1.** A Cadet will remain at the doorway until acknowledged.

**21.1.6.2.** A Cadet will carry round hat under left arm, flat hat under belt buckle (unless under arms).

**21.1.6.3.** When directed to report-in: march in, halt, stand at attention, face the officer, salute (holding the salute until acknowledged), and say, “ Good Morning/Afternoon/Evening Sir (or Ma’am), Cadet \_\_\_\_\_ reporting in.”

**21.1.6.4.** When dismissed, salute, state, “Reporting out,” take one step backward, about face, and march out.



# Section VI: Disciplinary Policy

## Disciplinary Policy

Any offense or omission contrary to good conduct, order, military discipline, or code of morals, not specifically covered in the Handbook, is punishable as the Commandant may direct. Cadets on academy sponsored trips are subject to the same regulations as when on campus.

## Article 22. Tribunal Review, Dismissal Offenses, and Suspensions

**22.1. A tribunal may be requested by the Commandant's Department or the Academy President.**

### 22.2. Faculty Hearing Tribunal

**22.2.1.** The tribunal will evaluate the Cadet's overall performance and recommend appropriate disciplinary actions. This recommendation is reviewed and finalized by the Academy's President.

**22.3. A tribunal may be performed in absentia after the Cadet is suspended from campus.**

**22.4. A Cadet is subject to Tribunal Review and/or dismissal for the following offenses:**

**22.4.1.** Possession, use, or trafficking of illicit drugs, alcohol, narcotics, and/or marijuana and the wrongful use or distribution of prescription or nonprescription medications to include pocketing and cheeking.

**22.4.1.1.** If warranted, Cadets will participate in a urinalysis screening or a hair sampling as part of an investigation, probable cause, or as part of a random sampling. If the Cadet refuses to participate in a drug screen or if the results are positive, or the use of masking agents is present, he is subject to dismissal.

**22.4.2.** The use, possession, and/or trafficking of any intoxicant, bringing it on campus, or returning to campus under the influence.

**22.4.3.** The possession of firearms, explosives, ammunition, or other lethal weapons.

**22.4.4.** Stealing, to include the theft of possessions, theft of services, theft of identity, theft of credit, or calling cards, distribution of the same; or the possession of known stolen items or the purchasing of known stolen items.

**22.4.5.** Use or misuse of any substances for the purpose of producing an intoxicating effect.

**22.4.6.** Lying or cheating.

**22.4.7.** A pattern of physical confrontations.

**22.4.8.** AWOL for 72 hours.

**22.4.9.** Violation of disciplinary probation.

**22.4.10.** Manifest indifference or refusal to adjust to regimen.

**22.4.11.** Willful disobedience or disrespect to a member of the staff or faculty.

**22.4.12.** Inappropriate sexual behavior.

**22.4.13.** Any action deemed significant by the President and/ or Commandant.

## **22.5. Suspensions**

**22.5.1.** A Cadet may be suspended from campus as recommended by tribunal and approved by the President of the Academy, for a period as designated by the president.

**22.5.2.** A Cadet may be suspended from campus as ordered by the Commandant or President of the Academy as deemed necessary.

## **Article 23. Delinquency Reports**

### **23.1. Demerit System**

**23.1.1. Demerits** are a tool utilized to document and track Cadets' deficiencies in conduct throughout a school year. All demerits are reviewed and approved by a member of the Commandant's Department prior to being issued. As Cadets receive demerits, they will also receive

“tours” and placed on extra duty. Each infraction (stick) has a category and number of demerits associated with it. See enclosure X for a list of all infractions and associated number of demerits.

**23.1.1.1.** Written warnings are issued for minor infractions (e.g. room infractions, late to activities, etc.). Written warnings are 0 demerits.

**23.1.1.2.** Category I: Category I infractions are used to document repeated or willful minor infractions (e.g. room infractions, late to activities, etc.). Category 1 offenses are 1 demerit each.

**23.1.1.3.** Category II: Category II Offenses are used to document minor infractions that are deemed more significant than Category I offenses (absent any required activity vs. late to an activity). Category II offenses are worth 2 demerits.

**23.1.1.4.** Category III: Category III offenses are used to document more significant deviations from standards (e.g. direct disobedience to a cadet officer/nco, or willful violation of FUMA protocol). Category III offenses are 7 demerits each.

**23.1.1.5.** Category IV: Category IV offenses are used to document more significant and intentional deviations from standards (e.g. destruction of school property or tattooing yourself or another cadet). Category IV offenses are 10 demerits each.

**23.1.1.6.** Category V: Category V offenses are used to document intentional and gross violations of standards (e.g. possession of a cell phone or possession of tobacco/vape). Category V offenses are 14 demerits each.

### **23.1.2. Reporting Infractions:**

**23.1.2.1.** Category I and II and III sticks may be issued by any member of faculty or any Cadet that has been designated by the Commandant’s Department

**23.1.2.2.** Category IV, and V infractions must be issued by a faculty member.

**23.1.2.3.** All demerit reports must have the following information

**23.1.2.3.1.** Name: Name of the Cadet receiving the demerits.

**23.1.2.3.2.** Date: Date the infraction is being reported

**23.1.2.3.3.** CO: Company of the cadet receiving the demerits

**23.1.2.3.4.** Printed Name: printed name of the individual issuing the demerits.

**23.1.2.3.5.** Approved by: Initial of a member of the Commandant’s Department.

**23.1.2.3.6.** Cat: Category of the infraction (I, II, III, IV, or V)

**23.1.2.3.7.** Demerits: Number of demerits the infraction is worth

**23.1.2.3.8.** Explanation: On the back of the written demerit report, a detailed explanation is given of the infraction

**23.1.2.4.** All sticks written by Cadets must be reviewed by a First Sergeant or above and approved by a member of the commandant's Department.

### **23.1.3. Appealing Process**

**23.1.3.1.** Category I and II infractions must be appealed in writing within 24 hours through the person issuing the demerits and the Company TAC. The Company TAC has the final say on the issued demerits.

**23.1.3.2.** Category III, IV, and V infractions must be appealed in writing within 24 hours through the Deputy Commandant. The Deputy Commandant has the final say on the issued demerits.

## **Article 24. Consequences**

### **24.1. Cadets are subject, but not limited to the following types of consequences (in no particular order):**

**24.1.1.** Verbal Corrections – On the spot corrections.

**24.1.2.** Formal Counseling– Written counseling of poor or negative performance with specific recommendations to correct the deficiency.

**24.1.3.** Written Warnings – Written warnings are for minor infractions that are worth 0 demerits.

**24.1.4.** Demerits – Assigned marks against a Cadet for misconduct or deficiency.

**24.1.5.** Extra Duty tours or Extra Duty details – Additional military type of assignments to correct misconduct or deficiency.

**24.1.6.** Reduction in rank and loss of Officer/NCO uniform items.

**24.1.7.** Disciplinary Review Board – A board that will review a Cadets performance, outline recommendations to improve upon, and determine the appropriate level of Extra Duty. Disciplinary Review Boards are explained in Enclosure 11: Disciplinary Review Board (DRB) Policy

**24.1.8.** Probation – Specified evaluation of a Cadets performance to meet Fork Union standards. Probation is explained in Enclosure 10: Probation Policy

**24.1.9.** Commandant's Review Board – A board that will review a Cadets performance and determine whether a Tribunal is warranted or if an alternate punishment will correct the Cadet's Deficiencies. Commandant's Review Boards are explained in Enclosure 12: Commandant's Review Board (CRB) Policy.

**24.1.10.** Tribunal – A panel assigned by the President or Commandant to investigate serious issues or to investigate continuous poor performances/failure to adapt and recommend additional corrective actions to the Commandant.

**24.1.11.** Suspension – Temporary removal of a Cadet from Fork Union.

**24.1.12.** Dismissal – To definitively remove a Cadet from Fork Union.

## **24.2. Extra Duty (ED)**

**24.2.1.** Extra Duty is utilized to correct repeated deficiencies in a Cadet's conduct. ED is on a set schedule and Cadets who are assigned ED are unable to participate in sports and are restricted from certain areas on campus. ED is monitored by the Duty TAC Officer and will consist of marching at a pace of 120 steps per minute.

**24.2.2.** Green level ED is assigned for any cadet that has 1 to 6 tours as published daily on the tour sheet. Green Level is monitored by the Duty TAC Officer and will consist of marching at a pace of 120 steps per minute carrying their issued rifle at right shoulder. A cadet will march 2 hours to receive credit for 1 tour. A cadet will remain on Green level ED until all tours are complete or he is elevated to yellow level.

**24.2.3.** Yellow level ED is assigned for any cadet that has 7 or more tours as published daily on the tour sheet. Yellow level will consist of marching at a pace of 120 steps per minute carrying an ammo can as designated by the TAC on duty. A cadet will march 2 hours to receive credit for 1 tour. A cadet will remain on Yellow level until their tours are at a zero status or the Disciplinary Review Board lowers the ED level.

**24.2.4.** Extra Duty Hours are every day from 1530-1730.

**24.2.5.** ED is conducted in the Class C uniform unless approved by the Commandant's Department.

**24.2.6.** Cadets will be inspected at the start of extra duty. If a Cadet's personal appearance and equipment are not within standards, they will receive additional demerits/tours.

**24.2.7.** Cadets that are on a light duty status and are unable to conduct ED Tours will report to ED at the normal time. Cadets on a light duty status may perform additional duties around campus to receive credit for tours at the discretion of the Commandant's Department.

**24.2.8.** Cadets that receive tours the day of a sporting event (E.G. Football game, track meet, etc.) may attend the sporting event and start their tours immediately following the event or the following day.

### **24.3. Probation Policy**

**24.3.1.** Cadets are placed on a probationary status once a cadet receives an unsatisfactory conduct level (in a single term or annually) or when determined by a Commandant's Review Board. This indicates to the staff that there is a trend of unsatisfactory conduct and more structure must be adhered to by the cadet to break the trend.

**24.3.2.** Cadets on probation can receive the following restrictions:

**24.3.2.1.** Restricted from the Social Center

**24.3.2.2.** Restricted to from the Chain Lab

**24.3.2.3.** Restricted to campus and are not authorized to leave campus for activities, sports, day-pass, or leave unless specifically approved by the Commandant.

**24.3.2.4.** Laptop will be maintained by IT and/or the Commandant's Department from Friday at 1400 until Sunday at 1800 (unless there are Saturday classes).

**24.3.2.5.** Reduction in rank and/or billet.

**24.3.3.** Cadets on probation will report to check in with the guard desk at the Commandant's Department at the following times:

**24.3.3.1.** Monday – Thursday: 1445, 1600, and 1800

**24.3.3.2.** Friday: 1430, 1600, 1800, 2000, and 2130

**24.3.3.3.** Saturday: 1200, 1400, 1600, 1800, 2000, and 2130.

**24.3.3.4.** Sunday: 1200, 1400, 1600, and 1800.

**24.3.3.5.** The ED Provost will take accountability for all probationary cadets who are on ED and inform the TAC Officer on duty.

**24.3.3.6.** The Company TAC Officers will take accountability for their Cadets on Probation during the drill periods on Monday and Wednesday and ensure that the muster sheet located in the command center is filled out properly.

**24.3.4.** To be removed from a probationary status, a cadet receive a recommendation by their Company TAC Officer and approved by the Commandant based on at least one of the following:

**24.3.4.1.** Exemplary Conduct for one term

**24.3.4.2.** Commendable Conduct for two consecutive terms

**24.3.4.3.** Satisfactory conduct for three consecutive terms

**24.3.4.4.** At the discretion of the Company TAC Officer and approved by the Commandant.

## **Article 25. Separation from Fork Union Military Academy**

### **25.1. Separation Procedure**

**25.1.1.** After a Cadet is enrolled and has duly matriculated at Fork Union Military Academy, he may not be withdrawn without forfeiting fees.

**25.1.2.** Any Cadet separated from Fork Union Military Academy will follow the prescribed procedure stated on the Separation Form obtained in the Commandant's Office.

**25.1.3.** Before leaving, a Cadet will turn in all issued books, room key, ID card, and equipment to the appropriate department.

**25.1.4.** Any Cadet on leave in excess of one week, unless authorized by the Commandant, will turn in all military equipment as directed.

**25.1.5.** Before a Cadet leaves school, he is responsible for packing his property. FUMA accepts no responsibility for personal property left at the school after a Cadet has left the school premises.

**25.1.6.** Upon recommendation of the Commandant or the Dean and approved by the President, a Cadet may be dismissed from the academy for any single act of grave misconduct, inferior academic performance, continued violation of routine regulations, or if his influence is detrimental to the good order and welfare of the Corps of Cadets.

**25.1.7.** In most cases, a Cadet dismissed for misconduct is not considered for readmission for at least one year from the date of dismissal. A dismissed Cadet may request readmission in the future by contacting the Admissions Office.

## **Article 26. Barracks Room Regulations**

### **26.1. General Regulations**

**26.1.1.** Windows are always closed and locked when not present.

**26.1.1.1.** When present windows will not be opened more than 8 inches.

**26.1.2.** Only articles of furniture provided by Fork Union Military Academy are authorized in barracks rooms (Exceptions: See Enclosure 7 – Authorized/Unauthorized Electronic Appliances).

**26.1.3.** Civilian Clothes, fishing poles, lacrosse sticks, baseball bats, etc. are not permitted in barracks rooms.

**26.1.3.1.** All items must be turned in with their Company TAC Officer and stored in the Company Storage area.

**26.1.4.** Cadets are required to bring a pillow.

**26.1.5.** Nails, screws, or other hanging hardware is prohibited in the barracks.

**26.1.6.** Cadets are prohibited from rearranging furniture in barracks rooms.

**26.1.7.** Desks are neatly arranged and clean at all times.

**26.1.7.1.** Books are arranged on the outer most side of the bookshelf.

**26.1.7.2.** All drawers and shelves are to be kept clean and the contents are neatly arranged.

**26.1.8.** Beds are neatly made each day except Wednesday. On Wednesday, the bed linen is turned in for laundering and beds stockaded (blanket and pillow from bottom to top).

**26.1.8.1.** The bunk beds (top and bottom) are made so that Cadets sleep head to toe.

**26.1.8.2.** Laundry bags are hung from the head of the top bunk.

**26.1.8.3.** Cadets will ensure that the Cadet in the bottom bed sleeps with his head on the opposite end of the bed from where the laundry bags hang.



**26.1.9.** Medicine cabinets are kept clean and neatly arranged. Toilet articles are kept in the medicine cabinet.

**26.1.10.** Sinks and mirrors are cleaned daily.

**26.1.10.1.** (1) bottled soap on left side of the sink

**26.1.10.2.** (1) solid air freshener on ride side of the sink

**26.1.10.3.** Bar soap is not authorized

**26.1.11.** All electronic appliances will be turned off before occupants depart the room.

**26.1.12.** Cadets will purchase a broom and dustpan, which are kept in the corner of the room by the sink.

## **Article 27. Room Arrangement**

### **27.1. Room Arrangement**

**27.1.1.** The following pages contain pictures representative of the standard barracks arrangement for the Corps of Cadets.

**27.1.2.** Rooms are kept clean and orderly at all times. Keep personal articles in prescribed places when not in use.

**27.1.3.** Rifles are kept in the rifle rack when issued from the armory.

### **27.2.1.10 Wall Locker Arrangement**

**27.2.** Hanging uniform items are placed from outside to inside in the following order (only black plastic hangers will be displayed, and all uniform items will be displayed as worn, i.e., shirts, pants, blouses buttoned):



**27.2.1.1.** Band Blouse (Band members only)

**27.2.1.2.** Field Jacket

**27.2.1.3.** Class A Jacket

**27.2.1.4.** Letterman Jacket (Optional)

**27.2.1.5.** Blazer

**27.2.1.6.** Athletic Warm up suit

**27.2.1.7.** Boy Scout Uniform (Optional)

**27.2.1.8.** White Shirt

**27.2. Shelf above hanging items:**



**27.2.2.1.** Gloves: Outside corner, black gloves on top of white gloves with fingers toward back, thumbs to the left.

**27.2.2.2.** Washcloth: Front inside corner with fold to the front single fold to the right.

**27.2.2.3.** Towels: Back inside corner with fold to the front single fold to the right.

**27.2. Hats:** Class A white cover placed on top shelf. Flat hat under Black Patrol cap with opening to the left placed from outside in, stocking cap placed behind flat hat.

**27.2.** Dress Shoes on upper shoe shelf.

**27.2.5.** Boots on lower shoe shelf.

**27.3. Beds**





**27.3.1.** Laundry Bags hang from the top bed hook, top bunk Cadet's bag to the left.

**27.3.2.** Beds are made with the head of the bottom bed away from the laundry bags.

**27.3.3.** The bottom sheet will display 12-inches of white, and the upper sheet will fold over the blanket displaying a 6-inch fold for a total of 18-inches of white visible.

**27.3.4.** The foot of the blanket will be tucked underneath the bottom of the mattress with a 45-degree fold.

**27.3.5.** Sleeping bags or comforters are not authorized.

**27.3.6.** Cadets will stockade their bed on Wednesday morning. All blankets and pillows go to the foot of the bed.

**27.3.7.** Foot gear is placed outside to inside, tennis shoes, slippers, in a single row.

**27.3.8.** No Cadet will display more than one-pair of any type of shoes, i.e., athletic, shower, slippers, etc.

**27.4.**

**27.4.1. Bed Locker**

Items to be arranged in bed locker as follows:

Athletics Section	Extra Uniform Items Section	T-Shirt Section	Food Section
Athletic T-shirts Sweatshirt & pants Athletic socks Athletic shorts Athletic hat Swimming trunks	White shirts on left Black /Blue shirts on right Extra dress pants Extra BDU pants White ducks	T-shirts Canteen Socks Underwear Handkerchiefs Belts/ Reflective Belts Tie	All food must be stored in food quadrant, all opened food will be stored in plastic containers.

27.4.1.1. Athletic Section



27.4.1.2. Extra Uniform Section



### 27.4.1.3. T-Shirt Section





#### 27.4.4. Food Section



## 27.5. Desk



### 27.5.1. Left and right desktops

27.5.1.1. Books: outside to inside, tallest to smallest

27.5.1.2. Radio: small clock on desk next to the phone

27.5.1.3. Pictures: 2 framed 5"x7" pictures on inside of desk shelf

### 27.5.2. Center desktop

27.5.2.1. Phone

27.5.2.2. Cadet Handbook

### 27.5.3. Center bottom

27.5.3.1. Storage bins, one on each shelf.

### 27.5.4. Desk drawers

27.5.4.1. Center — study supplies & letter-writing materials

## **27.6. Sink Area**



**27.6.1.** Only bottled hand soap and a single solid air freshener are allowed to be displayed on the sink.

**27.6.2.** Medicine Cabinet

**27.6.2.1.** Top shelf used by top bunk Cadet

**27.6.2.2.** Bottom shelf used by bottom bunk Cadet

**27.6.2.3.** Middle shelf shared by both Cadets

**27.6.3.** Crate with cleaning supplies is centered under sink and used by both Cadets. Items will be centered and uniformed, placed outside to inside – tallest to shortest.

**27.6.4.** Broom and dustpan are placed in corner by sink.

**27.6.5.** Trash can is placed against wall under light switch.

## 27.7. Room Arrangement and Notes



**27.7.1.** Extra gray trousers are stored in the bed locker.

**27.7.2.** The white ducts are stored in the bed locker.

**27.7.3.** Cadets will ensure that they have at least one pair of each clothing item for display and wall locker for inspection.

**27.7.4.** All displayed uniforms will have buttons buttoned; zippers zipped.

**27.7.5.** The Blue Book (one per room) is placed on desk.

**27.7.6.** No items, other than the designated headgear, are stored on top of the wall locker.

**27.7.7.** A recently used towel, if still wet, may be hung on laundry bag hook.

**27.7.8.** Cadets are not authorized to have door covers blocking window in door.

## **Article 28. Day Students**

### **28.1. Day Student Regulations**

**28.1.1.** The Cadet regulations will apply to all day students as prescribed in the Cadet Handbook and related materials.

**28.1.2.** Any gross misbehavior, while on or off campus and either in or out of uniform, is reason to discontinue a day student's enrollment at the academy.

**28.1.3.** Day students will report to and depart campus in uniform.

**28.1.3.1.** Day students are not permitted to be on campus in civilian attire.

**28.1.4.** Day students are allowed and welcome to participate in clubs and activities (on and off campus) that are planned and offered to the corps.

**28.1.5.** Day students will attend all sports, physical training events, drill sessions and parades as directed by the Commandant's Department.

**28.1.6.** The Cadet uniform is worn on campus at all times. Cadets who are children of faculty and staff personnel will follow faculty regulations regarding the wearing of the uniform to Mess II and III on Saturday and Sunday.

**28.1.7.** Day students are permitted to drive automobiles to and from their assigned parking area. Driving and parking privileges may be revoked at any time by the Commandant.

**28.1.7.1.** Day students will park in the guest parking area (open field next to the outside basketball courts by the infirmary).

**28.1.7.2.** Day students that drive to campus will turn in their vehicle keys to the Commandants Department and must have a vehicle roster on file.

**28.1.7.3.** Day students may not visit their vehicle until they depart campus.

**28.1.7.4.** Day students will sign in at the Commandant's Department when they arrive to campus prior to going to their company areas.

**28.1.8.** Appointments for medical, dental, or other purposes are made at hours that will not interfere with normal school hours.

**28.1.9.** Jobs and athletic commitments outside of Fork Union Military Academy will not interfere with normal school hours.

**28.1.10.** Day students are not excused for absence from class except in cases of illness or emergency. If a day student is absent due to illness for more than two consecutive days, he must bring a doctor's note to his Company TAC Officer upon his return to school.

**28.1.11.** Unexcused absences will result in demerits and/or tours.

**28.1.12.** Day students are required to attend all mandatory academy activities in the uniform of the day and will sit with the Corps unless otherwise directed by the Commandant.

**28.1.13.** Day students are required to attend formations every class day for roll call and inspection.

**28.1.13.1.** Day students will check-in Monday thru Friday No Later Than (NLT) 0715 to attend uniform, personnel inspections prior to Morning Colors and Chapel service.

**28.1.13.2.** Day students are authorized to depart campus once they have completed their commitments and checked out with their Company TAC Officer and/or Club or Athletic coach.

**28.1.14.** Day students are not permitted to leave campus during the class day.

**28.1.15.** Day students are prohibited from taking their rifles off campus. Rifles must be stored in their assigned rooms prior to their departure.

**28.1.16.** Faculty day students are not permitted to go home during the class day unless specifically approved by the Commandant's Department or accompanied by the parent.

**28.1.17.** Day students are required to read the Company information board in its entirety daily.

**28.1.18.** Day students are required to check their email daily to receive any updated information from their Company Leadership.

**28.1.19.** Day students will adhere to the same demerit and Extra Duty policy as the boarding students and are not excused from Extra Duty on the weekends.

## Section VII: Enclosures

Enclosure 1: NHS/NJHS Eligibility Guidelines .....	<b>Error! Bookmark not defined.</b>
Enclosure 2: Acceptable Use Policy .....	<b>Error! Bookmark not defined.</b>
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# NHS/NJHS Eligibility Guidelines

## 1. Faculty Oversight:

- a. NHS: MAJ George Winslow
- b. NJHS: MAJ George Winslow

## 2. Cadet Eligibility:

### a. NHS

- i. 11<sup>th</sup> grade inductees:
  1. 1 full year in attendance (prior year)
  2. A cumulative, weighted GPA of 3.5 or higher
  3. An overall conduct level of Commendable or Exemplary the prior year (<54 demerits)
  4. An overall conduct level of Commendable or Exemplary to date during the year of induction
- ii. 12<sup>th</sup> grade inductees:
  1. 1 full year in attendance (prior year)
  2. A cumulative, weighted GPA of 3.3 or higher
  3. An overall conduct level of Commendable or Exemplary the prior year
  4. An overall conduct level of Exemplary to date during the year of induction
- iii. Process:
  1. Guidance Office creates a list of eligible inductees after T2/S1 grades are finalized.
  2. Current NHS members make recommendations
  3. Select Faculty makes recommendations
  4. Commandant's Dept. Reviews
  5. Inductees and Families notified typically in March/early April

### b. NJHS

- i. 7<sup>th</sup>/8<sup>th</sup> grade inductees:
  1. 1 full year of attendance (prior year)
  2. Honor Roll or Dean's List Honors for the prior year
  3. Honor Roll or Dean's List Honors to date for the induction year
  4. An overall conduct level of Commendable or Exemplary the prior year (<54 demerits)
  5. An overall conduct level of Commendable or Exemplary to date during the year of induction
- ii. 9<sup>th</sup> grade inductees:
  1. 1 full year of attendance (prior year)
  2. A cumulative weighted GPA of 3.1 or higher to date for the induction year
  3. An overall conduct level of Commendable or Exemplary the prior year (<54 demerits)
  4. An overall conduct level of Commendable or Exemplary to date during the year of induction
  5. Earned Honor Roll or Dean's List Honors for the prior year
- iii. Process
  1. Guidance Office generates list of eligible inductees after T2/S1 grades post.
  2. Select Faculty reviews list
  3. Inductees notified and families notified



# Acceptable Use Policy

Fork Union Military Academy  
Acceptable Use Policy  
Student Account Agreement

ID# \_\_\_\_\_

When completing the Acceptable Use Policy, **please print all information**, except when a ***signature*** is required.

I, \_\_\_\_\_, have read the Acceptable Use Policy for the Fork Union Military Academy. As a user of the school's network, I hereby agree to comply with all stated rules in the Acceptable Use Policy. I understand that access to the school's computers, networks, and the Internet is a privilege – it is not a right. In summary, I understand the following:

1. All Communications and files on the network should be considered as public information.
2. Students are responsible for good behavior, as defined in the student regulations, on computers and the school's network.
3. I will not photograph or record anything on school property without permission of a FUMA faculty or staff member.
4. I will not access or post to social media sites: i.e., Twitter, Instagram, Facebook, etc. Unless under the supervision of the Perkins Technology Center.
5. I also agree that **I will refrain from:**
  - ✓ Sending or displaying offensive messages or pictures, nor will I use vulgar or obscene language to harass, insult, or attack others using the computer.
  - ✓ Sharing/using any other student's laptop regardless of receiving permission from that student.
  - ✓ Violating copyright laws by using unlicensed software or pirating audio or visual materials, this includes viewing illegal movie sites.
  - ✓ Viewing my personal email at school. I will only use the email account provided by Fork Union Military Academy unless under the supervision of the Perkins Technology Center staff.
  - ✓ Viewing, accessing or distributing any form of pornographic material.
  - ✓ Using or bringing on campus wireless routers, external hard drives or other computer accessories without the explicit permission of the Perkins Technology Center staff.
  - ✓ Bypassing or attempting to bypass school internet filters **by any means**. This includes VPNs or Proxies.
  - ✓ Disabling or tampering with LanSchool classroom connections.
  - ✓ Intentionally damaging, deleting or defacing the school's, or another student's hardware or digital files.
6. I will also regularly check my school email account to stay updated on information shared by the school or by teachers and coaches as well as checking PowerSchool for grades and communications with teachers.
7. I understand that if I violate any condition in the acceptable use policy, I may lose my privilege of using the computers, the networks, and/or the Internet. Additionally, I understand that I may face further penalties at the Academic level. Based on the severity of my actions, I understand that legal action may become necessary.

Signature of the Student: \_\_\_\_\_

Date signed: \_\_\_\_\_

## **English-Only Language Policy**

### **Background:**

In order to meet the needs of the Academy's international students in the acquisition and practice of the English language, an "English-only" policy was implemented years ago and was enforced through the demerit system. This policy is no longer practiced nor adequately communicated to parents, Cadets, or faculty.

Based on feedback from international Cadets and their parents, it is understood that learning and practicing the English language is a necessary component of the Fork Union military Academy experience. There is a consensus that an English-only policy should be re-instated. Resembling the United States Army immersion aspect of language acquisition, the proposed policy encourages the speaking of English in all athletic, academic, and social venues.

### **Policy:**

Fork Union military Academy Cadets must converse in the English language, whether speaking with an English-speaking student or to fellow international Cadets. In order to provide greater opportunity to socialize and converse in English, international students will not be billeted with those speaking their native language. Violations may result in a category one infraction. Subsequent infractions may result in a "failure to comply" (category two), or a "refusal to comply" (category three). Exceptions to speaking English only are as follows:

1. When asked to interpret English to a fellow international student or visitor
2. During Mess II (when open seating is allowed) no more than three non-native English speakers of the same language backgrounds are permitted together at one table speaking their native language.
3. On weekends in the barracks when allowed to visit other Cadets.
4. When on the telephone/ skype with family.
5. With permission of a member of the faculty, staff, or administration.

## Cadet Cell Phone Policy

Cadets are not allowed cell phone access or use while on academy premises. Cadets are permitted possession of their personal cell phone under the following conditions:

1. While travelling to and from campus while on leave status.
  - a. The various types of leaves that qualify are:
    - i. Major (Thanksgiving, Christmas, Spring and Easter)
    - ii. Earned weekend leave: (zero demerit, winning company, academic leave)
    - iii. Regular weekend leave
    - iv. Medical and emergency leave requiring overnight stay.
    - v. Open leave
2. If a Cadet is going on leave from an off-campus academy event. The coach/ sponsor will procure phone from TAC officer and keep until the Cadet departs the off-campus event with the approved adult as indicated on the leave slip.
3. Cell phones are NOT authorized on day passes.
4. Having a cell phone in possession while on campus remains a demerit offense.
5. If a cadet is found with a cell phone, the cell phone will be shipped home at the parents' expense.
6. FUMA employees (staff, faculty, coaches, and interns) may not hold phones for Cadets in lieu of stated policy.
7. Exceptions to policy may be made at the discretion of the Commandant or President.

### **Procedure:**

When a Cadet arrives on campus with a cell phone from a major leave, he will take the phone immediately to his Company TAC Officer to be stored and logged in. He will take it to the Commandant's Department when returning from other than major leaves where the turn-in will be logged. The phone will be placed in his envelope and be placed in his company's locked container. The containers will be stored in the Commandant's Department until the day of the next leave, when it will be taken to the TAC office. When a Cadet signs out of his company for leave, his Company TAC officer will log the phone out and give the phone to the Cadet. Company lock boxes will be maintained in the Commandant's Department until leave day.

## **Cadet Civilian Clothes Policy**

Only clothing issued by Fork Union Military Academy is allowed in a Cadet's room. A small day bag/ backpack with minimal civilian clothing may be stored in the company's civilian storage area. Access to the storage room is limited to only those going on leave, and by permission and presence of the Cadet's Company TAC Officer.

All other clothing and baggage will be stored in the basement permanent storage area and accessible only before major leaves and at the end of the year.

**20 JUNE 2021**

## **Authorized/Unauthorized Electronic Appliances**

### **Authorized Electronic Appliances – Cadet Rooms**

- Alarm clocks
- Fan's 10" or smaller
- Desk lamp

### **Authorized Electronic Appliances – Cadet Lounge**

- Air Pot (no more than 3 per lounge)
- Microwave (no more than 2 per lounge, and must be under 1200 Watts)
- Keurig (no more than 2 per lounge)
- Compact Refrigerator (no more than 2 per lounge)

### **Authorized Electronic Appliances – Cadet Command Leadership (Battalion Commander, Battalion Executive Officer, Battalion Command Sergeant Major, Company Commanders and Company First Sergeants)**

- Alarm clocks
- Fan's 10" or smaller
- Compact Refrigerator
- Keurig

### **Unauthorized Electronic Appliances**

- Hot Plates of any kind (i.e. Coffee Pots, Foreman Grills, Griddles, etc.)
- Fan's larger than 10"
- Blenders
- Toasters
- Heaters
- Coleman stoves
- Grills or any other type of cooking or heating devices
- Any item at the discretion of the Commandant's Department
- Gaming systems of any kind.
- Wireless headphones of any kind.

## **Inclement Weather Policy for Day Students**

In the event of inclement weather, all day students are expected to attend class and should make arrangements with their respective TAC Officer to stay overnight if hazardous traveling conditions exist or are expected.

***To be clear, day students at Fork Union Military Academy are NOT subject to the Fluvanna County school system's "snow day" delays or cancellations. They must be in class as expected.***

If the forecast is predicting possible hazardous traveling conditions that would impact travel to FUMA, day students should make arrangements to stay on campus. For example, if the forecast is for severe weather for Monday travel, cadets should plan to report to campus on Sunday.

### **Staying on Campus**

If a day student decides to stay on campus, they must stay in the barracks. Day student cadets each have an assigned room—bed sheets and a pillowcase will be supplied. During their stay, all meals will be provided in the dining hall.

Day students staying on campus are expected to adhere to all rules and regulations in the barracks (i.e., CQ or study hall, no cell phones, lights out, etc.).

### **Pack a Bag**

It is recommended that day student cadets who drive to campus keep a packed bag in their vehicle in the event of winter weather. Day students should have the following recommended supplies for an overnight stay in the barracks:

- Uniform items for the following day
- Blanket and pillow
- PT uniform - t-shirt and shorts
- Sweatshirt and sweatpants
- Tennis shoes and socks
- Underwear and white t-shirt
- Towel and washcloth
- Soap or body wash
- Toothbrush and toothpaste
- Brush or comb
- Deodorant