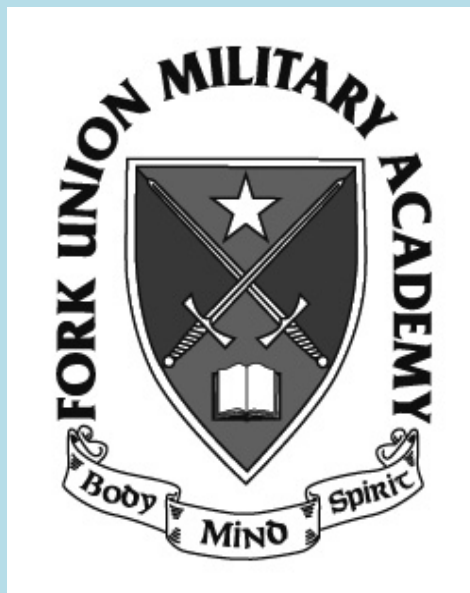


# **FORK UNION MILITARY ACADEMY MIDDLE SCHOOL**

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## **CADET HANDBOOK 2009-2010**

### **HONOR CODE**

*The Middle School Corps of Cadets operates under an Honor Code System.  
Simply stated, the Honor Code requires that cadets not lie, cheat, or steal,  
nor tolerate such behavior by fellow cadets.*

**This Handbook belongs to Cadet \_\_\_\_\_**

# TABLE OF CONTENTS

|   |    |
|---|----|
| <b>MISSION STATEMENT</b> .....                                      | 3  |
| <b>HEADMASTER'S MESSAGE</b> .....                                   | 3  |
| <b>ADMINISTRATION, FACULTY, AND STAFF</b> .....                     | 4  |
| <b>ACADEMIC DEPARTMENT</b> .....                                    | 5  |
| - ACADEMIC PROGRAM .....  | 5  |
| - GRADING PERIODS .....   | 5  |
| - GRADING SCALE .....   | 5  |
| - WEIGHTED GRADES .....   | 5  |
| - ACADEMIC HONORS .....   | 6  |
| - PROMOTION STANDARDS .....   | 6  |
| - SPECIAL HELP SESSIONS .....                                       | 6  |
| - RESOURCE PROGRAM .....  | 6  |
| - ADVISOR/ADVISEE PROGRAM .....                                     | 6  |
| - ACADEMIC HONOR OFFENSES .....                                     | 7  |
| - STUDY HALL REGULATIONS .....                                      | 8  |
| - BARRACKS STUDY .....  | 9  |
| - USE OF THE MIDDLE SCHOOL COMPUTER LAB .....                       | 9  |
| - USE OF THE LIBRARY .....  | 9  |
| <b>COMMANDANT'S DEPARTMENT</b> .....                                | 10 |
| - COMMANDANT'S MESSAGE .....  | 10 |
| - DEMERIT OFFENSES .....  | 11 |
| - HONOR OFFENSES .....  | 12 |
| - DISMISSAL OFFENSES .....  | 12 |
| - DRUG/ALCOHOL POLICY .....   | 12 |
| - DEMERITS .....  | 13 |
| - EXTRA DUTY .....  | 13 |
| - CONDUCT LEVELS .....  | 13 |
| - FACULTY ADVISORY COMMITTEE .....                                  | 14 |
| - PROBATIONARY STATUS .....   | 14 |
| - MERITS .....  | 14 |
| - PRIVILEGES .....  | 15 |
| - RANK STRUCTURE .....  | 15 |
| - BATTALION ORGANIZATION .....                                      | 16 |
| - FORMATIONS .....  | 16 |
| - GUARD DUTY .....  | 16 |
| - BARRACKS SUPERVISION .....  | 17 |
| - BARRACKS REGULATIONS .....  | 18 |
| - ROOM ARRANGEMENT .....  | 20 |
| - INSPECTIONS .....   | 21 |
| - UNIFORM REGULATIONS .....   | 22 |
| - CARE OF UNIFORM .....   | 23 |
| - RIBBON AWARDS .....   | 23 |
| - HANGING MEDALS .....  | 23 |
| - LEAVE/PASS INFORMATION .....                                      | 24 |
| - PHONE USE .....   | 26 |
| <b>GENERAL RULES AND REGULATIONS OF THE MIDDLE SCHOOL</b> .....     | 27 |
| <b>ATHLETIC DEPARTMENT</b> .....                                    | 30 |
| - GENERAL REGULATIONS .....   | 30 |
| - OUTDOOR ATHLETIC AREAS .....                                      | 31 |
| - FIELD HOUSE .....   | 31 |
| - CORPS LOCKER ROOM (ESTES ATHLETIC CENTER) .....                   | 31 |
| <b>DINING ROOM REGULATIONS</b> .....                                | 32 |
| <b>GAME ROOM REGULATIONS</b> .....                                  | 33 |
| <b>SABRE SHOP (P.X.) REGULATIONS</b> .....                          | 33 |
| <b>TRANSPORTATION REGULATIONS</b> .....                             | 33 |
| <b>INFIRMARY/MEDICATION REGULATIONS</b> .....                       | 34 |
| <b>GENERAL EMERGENCY PROCEDURES</b> .....                           | 34 |
| <b>CLASSROOM EVACUATION PROCEDURES</b> .....                        | 35 |
| <b>BARRACKS EVACUATION PROCEDURES</b> .....                         | 36 |
| <b>CODE YELLOW – WEATHER RELATED LOCKDOWN</b> .....                 | 37 |
| <b>CODE BLUE – STATIONARY LOCKDOWN</b> .....                        | 38 |
| <b>MIDDLE SCHOOL WEEKDAY SCHEDULE</b> .....                         | 39 |
| <b>MIDDLE SCHOOL WEEKEND SCHEDULE</b> .....                         | 40 |
| <b>MIDDLE SCHOOL ADMINISTRATION &amp; STAFF PHONE NUMBERS</b> ..... | 41 |
| <b>MIDDLE SCHOOL CALENDAR</b> .....                                 | 42 |

## **MISSION STATEMENT**

The mission of Fork Union Military Academy is to provide young men a college preparatory education in a residential, Christian environment. Using the best aspects of the military system, the Academy teaches its cadets responsibility, leadership, discipline, and pride by providing an atmosphere in which spiritual, mental, and physical growth can flourish.

## **HEADMASTER'S MESSAGE**

Fork Union Military Academy holds a proud tradition of preparing young men for a successful future. Through its college preparatory program, cadets are challenged academically to give them an advantage as they begin considering post-secondary education options. They are also provided the skills necessary to make good decisions, and this results in life-long benefits. Through the structure of the Middle School program, cadets learn self-discipline and develop a sense of self-pride. They learn that they are responsible for their actions, and this acceptance of responsibility leads to a level of maturity perhaps not yet realized in their young lives.

Another factor contributing to this development of maturity is the sense of teamwork that naturally evolves as the boys live, work, and play together. They come to find that almost any task becomes easier when cooperation is involved. Peer support and encouragement become great tools for motivation.

This program would not be the success that it is without the strong commitment of a dedicated faculty and staff. This group of individuals acknowledges the fact that instruction does not end in the classroom. They provide guidance, supervision, and instruction in all of their interactions with the Middle School cadets. A mutual respect quickly develops through these daily interactions.

Each year I become more excited by what I see happening at Fork Union Military Academy's Middle School. The many positive changes I see in individual cadets as they progress through our program enable me to be confident that we are accomplishing our God-given mission of providing the best education possible to the cadets in our charge.

As we begin this school year, I offer my prayers and best wishes for the cadets of the 2009-2010 Middle School Corps!

**LTC Robert J. Feathers**  
**Headmaster**  
**Fork Union Military Academy Middle School**

## ADMINISTRATION, FACULTY, AND STAFF

The **Academy President** is the Chief Executive Officer and the head of Fork Union Military Academy. All personnel serving the Academy are subordinate to his direction.

The **Academic Dean** is ultimately responsible for the academic programs in both the Upper and Middle Schools. The Middle School Headmaster is responsible for keeping him advised of all Middle School operations.

The **Middle School Headmaster** supervises the Middle School academic program, as well as being responsible for, and in charge of, all matters relating and pertaining to the Middle School.

The **Middle School Commandant** is in charge of the military organization, conduct, and discipline of the Middle School cadets. He is in charge of the barracks, schedules faculty duty assignments, and supervises all procedures involved in establishing the leave calendar and in determining eligibility for leave and day passes.

The **Guidance Counselor** provides guidance services to our Middle School cadets. Through individual and group conferences, he helps our cadets develop the coping skills they need to adjust to life at FUMA.

The **Teachers** provide classroom instruction and offer valuable support as advisors and coaches. Through their guidance, teachers are instrumental in the cadets' intellectual, moral, and physical development.

The **Activities Coordinator** is responsible for planning activities to keep the cadets involved in productive pursuits during weekends at FUMA.

The **Librarian** is responsible for keeping abreast of resources available to Middle School teachers and cadets and for helping them to access needed materials and information.

The **Administrative Assistant's** duties are far too many to name. Suffice it to say that she is the primary contact person for questions and concerns. She keeps both the Headmaster and the Commandant in order.

The **Housemothers** provide supervision and guidance to cadets in the barracks, as well as being providers of hugs and a listening ear.

# ACADEMIC DEPARTMENT

## ACADEMIC PROGRAM

Each cadet’s schedule reflects the following classes:

### Sixth Graders:

English  
Math  
Science  
World Cultures / Geography I  
Health & Physical Education  
Activity Period\*\* or Resource\*\*\*

### Seventh Graders:

English  
Math or Pre-Algebra\*  
Science  
World Cultures / Geography II  
Health & Physical Education  
Activity Period\*\* or Resource\*\*\*

### Eighth Graders:

English  
Pre-Algebra, or Algebra I\*  
Science  
U.S. History  
Health & Physical Education  
Activity Period\*\*, Resource\*\*\*, or Spanish I\*\*\*\*

- \* Math placement is determined based on consideration of the previous year’s math placement and grade and standardized test results.
- \*\* Activity Period may involve instruction in Art, Foreign Language, Computer Applications, and Drama.
- \*\*\* Resource (Refer to page 6.)
- \*\*\*\* Spanish I is offered to those 8<sup>th</sup> graders who qualify based on the previous year’s English grade and standardized test results.

Schedules also include an exploratory class once a week, designed to provide instruction in high interest topics to enrich a cadet's school program. Past topics have included: archery, band, chess, model rocketry, photography, weightlifting safety, leadership and ethics, film appreciation, and school publications.

## GRADING PERIODS

Grades are compiled and sent home every six weeks along with comments from each teacher describing progress made in his/her class. In addition, midterm progress reports are sent home three weeks into each grading period.

## GRADING SCALE

|          |    |         |    |         |    |         |    |
|----------|----|---------|----|---------|----|---------|----|
| 99 – 100 | A+ | 91 – 92 | B+ | 83 – 84 | C+ | 76 – 77 | D+ |
| 95 – 98  | A  | 87 – 90 | B  | 80 – 82 | C  | 72 – 75 | D  |
| 93 – 94  | A- | 85 – 86 | B- | 78 – 79 | C- | 70 – 71 | D- |
|          |    |         |    |         |    | 0 – 69  | F  |

## WEIGHTED GRADES

As final grades are averaged, and honor student determinations are made, the following courses are given added weight:

- In the 7<sup>th</sup> grade: Pre-Algebra
- In the 8<sup>th</sup> grade: Algebra I and Spanish I

## **ACADEMIC HONORS**

### **President's List**

All "A"s and on  
"Excellent Conduct".  
Cadets on President's List  
are awarded 10 merits.

### **Headmaster's List**

"A"s and not more than one "B".  
Cadets on Headmaster's List are  
awarded 7 merits.

### **Honor Roll**

All "A"s and "B"s.  
Cadets on Honor Roll are  
awarded 5 merits.

A student earns an academic honors ribbon for the semester if he achieves grades that place him on the respective list. A student who earns academic honors each grading period but whose semester grades do not warrant placement on one of the three academic honors lists will be eligible for a semester honor roll ribbon.

An eighth grade Valedictorian and Salutatorian, along with other honor graduates, are recognized at the year-end graduation ceremonies. To be recognized as either the class Valedictorian or Salutatorian, a student must have been in attendance at Fork Union for at least two full academic years. All honor graduates must maintain at least satisfactory conduct for their 8<sup>th</sup> grade year.

High school credit classes (e.g. Algebra I and Spanish I) are weighed more heavily than middle school-level courses in determining final averages.

## **PROMOTION STANDARDS**

To be promoted from one grade to the next, a cadet must pass English and math and must pass at least 5 out of his 6 classes. If a cadet fails to meet this criteria, he may be promoted provided he attend an accredited summer school program and retake the failed subject(s). Should this option not be followed, the cadet will be required to repeat the school year in the same grade. A cadet who fails more than two classes will be expected to repeat the same grade.

## **EXTRA HELP SESSIONS**

Teachers offer special help sessions Tuesday and Thursday afternoons for cadets experiencing marked academic difficulty.

## **THE RESOURCE PROGRAM**

A resource-learning skills program is offered to provide focused assistance to students with diagnosed learning differences such as ADD, ADHD, and mild learning disabilities. Participation is optional, and the service does require an additional fee. An educational assessment may be required prior to acceptance into this program.

The resource class is provided during the regular class schedule in place of the student's Activity Period. The resource teacher works with the regular education teacher to help the student be better organized and prepared for the regular education program.

## **THE ADVISOR / ADVISEE PROGRAM**

Each cadet is assigned a faculty advisor, who meets with his/her assigned advisees on a weekly basis. Cadets are expected to present problems and concerns to their advisors to seek resolution to their issues. Advisors are expected to develop meaningful and helpful relationships with their advisees. They are expected to keep track of their advisees' academic and conduct record, as well as their emotional status. They are also urged to form positive relationships with the parents of their assigned cadets. Parents should feel the freedom to call their son's advisor with any questions or concerns.

## ACADEMIC HONOR OFFENSES

Cheating is strictly forbidden, and any cadet who is found guilty of this offense will be dealt with severely. The following constitutes cheating:

1. The giving/receiving of information that would allow a cadet an unfair advantage in the completion of an assignment, quiz, or test. This information would consist of:
  - A. Homework answers
  - B. Quiz questions/answers
  - C. Test questions/answers
2. Plagiarism, defined as incorporating the ideas or text of any author into one's own written work without formally citing that individual's contribution. All text taken from another source must be cited, including information extracted from internet sites. Students should consult with their teachers to clarify any issues of confusion and to learn appropriate citation rules.

The following does not, in and of itself, constitute cheating:

1. Asking another cadet about the difficulty level of a quiz or test.
2. Studying or working together with another student or with a group during free time or, if approved by the Study Hall monitor, during Study Hall. Working together is allowable for the purpose of gaining an understanding of the process by which an answer is derived. It does not involve simply providing an answer to another student, which would constitute an act of cheating. Teachers may, if they so choose, refuse students the option of working together on any or all assignments.

**Note:** A student should not, under any circumstance, study with another student who has already taken the quiz or test.

3. Copying another cadet's class notes, unless the teacher expressly forbids this practice.

When a cheating incident is reported, the cadet involved will be questioned by the teacher, Headmaster, and/or the Commandant. Should he readily admit to the offense, he shall be issued a demerit number deemed to be appropriate for the offense. If he holds a ranking position within the Corps, he shall immediately be placed on rank probation.

Should the cadet deny wrongdoing, despite strong evidence to the contrary, a Tribunal of faculty members shall meet with this cadet and all appropriate witnesses to reach a decision regarding the case. The Tribunal's recommendation will be forwarded to the Commandant and/or Headmaster for a final decision. Should it be found that the cadet lied during the initial questioning, giving cause for a Tribunal hearing, he shall be issued 15 demerits for lying, demerits for cheating, and, if he holds a ranking position within the Corps, he shall be reduced in rank to a position deemed appropriate by the Commandant.

## **STUDY HALL REGULATIONS**

Evening study hall, held from 7:00 PM until 8:30 PM, is required for every student prior to each school day. An extended study session is held from 8:30 PM until 9:00 PM for any student earning a “D” or “F” on his report card from the previous grading period or if he is issued an unsatisfactory progress report midway into the current grading period. He will be excused from attendance at the end of the grading period only if his report card reflects at least a “C-” average in all of his classes. Cadets with poor conduct are also required to attend the extended study session.

Note: A cadet not assigned to extended study hall may attend if he feels he needs extra time to complete his work.

The following rules are in effect during study hall:

1. Cadets should enter the study hall strictly “at ease” and should report directly to their assigned desks. The uniform of the evening is Class “B”.
2. Cadets should take responsibility for attending to their restroom needs prior to reporting to study hall.
3. Cadets should bring all needed books and materials to study hall. They should have at least two sharpened pencils.
4. Cadets are to bring only essential books and materials to study hall. Any nonessential reading materials may be confiscated and a demerit penalty assigned. Construction materials may not be brought to study hall.
5. All cadets will remain in their assigned seats during study hall. Cadets may not study together without the approval of the study hall monitor.
6. Cadets may use personal laptop computers as long as they are run using a battery pack. Portable printers are not to be brought to study hall.
7. Cadets are not to ask questions of the study hall monitor during the first thirty minutes of study hall. When given time to ask questions, cadets must first be recognized by the study hall monitor prior to approaching the podium at the front.
8. At the end of the study period, all cadets who study in the study hall will clean up the area around their desks, align their desks in a straight row, will remain seated until dismissed by the study hall monitor, and will return their books to their locker.
9. Cadets who need extra time to complete assignments may remain in the study hall from 9:00 PM until 9:15 PM for this purpose.

## **BARRACKS STUDY**

Cadets who are on “Excellent Conduct” or “Satisfactory Conduct with Distinction” and who earn placement on any of the three academic honor lists are permitted to study in their rooms rather than in the study hall. Barracks Study is a privilege, and any disruption caused by a cadet during the study period will be cause for withdrawal of this privilege. In addition, this privilege can be revoked at any time at the discretion of the Headmaster for declining grades or for failure to complete work.

Barracks Study cadets may not leave their seats once study hall has begun. They are not to talk to other cadets on Barracks Study while study hall is in session. Violation of either of these rules will most likely result in loss of this privilege.

## **USE OF THE MIDDLE SCHOOL COMPUTER LAB**

The Middle School Computer Lab is open during the class day for general use until 6:45 PM.

Cadets are to use e-mail only during designated times (generally from 6:15 PM – 6:45 PM Tuesday and Thursday, and on Friday afternoons when no other obligations are required, and a supervisor is available).

Cadets may utilize the computer lab only when it is supervised by a faculty officer or an Upper School Cadet Advisor.

The Computer Lab is off-limits to cadets on probationary status unless supervised by a faculty member.

## **USE OF THE LIBRARY**

1. The librarian is in charge of the library and has the same authority as any other faculty officer.
2. Cadets found clipping or otherwise mutilating books or periodicals will be required to pay the cost of the items and will be subject to disciplinary action.
3. Encyclopedias, reference works, and current issues of periodicals are not to be taken from the library.
4. Cadets will be subject to demerits for failure to return books on time. Lost books will result in financial restitution to the Academy.
5. Library computers are to be used for research and typing only.
6. Cadets are to maintain quiet voices while in the library.
7. Cadets are to be in cadet uniform while in the library.

**COMMANDANT'S DEPARTMENT**

**COMMANDANT'S MESSAGE**

For 111 years, Fork Union Military Academy has given young men the chance to change their lives and their future. By utilizing the basic fundamentals of structure and enforced accountability, cadets learn self-reliance and how to face life's challenges head on.

It is our hope that a Fork Union cadet will grow to embrace personal qualities such as courage, honor, and compassion. He will be taught to choose right over wrong, to help the less fortunate, and to lead in the classroom. Our cadets will learn what accomplishment means and how success feels.

Our cadets will experience self-denial, understanding the importance of a team concept. He will learn decision making skills and will gain self-introspection that other middle school students would never dream of. Our cadets will be given the chance to groom their existing personal traits, which in turn will promote pride in self, family, school, and country. Cadets will find support in each other, the faculty, their advisors, and their coaches as they begin their journey into becoming young men.

Being a cadet at Fork Union Military Academy is not for everyone. Fork Union is a crucible, where the mettle of a young man is shaped, forged, and honed to help him reach his maximum potential in life's endeavors.

May God bless and protect you.

**MAJ Bill Blanchetti**  
**Commandant of Cadets**  
**Fork Union Military Academy Middle School**

## **DEMERIT OFFENSES**

For any offense committed, there is a corresponding number of demerits assigned to that cadet. Delinquency reports may be submitted to the Commandant's office by any faculty or staff member, any Upper School cadet advisor, or any cadet officer eligible to issue demerits. Demerit consequences may be increased at the discretion of the Commandant.

### **1 DEMERIT**

- Gear adrift
- Failure to Follow Instructions (F.F.I.) of a Cadet Officer
- Horseplay
- Room neglect
- "Last Word" to a Cadet Officer
- Overdue library book
- Talking / Moving in ranks
- Unprepared (for class, study hall, inspection, etc.)

### **2 DEMERITS**

- Direct Disobedience of Orders (D.D.O.) to a Cadet Officer
- Disobedience to a Standing Order (D.S.O.)
- Disturbance in ranks
- F.F.I. to Faculty or an Upper School Cadet Advisor
- Neglect of military/personal appearance
- Late to class, formation, athletics, etc. (1-5 minutes.)
- "Last Word" to a Faculty Officer
- Talking in class or study hall without permission
- Unsecured valuables

### **3 DEMERITS**

- Borrowing/lending/buying/selling/renting/trading
- D.D.O. to an Upper School Cadet Advisor
- Disrespect to another Cadet
- Improper language or conduct
- Insubordination
- Failure to report for medication
- Gross personal appearance/hygiene
- Room in gross disorder
- Entering another Cadet's room without his permission

### **4 DEMERITS**

- Late to class, formation, athletics, etc. (6-10 minutes.)
- Disrespect to a Cadet Officer
- Threatening another Cadet
- Vulgarity

### **5 DEMERITS**

- Late to class, formation, athletics, etc. (11-15 minutes.)
- Neglect of duty
- Dangerous conduct
- Verbal bullying of another Cadet
- Conduct unbecoming a Cadet
- Instigating a fight
- Creating a disturbance
- D.D.O. to a Faculty Officer
- Disrespect to an Upper School Cadet Advisor
- Up after Taps
- Improper leave procedure (e.g. failure to submit leave slip on time)
- Late from leave/day pass (+ loss of next eligible leave or pass)
- In an off-limits area (as described in the Cadet Handbook)

### **10 DEMERITS**

- Disrespect to a faculty officer
- Absent from a required activity
- Extreme dangerous conduct
- Conduct Unbecoming a Cadet Officer
- Failure to report a serious offense
- Out of room without permission after Taps
- Disturbance after Taps
- Improper use of computers
- Accessing pornography via the internet (+ loss of computer privileges)
- Possession of obscene materials
- Unauthorized item (will result in confiscation of item)
- Gambling
- Inflammatory remarks (includes racial/ethnic slurs)
- In a restricted area (as described in the Cadet Handbook)

### **15 DEMERITS**

- Defacement/destruction of property (also requires restitution)
- Unauthorized possession/use of Academy property
- Unauthorized possession/use of another Cadet's property
- Lying

### **20 DEMERITS**

- Physical aggression (e.g. bullying/striking/fighting)
- Cheating
- Taking an unauthorized leave or pass
- Possession and/or use of tobacco products

## **CONDUCT PREJUDICIAL TO GOOD ORDER AND DISCIPLINE**

Offenses falling under this category are at the discretion of the Commandant and are considered to be extremely serious in nature. Cases will be dealt with on a case-by-case basis. Penalties for such offenses will be assigned at the discretion of the Headmaster and the Commandant and may include a recommendation to the Academy President for dismissal.

## **HONOR OFFENSES**

Honor violations, i.e. lying, cheating, stealing, and failing to report, are among the most serious offenses at the Academy. When a cadet stands accused of any of the above offenses, an investigation will ensue, involving the Headmaster, Commandant, the accused, and the accusing parties. Penalties will be given on a case-by-case basis, but may include demerits, tours, reduction or loss of rank, probation, referral to a faculty tribunal, dismissal, or a combination of the above.

In the event a cadet is accused of lying and denies the charge despite evidence to the contrary, a Tribunal of faculty members shall meet with this cadet and all appropriate witnesses to reach a decision regarding the case. The Tribunal's recommendation will be forwarded to the Commandant and/or Headmaster for a final decision. Should it be found that the cadet lied during the initial questioning giving cause for a Tribunal hearing, he shall be issued 15 demerits for the initial lying accusation. In addition, he shall be assigned a 15 demerit penalty for his Tribunal appearance. If he holds a ranking position within the Corps, the Commandant may choose to place this cadet on rank probation or order the cadet's rank demotion.

## **DISMISSAL OFFENSES**

The following offenses will, in all likelihood, result in dismissal from Fork Union Military Academy:

- stealing (Note: Possession of an article reported missing or lost may be considered stealing.)
- use and/or possession of any illicit substance (e.g. drugs or alcohol)
- returning to campus from leave or day pass under the influence of any intoxicant.
- possession of drug paraphernalia
- use of any over-the-counter product as an intoxicant (e.g. glue. Wite-Out and aerosol sprays)
- possession of a firearm (on campus)
- extreme aggression or repeated acts/threats of aggression
- sexual contact with another cadet
- hazing
- excessive demerits
- violation of probation

## **DRUG/ALCOHOL POLICY**

If a cadet is implicated in an incident involving the possession or use of intoxicants or illegal drugs, or in the improper use of prescription medications or other controlled substances, and if he denies his involvement in the incident despite evidence to the contrary, Academy officials may require the cadet to submit to an alcohol/drug screening test (in most cases a urinalysis). The cadet's parents will be informed of the test results. If the test confirms the cadets' use of an illicit substance, the cadet may be dismissed from the Academy, or other punitive measures may be imposed. Should the Academy have clear cause to request a test for drug use, the cadet's refusal to cooperate is grounds for his dismissal from the Academy.

The Academy maintains the right to conduct random, unannounced drug testing of the cadet corps. Cadets who test positive for illegal drug use may be dismissed from the Academy, or other punitive measures may be imposed.

## **DEMERITS**

Demerits become a part of a cadet's school file, and a cadet's demerit record is sent home, along with his report card each grading period. The penalty for accumulating demerits involves 30 minutes of assigned activity for each demerit earned. These activities include marching, standing or sitting at attention, writing assignments, and clean-up tasks.

A demerit sheet is posted Monday through Friday in the school building. Cadets are responsible for checking the demerit sheet daily and for keeping up with his total demerit count.

Should a cadet want to appeal a delinquency report, he must complete an appeal form, available from the Commandant's Department, and must present the completed form to the officer who issued the demerits. The cadet on report must then submit the form to the Commandant. An appeal form submitted after 24 hours is subject to denial. A cadet is limited to two appeals per grading period.

## **EXTRA DUTY (E.D.)**

- E.D. is required for every demerit earned in excess of 5 demerits per day. (A day student must march every demerit earned in excess of 3 demerits per day.)
- A cadet may not leave campus on a weekend leave, day pass, or entertainment trip until all tours have been served.
- A cadet is ineligible to participate in athletic practice if he has any unserved tours. Except for cadets on Unsatisfactory Conduct, a player may participate in a scheduled game if he has 10 or fewer tours. (Unsatisfactory Conduct cadets must serve all penalty tours prior to being allowed to travel to a game held off campus.) The cadet is responsible for informing his coach/supervisor of his inability to participate due to E.D.

## **CONDUCT LEVEL SYSTEM**

Demerits for each cadet are totaled at the end of each grading period, and conduct levels are determined as follows:

- |   |   |
|---|---|
| • <b>0 – 15 demerits:</b><br>(1 – 10 demerits for day students)   | <b>Excellent Conduct (E)</b>                      |
| • <b>16 -30 demerits:</b><br>(11 – 20 demerits for day students)  | <b>Satisfactory Conduct with Distinction (S+)</b> |
| • <b>31 - 45 demerits:</b><br>(21 – 30 demerits for day students) | <b>Satisfactory Conduct (S)</b>                   |
| • <b>46 - 60 demerits:</b><br>(31 – 40 demerits for day students) | <b>Satisfactory Conduct with Concern (S-)</b>     |
| • <b>Over 60 demerits:</b><br>(over 40 demerits for day students) | <b>Unsatisfactory Conduct (U)</b>                 |

Should a cadet accumulate over 60 demerits (40 for day students) in the current grading period, he immediately loses the privileges he formerly held and will immediately be placed on "Unsatisfactory Conduct", losing all privileges afforded to the higher conduct levels.

## **FACULTY ADVISORY COMMITTEE**

Should a cadet reach the demerit number to place him on “Unsatisfactory Conduct”, he will meet with a Faculty Advisory Committee to assist him in identifying areas in his cadet life requiring attention. Sessions with the FAC will be devoted to problem-solving and encouraging a change in attitude and behavior.

## **PROBATIONARY STATUS**

A cadet may be placed on probationary status if he meets any of the following criteria:

- maintains "Unsatisfactory Conduct" status for 3 consecutive grading periods,
- accumulates over 150 demerits in any one grading period,
- accumulates over 500 demerits during the school year.
- Commits any heinous act that warrants automatic placement on probation, at the discretion of the Headmaster and Commandant.

Upon being placed on probation, a cadet's parents are notified, and his conduct is closely monitored by the Headmaster, Commandant, Guidance Counselor, and the cadet's Advisor, who will counsel with the cadet, encouraging improvement and helping him to establish attainable goals. If a cadet earns over 100 demerits within a six week time period after being placed on probation, he may be referred to a Faculty Tribunal to review his conduct record and make recommendations to the Commandant regarding his status as a cadet at the Academy.

The following restrictions apply to cadets on probation:

- no Sabre Shop privileges
- no Computer Lab privileges during free time
- required nightly attendance at extended study hall
- no visiting in other cadets' rooms
- removal of all non-essential items from room (i.e. TV, video game equipment, etc.)
- restricted to campus: limited to free leaves, vacations, and visitor's passes only

## **MERITS**

Merits may be awarded for recognition of effort and achievement beyond standard expectations. Merits are tallied at the end of each grading period, and 10 or more merits qualify a cadet for Merit Leave (except for cadets on “Unsatisfactory Conduct”) during the next grading period. In addition, cadets earning 10 or more merits each grading period are awarded a uniform ribbon. The following MAY result in merit assignment:

### **1 MERIT**

- Volunteering for tasks (Merit number may vary depending on the task.)
- Exhibiting consideration for others
- Exceptional room
- Exceptionally shined shoes

### **2 MERITS**

- Academic excellence in the classroom
- Military excellence
- Athletic excellence
- Outstanding leadership
- Outstanding peer relations
- Satisfactory Conduct with Distinction

### **5 MERITS**

- Athletic Participation (awarded once after team selections are finalized)
- Honor Roll

### **7 MERITS**

- Headmaster's List
- Excellent Conduct

### **10 MERITS**

- President's List
- 0 demerits for a grading period

## **PRIVILEGES**

Privileges at the Middle School are based almost solely on conduct status and are described below:

|   | <b><u>Satisfactory with<br/>Concern (S-)</u></b> | <b><u>Satisfactory<br/>Conduct</u></b> | <b><u>Satisfactory with<br/>Distinction (S+)</u></b> | <b><u>Excellent<br/>Conduct</u></b> |
|---|--|--|--|-------------------------------------|
| Barracks Study (with Academic Honors)               |  |  | X  | X                                   |
| Dining order (1st in line)                          |  |  |  | X                                   |
| Free time - Friday evenings                         |  |  |  | X                                   |
| Free time - Saturday evenings                       |  |  |  | X                                   |
| Friday lunch - Sabre Shop option                    |  |  |  | X                                   |
| Game room privileges                                |  | X                                      | X  | X                                   |
| Phone privileges: weekdays from 6:00 PM – 6:45 PM   |  |  |  | X                                   |
| Rank/leadership eligibility                         |  |  | X  | X                                   |
| Rank/leadership priority                            |  |  |  | X                                   |
| Sabre shop visitation                               | X  | X                                      | X  | X                                   |
| Saturday→Sunday overnights (after Saturday classes) |  |  |  | X                                   |
| Trip/event eligibility                              |  | X                                      | X  | X                                   |
| Trip/event priority                                 |  |  |  | X                                   |
| Uptown visits                                       |  |  |  | X                                   |
| Videogame system possession/usage                   |  |  |  | X                                   |
| Weight Room Use (without direct supervision)        |  |  | X  | X                                   |

## **THE RANK STRUCTURE**

The rank structure is monitored and maintained by the Commandant of Cadets. Promotions and demotions are made at the discretion of the Commandant. Rank is assigned to cadets who exhibit leadership capabilities by demonstrating excellent conduct, a positive and willing attitude, concern for the Academy and the well-being of fellow cadets, an ability to follow orders, a willingness to accept criticism in a healthy manner, and the ability to handle responsibility with or without direct supervision

Cadets in leadership positions should be constantly aware of the honor and trust conferred to them through their rank assignment. It is their duty to set a proper example for all other cadets, following all Academy regulations to the best of their ability.

Cadet leaders are expected to perform their duties with seriousness according to the expectations of the Middle School Commandant. A cadet officer or N.C.O. will be reduced or relieved of his rank and duties for a serious violation of cadet regulations or for inefficiency in the performance of his position. In the event an officer or N.C.O. fails to maintain acceptable academic progress, his status will be reviewed by the Headmaster and Commandant to determine if he should continue in his appointed position.

Should a cadet leader make less than "Excellent Conduct" for any given grading period, he can expect to be placed on rank probation, or, at the Commandant's discretion, he may lose any or all of his rank. A cadet on rank probation risks being demoted for any subsequent grading period on less than "Excellent Conduct".

## **BATTALION ORGANIZATION**

The Corps of Cadets is organized as a Battalion consisting of a Battalion Staff, "Alpha" Company, "Bravo" Company, and a Color Guard. The Battalion Staff is comprised of a Battalion Commander, an Executive Officer, a Sergeant Major, a Supply Officer, a Provost Marshal, and any other positions as determined by the Commandant.

Each company is comprised of a Company Commander, a First Sergeant, and the applicable number of Platoon Leaders, Platoon Sergeants, Squad Leaders, and Assistant Squad Leaders.

The Color Guard consists of five members and one alternate, led by the Color Guard Commander.

The positions mentioned above all involve corresponding rank assignment.

### **Order of Rank:**

Buck Private → Private First Class → Corporal → Buck Sergeant → Staff Sergeant → Sergeant First Class → First Sergeant → Sergeant Major → Second Lieutenant → First Lieutenant → Captain → Major → Lieutenant Colonel

## **FORMATIONS**

Unless otherwise directed, all formations will take place on the Middle School Circle. The following procedures will be followed:

- A whistle will be blown five minutes before formation to alert cadets to move to the first floor hallways into their assigned positions. The second whistle indicates that it is time to move out to formation.
- Hall Proctors are responsible for ensuring that all cadets on their hall have been properly inspected before the second whistle.
- Cadets not in place by the time the report is taken will be reported absent from the formation. A cadet arriving after the report is taken will notify the First Sergeant of his presence and join his organization. All cadets who are not present at the formation and not accounted for will be reported absent by the First Sergeant. Any officer or noncommissioned officer failing to report an absentee, regardless of whether or not the absentee is accounted for, will be subject to a delinquency report.
- The Commandant or the Officer in Charge will make provisions for inclement weather, and cadet officers will be notified accordingly.
- Cadets will be excused from formation only with special permission. The fact that a visitor is present will not excuse any cadet from formations, unless he has received permission from the faculty officer in charge. Cadet officers do not have the authority to excuse cadets from formations for any reason.

## **GUARD DUTY**

The weekday Cadet Guard Team consists of the Officer of the Day (O.D.), the Sergeant of the Guard, and the Private of the Guard (P.G.). This team is on official duty for the Academy, and all members are expected to keep this in mind during the entire duty shift. Cadets are responsible for checking the Guard schedule, posted on the bulletin board beside the main office, to see when they are scheduled for Guard duty. The following rules apply to the Guard Team:

- The O.D. is responsible for waking up the other members of the Guard Team by 6:00 AM (7:30 AM on weekends). He is ultimately responsible for the appearance and conduct of the Guard Team during the period of assigned duty.
- Cadets who are assigned Guard duty are to wear Class “A” white. Special care should be taken to make sure that the uniform is clean and pressed.
- Guard members are to report to the Guard Room by 6:30 AM (8:00 AM on weekends).
- Guard members are responsible for making sure that the entire academic building and the outside areas in front of and behind the Middle School are policed.
- Guard members are to stay in the Guard Room when not attending classes, drill, chapel, study hall, or other required activities. At least one Guard member must be in the Guard Room during afternoon athletic time. This duty should fall to a member of the intramural program.
- Guard team members are not to enter the Game Room or any office area, except when they are cleaning it up as part of their evening routine.
- When answering the phone, the member of the Guard should say the following:
  - **"FUMA Middle School, Cadet \_\_\_\_ speaking. How may I help you?"**
- If the call requires the delivery of a message, this delivery should be made as soon as possible, using the phone slips located by the phone. To transfer a call to another extension, the “Transfer” button should be pushed, followed by the proper extension number from the list posted by the phone, and then the phone should be placed back on the receiver immediately after the first ring.
- Guard members are excused from the Guard Room at 9:15 PM and only after the entire academic building has been cleaned.
- **No changes in guard assignment will be permitted without the Commandant’s permission. A request for a guard change must be submitted to the Commandant in writing 24 hours in advance.**

Note: Day students on Guard Duty are required to arrive at school by 7:30 AM and are responsible for their Guard duties until 6:00 PM.

## **BARRACKS SUPERVISION**

Cameras are positioned on each barracks hallway for the purpose of providing a means of surveillance. The positioning of these cameras does not provide visual access into the cadets’ rooms or any bathroom/shower area.

Each hall is staffed by a Cadet Hall Proctor and an Assistant Hall Proctor. Additionally, other cadet officers may be assigned to specific halls. Each hall may also be supervised by an Upper School Cadet Advisor who assists with maintaining order.

Hall Proctors are responsible for:

- accountability for cadets on their hall
- enforcing laundry procedures
- supervision of cadets
- informing cadets on their hall of the uniform of the day and making sure that the uniform is worn correctly
- moving cadets from the hall to all formations
- general maintenance of the hall
- other duties as specified by the Commandant

## **BARRACKS REGULATIONS**

1. Running, loud talking, or horseplay is prohibited in any building at any time.
2. No articles of any kind are to be thrown from the windows of barracks.
3. Windows are to remain closed at all times.
4. Cadets are not to sit in windows or talk/yell through open windows.
5. Cadets may change rooms only with prior written approval of the Commandant, using a "Room Change" form.
6. All electronics, except for clocks, are to be turned off, lights are to be turned off, and shades are to be lifted when a cadet leaves his room.
7. Visitors are not permitted in the barracks, except for the barracks lounge, at any time without prior consent of the Headmaster or Commandant.
8. Cadets will remain decently clothed in the barracks. Footwear is required any time a cadet is out of his room. Shower shoes are required in the bathrooms at all times.
9. Each cadet is held responsible for his room being prepared for inspection before departure for breakfast and before departure for any day passes or weekend leaves.
10. Tampering with electric wires or fixtures, toilets, water fixtures/pipes, air conditioning controls, ceiling tiles, and furniture is prohibited.
11. Cadets are not to enter any barracks faculty apartment.
12. Each cadet is responsible for keeping his footlocker locked and in order. **FUMA assumes no responsibility for lost or stolen articles.** Each cadet is given the means to secure personal property and is, therefore, expected to be responsible for its security. Under no circumstance should a cadet share his lock combination with another cadet. The following items should be locked in the footlocker when not in use: all video game equipment, laptop computers, money, and any other valuables.
13. Broken or lost locks, as well as damaged footlockers, should be reported to the Commandant's Department as soon as possible. Cadets are responsible for transporting their footlockers to the Maintenance Department for repair, as needed.
14. Cadets are not to borrow, lend, buy, sell, rent, or trade any personal belongings.
15. No electronics (e.g. radios, TV's and video games) are to be played after Taps.
16. The barracks is not open to cadets during the class day. Cadets are to keep their books and supplies in their assigned locker located on the second floor of the Academic Building.

17. **All personal belongings must be conspicuously labeled with the cadet's name (last name, first initial), using a permanent marker.**

18. A cadet is allowed the following items in his room:

- a clock or a clock radio
- a desk lamp
- a television (13" screen or smaller and without a VCR or DVD component)
- one poster or other wall hanging (subject to review by the Commandant)
- family photos
- sports equipment (except for lacrosse sticks and baseball bats)
- non-caffeinated beverages (in single serve containers)

19. A cadet is not to have the following articles in the barracks:

- **ANY FOOD ITEMS (includes chewing gum, powdered soups, and drink mixes)**
- performance enhancing supplements and/or high energy drinks
- civilian clothes (storage allowed only with the permission of the Commandant)
- civilian headgear (e.g. non-FUMA caps, headbands, du-rags, etc.)
- over-the-counter drugs, vitamins, weight enhancers
- illicit drugs, alcohol, or drug paraphernalia
- tobacco products
- weapons of any kind (including paintball equipment and knives of any kind)
- inappropriate literature (including inappropriate material on computer files)
- stereos or "boom boxes"
- music CD's, MP3's, iPods, or DVD's
- TV/VCR/DVD combinations
- cameras
- videogame systems (may be earned after the 1<sup>st</sup> grading period)
- handheld video game systems (e.g. PSP's or Gameboys)
- desktop computers
- cellular phones or walkie-talkies
- electric cooking appliances
- unconventional lamps (colored light bulbs or lava lamps)
- laser pointers
- flashlights
- sunglasses
- bicycles, skateboards, roller blades, or hee-lies (shoes with wheels)
- lacrosse sticks and baseball bats
- fountain pens or ink cartridges
- playing cards
- liquid shoe polish
- matches/lighters
- Wite-Out
- toxic model glue
- flammable liquids
- aerosol sprays, including aerosol deodorants
- animals of any kind
- personal furniture
- any other item deemed to be inappropriate by the Headmaster and/or Commandant

**Note:** Room searches may be conducted at any time.

20. Non-caffeinated beverages (in single serve containers) may be consumed in the cadet's room. Beverages must be stored in the footlocker. **No food is permitted in any cadet room at any time.**
21. Cadets may not pin, nail or permanently attach photos or other wall hangings on barracks walls, doors, or furniture.
22. Door windows are not to be covered at any time.
23. When Taps sounds, all cadets are to be in their beds with their lights out. Talking after Taps should be minimal and should not be heard outside of the cadet's room. Individual late lights will be according to cadet rank, as assigned by the Commandant.
24. Cadets may not enter another cadet's room except in the line of duty or with permission of the cadet occupant. Cadets may never enter an unoccupied room.
25. A cadet is required to stand at attention until told to "rest" whenever a faculty officer or staff member approaches him or enters his room.

## **ROOM ARRANGEMENT**

Rooms will be kept clean and orderly at all times and articles will be in prescribed places when not in use.

### **PLACEMENT OF FURNITURE**

|              |  |
|--------------|--|
| Bunk bed     | - adjacent to the wall locker, with pillows at the end closest to the window                     |
| Footlockers  | - under the bed, with the footlocker belonging to the bottom bunk occupant closest to the window |
| Dresser      | - centered on the wall opposite the bed  |
| Desks        | - on either side of the dresser and centered, with bottom bunk occupant closest to the window    |
| Wall hanging | - centered above desks   |

### **PLACEMENT OF CLOTHING IN THE WALL LOCKER**

#### **On the pole** (from left to right)

- bathrobe
- seasonal white shirts (buttoned, with buttons facing left)
- gray class shirts (buttoned, with buttons facing left)
- battle jacket
- gray trousers (inside battle jacket)
- coatee (officers only)
- field jacket
- rain cape
- white ducks (inside rain cape)

#### **Middle shelf** (from left to right)

- towels (back left corner with fold to the front)
- washcloths (front left corner with fold to the front)
- hats (Class "A" gray hat with hat brass on top of overseas cap)
- burgundy and/or red sash (right back corner - officers and/or Dillard Guard members only)
- gloves (right front corner with black gloves on top of white, fingers toward back)



## UNIFORM REGULATIONS

1. **CLASS "A"**
  - Class "A" consists of: garrison cap, gray pants, gray (or white) shirt, black socks and shoes, belt, tie, battle jacket, and all authorized insignia and decorations.
  - Class "A" Summer consists of: garrison cap, tropical (or white) short-sleeve shirt (open collar), gray pants, black socks and shoes, belt, and all authorized insignia and decorations.
2. **CLASS "B"**
  - Class "B" consists of: overseas cap, gray pants and shirt, black socks and shoes, belt, tie, and insignia of rank.
  - Class "B" Summer consists of: overseas cap, tropical short-sleeve shirt (open collar), gray pants, black socks and shoes, belt, and insignia of rank.
3. The **Parade uniform** consists of: white shirt, white ducks, white gloves, battle jacket, tie, belt, black socks and shoes, rank insignia, medals and/or ribbons, cords, name tag, shako, sash, and sabre for officers.
4. The **Athletic uniform** consists of Quartermaster-issued T-shirt, team-issued T-shirt, shorts, sweat shirt, sweat pants, and white socks. Athletic shoes (2 pairs) should be brought from home.
5. Raincoats, field jackets, cap covers, gloves, dress coats, dyking, shako, sash, and other additions to the uniform will be worn when ordered by the Commandant.
6. The Commandant may require cadets to purchase new articles of uniforms and equipment if, in his opinion, old articles are unserviceable.
7. Cadets will never appear in an incomplete or a mixed uniform.
8. Athletic jackets are only to be worn on non-drill days.
9. Cadets are not permitted outside of barracks in incomplete/mixed uniforms.
10. Cadets are not permitted on the Upper School Circle in athletics.
11. Hats are to be worn when outside except when engaged in athletics or when ordered off by the Commandant. When not worn, the garrison cap will be carried under the left arm (or stored under the cadet's desk) and the overseas cap will be placed under the belt.
12. The cadet uniform will be worn throughout the school year. Cadets must be in full uniform when departing and returning to campus.
13. Cadets will not wear uniform items belonging to other cadets.
14. The wearing of unauthorized insignia, ornaments, badges, decorations, etc. is prohibited.
15. Jewelry other than a watch will not be worn. Necklaces, bracelets, rings, and earrings are not permitted.
16. Nametags are a part of the uniform and will be worn by all cadets on the right breast pocket of the shirt, except when wearing the battle jacket. Nametags are to be worn on the right breast pocket of any outer garment, except the raincoat and field jacket. Nametags are not to be destroyed or given away to other cadets.
17. Cadets who need to purchase new articles from the Quartermaster's Department are required to have a "Quartermaster's Slip" in hand, signed by a member of the school administration.

## **CARE OF UNIFORM**

The Commandant is responsible for determining the uniform of the day. Cadets are to wear their uniforms in a manner that reflects pride in appearance. When not in use, all uniforms (and laundry) should be folded or hung up. Each cadet is responsible for the care of his uniform. When an item of clothing is in need of repair or alterations, the cadet is responsible for taking that item to the sewing room in the Middle School gym. As undergarments, socks, and towels/washcloths become soiled, they should be placed in a laundry bag, which is to be hung from the end of the bunk. Uniform trousers and shirts that are in need of laundering should be hung up in the wall locker until they are sent out for cleaning. Cadets should make sure to retain enough changes of clothing to last through at least one full week.

Cadets are not to run or play in the dress gray uniform, nor are they to willfully damage or make unauthorized marking on their clothing.

## **RIBBON AWARDS**

Cadets can earn a ribbon for display on their battle jackets for achievement in academics, conduct, and athletics, and for service to the Academy. The following ribbons are awarded:

### **Academic Ribbons – Awarded by the Headmaster**

- President's List for the Semester
- Headmaster's List for the Semester
- Honor Roll for the Semester

(Note: To earn an academic ribbon for a semester, a cadet must earn semester grades that place him on the respective list or earn academic honors each grading period.)

### **Department Ribbon – Awarded by the Commandant**

- Excellent Conduct for the Semester

(Note: To earn an “Excellent Conduct” ribbon for a semester, a cadet must accumulate not more than 45 demerits in a semester and achieve at least 2 out of the 3 grading periods on “Excellent Conduct”.)

### **Service Ribbon - Awarded at the discretion of the Headmaster and/or the Commandant**

- Meritorious Service (e.g. earning 10 or more merits each grading period for a semester)

### **Athletic Ribbons – Awarded by the respective Coach**

- Prep Team Letter (Upper School sport)
- Junior Prep Letter (Upper School sport)
- Middle School Athletic Participation

### **Extracurricular Ribbons and related Cords – Awarded by the respective Sponsor**

- Dillard Guard
- Music
- Club

## **HANGING MEDALS**

Hanging medals may be worn by officers only (rank of 1SGT and above). All medals may be worn on the coatee. Only three (3) medals may be worn on the battle jacket or, when in Class “A”, the uniform shirt. The exception to this policy involves the academic hanging medal, which may be worn by any cadet who is the recipient of this award.

When wearing a hanging medal, the corresponding ribbon should not be worn.

## **LEAVE / PASS INFORMATION**

**Except for vacation breaks and weekends designated as Free Leaves, a cadet must have zero penalty tours to be eligible to leave campus for a weekend leave. A cadet must also serve all penalty tours prior to going on a day pass or visitor's pass.**

Sign-out procedures for leaves and day passes are designed to ensure that cadets leave campus only with people authorized by their parents. The Academy strives to monitor all departures. However, adherence to parental restrictions is ultimately the cadet's responsibility. Cadets are made well aware that they face serious punitive consequences for departing with a person – including a friend or relative – not specifically authorized to take them off campus. Any driver transporting a FUMA cadet must be 18 years of age or older.

While on leave, day pass, or visitor's pass, a cadet's conduct is held to the same standards as when he is on campus. Behavior while away from campus which may be deemed detrimental to the discipline, reputation, or well-being of the cadet corps and/or the reputation of Fork Union Military Academy may result in serious disciplinary action as deemed appropriate by the Middle School Headmaster and Commandant.

**Note: Leaves and passes may be revoked at any time by the Middle School Administration as a consequence for inappropriate behavior.**

### **LEAVES**

The leave program is used, in part, as an incentive to encourage better grades, good conduct, and teamwork. Therefore, every effort is made to see that cadets take leave only when they are eligible and have earned such leaves. Cadets can only be granted leaves in accordance with the permission they have been granted on the eligibility form. In the event of a cadet wishing to go home with an individual other than his parent or guardian, written permission must be on file from both sets of parents by Wednesday prior to the requested date of leave. E-mailed permission (to [washington@fuma.org](mailto:washington@fuma.org)) is acceptable. Phone calls are not.

Weekend leaves begin on Friday after lunch at 1:00 PM and end at 7:00 PM on Sunday. Cadets are required to check out for leave and check back in upon their return with the faculty officer in charge. A cadet should be prepared to have his room and personal appearance inspected prior to his departure from the Academy for any leave or day pass.

**Note: Cadets should not return from holiday leaves prior to 12:00 PM.**

Weekend leaves are classified according to the descriptions below:

**Academic Leave:** one each grading period for those on any of the 3 academic honor lists from the previous grading period. This leave is open to all conduct levels, but excludes cadets on probation.

**Excellent Conduct Leave:** one each grading period for cadets who have accumulated 15 or fewer demerits during the course of the previous grading period.

**Merit Leave:** one each grading period for cadets earning 10 or more merits during the previous grading period. Unsatisfactory Conduct cadets are ineligible for this leave.

**Best Company Leave:** one each semester for the Company with the highest competition score. Unsatisfactory Conduct cadets are ineligible for this leave. (This is a closed weekend for the other company, offering no leaves or day passes.)

**Free Leave:** All cadets are eligible for these leaves.

## Notes regarding leave:

1. **Requests for leaves must be received by the Commandant's office by 5:00 PM on the Wednesday prior to the Friday for which leave is requested.** Cadets, along with their parents, are responsible for ensuring that their leave requests are submitted on time. Leave requests received after 5:00 PM on the Wednesday prior to leave will result in a consequence to the cadet. Leave requests can be mailed, faxed (to 434-842-4269), or emailed (to [washington@fuma.org](mailto:washington@fuma.org)), but they must be in writing. Leave information will not be taken by phone. Required information on the leave request consists of:
  - Name of Cadet
  - Dates for which leave is requested
  - Destination
  - Mode of travel
  - Driver (if travel is by car) and relationship to cadet
2. No change should be made in a cadet's mode of travel after 5:00 PM on Wednesday.
3. **Parents are discouraged from requesting leave for any time other than when their son is eligible. Early departure on leave and extension of leaves will not be granted except in extreme emergencies. Any cadet returning late from leave, regardless of the reason, will be subject to demerits and loss of the next available leave/pass.** Cadets and parents should make transportation arrangements well in advance to insure a cadet's return at the proper time. **When making airline, bus line, and/or railway plans for various vacations, parents must make sure that departure/return times are in accordance with the information contained in the vacation memos that are sent home throughout the year. Any special transportation requests will assuredly result in a significant cost to the parent for the driver's time and fuel expenses.**
4. If an impending weather situation might increase the risk of not returning to campus on time, it is strongly recommended that parents cancel leave plans.
5. Unless he is on "Unsatisfactory Conduct", a cadet may invite up to two other cadets on leave, provided his parents and the parents of the other cadets have granted permission. A cadet on Unsatisfactory Conduct may not invite another cadet to go on leave with him, nor may he go on leave with another cadet's family. The Commandant's Department maintains a list of those individuals authorized to take cadets on leave, day pass, and visitor's pass.

### **DAY PASSES**

A cadet may take a day pass on Saturday and/or Sunday under the following conditions:

- He is with his parents, guardian, or any individual authorized by the parent or guardian.
- He has served all penalty tours.
- He is not on probation.

Note: A leave slip is NOT required for a cadet taking a day pass.

Unless he is on "Unsatisfactory Conduct", a cadet may invite up to two other cadets on day pass, provided his parents and the parents of the other cadet(s) have granted permission. A cadet on "Unsatisfactory Conduct" may not invite another cadet to go on day pass with him, nor may he go on day pass with another cadet's family. The Commandant's Department maintains a list of those individuals authorized to take cadets on leave, day pass, and visitor's pass.

All cadets are required to check out and check back in with the Officer in Charge upon leaving/returning. Check-out and return times for day passes are listed below:

Saturday 11:00 AM – 9:00 PM

Sunday 10:00 AM – 7:00 PM

**Any cadet returning late from a day pass, regardless of the reason, will be subject to demerits and loss of the next available day pass.**

### **OVERNIGHT PASSES**

Cadets on “Excellent Conduct” are permitted to take a Saturday → Sunday overnight pass following Saturday classes. A leave slip is not required for this pass. The check out time for overnight passes is 11:00 AM on Saturday, and the return time is 7:00 PM on Sunday.

### **VISITOR’S PASSES**

A visitor’s pass allows parents/guardians to visit a cadet on probation. Visits may take place on Saturday from 11:00 AM to 5:00 PM and on Sunday from 10:00 AM – 5:00 PM. **Cadets on a visitor’s pass are restricted to the campus** (which includes the FUMA Motor Lodge and Restaurant). Any exceptions to this policy must be approved by the Commandant or the Officer in Charge.

### **PHONE USE**

Cadets may make phone calls during the following days/times:

Fridays, Saturdays & Sundays from 1:00 PM – 5:00 PM and again from 6:00 PM – 6:45 PM. In addition, “Excellent Conduct” cadets may use the phones any evening from 6:00 PM – 6:45 PM.

Cadets should be mindful of other cadets waiting in line to use the phone and should limit their phone conversations to no more than 10 minutes. Cadets are to maintain a quiet atmosphere in the phone area.

When calling their son, parents need to call (434) 842-4260. Either the secretary or a cadet on the guard team will take a message that will be hand-carried to the cadet for whom the message is intended. The call may be returned according to the day/times listed in this section. A call received at the school before 7:00 AM and after 9:00 PM will be transferred to the voice mail system and recorded. The message will be relayed to the appropriate cadet as soon as possible.

**Cadets are not to carry on personal conversations on the guard phone. This phone is to be used for business purposes only.**

It is highly recommended that parents take advantage of the Academy-offered 1-800 phone program, which provides pin numbers that ring to specific receivers (e.g. parents, grandparents, etc.). Phone cards that offer a finite amount of calling time are also popular. Cadets should not be provided phone cards that allow for unlimited calls. In the past, cadets with such cards have lent these (or the code #s) to other cadets, resulting in large monthly bills arriving in their home mail.

## **GENERAL RULES AND REGULATIONS OF THE MIDDLE SCHOOL**

1. Any offense contrary to the good order and discipline of the cadet corps is punishable as the Headmaster or Commandant may direct. Upon recommendation of the Headmaster or Commandant and approval 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 should be considered to be detrimental to the welfare of the cadet corps.
2. Cadets represent Fork Union Military Academy at all times, including when they are off campus during weekend leaves and vacation periods. Conduct during leave or vacation that reflects negatively on the Academy may jeopardize the cadet's privileges and standing in the corps, and may even warrant his dismissal from the Academy.
3. Hazing is strictly prohibited. Low ranking cadets or lower classmen will not perform personal services for officers, noncommissioned officers, or upper classmen. In addition, no form of physical or emotional abuse of cadets is tolerated at the Academy. New cadets are not subjected to harsh treatment as part of an initiation into the cadet corps. Hazing is grounds for dismissal.
4. Cadets are not to have money in excess of \$20. Excess money, such as that received through the mail, must be given to the secretary for deposit into the cadet's account.
5. Permission to organize any club or society must be obtained from the Headmaster.
6. The writing of petitions is not allowed.
7. Missing items should be reported immediately to the Commandant, with a written description and other necessary data documented on a "Missing Items Report Form". Items found by any cadet must immediately be turned in to the Commandant.
8. Cadets are required to read the Commandant's bulletin board on a daily basis. Failure to read the information on the bulletin board will not be an excuse for any failure to comply with orders posted thereon.
9. Quiet Hour is observed every Sunday morning, immediately following chapel. Cadets are required to be in their own rooms during this time with noise kept at a bare minimum.
10. Cadets are not to run while in uniform at any time.
11. Intentional damage of any kind to Academy property, property in or around Fork Union, or to another cadet's property is a serious offense. In addition to a serious demerit penalty, the cost of replacement or repair will be charged to the responsible individual.
12. Members of the faculty and staff will be addressed by rank, title, or, as appropriate, "Sir" or "Ma'am".

13. If seated, cadets are required to stand when an adult approaches or passes by. The first cadet in a group to see the adult will call the other cadets to attention.
14. Cadets are required to salute at the following times:
  - when approaching or being approached by a uniformed male faculty officer
  - when making an official report to a faculty officer or cadet officer
  - when approaching or being approached by an officer of the armed services of the United States
  - when a cadet not holding an officer position is met by a cadet officer
  - when the American Flag is approached, presented, or lowered (e.g. Upper School Retreat)
  - when Taps is rendered
  - when the National Anthem is played.
- Notes:
  - In general, a salute is rendered only when in uniform and when outside.
  - When indoors, a salute is required only when reporting in to a faculty officer.
  - A cadet will voice a friendly greeting when approaching any individual on campus.
15. Consumption of food or drink while outdoors is prohibited. Food is not to be taken out of the Sabre Shop.
16. Food is not permitted in the barracks.
17. Food and drink are not permitted in the academic building, unless it is provided by a faculty or staff member.
18. Each cadet is responsible for the cleanliness and good order of all issued Academy property.
19. Cadets are to maintain good hygiene practices, including the following:
  - daily showers
  - daily dental care (brushing teeth)
  - proper hair grooming
  - care of finger and toe nails
  - daily change of underclothes
  - handwashing before meals
20. Tattooing of any kind is prohibited. In addition, cadets are not to intentionally cut into their skin or mark on their skin for any reason. Doing so will result in serious consequences.
21. Cadets are not to shave their heads, nor are they to dye or bleach their hair while in attendance at FUMA.
22. Before any cadet is separated from the Academy, he must return all school and cadet property to the respective individual(s) and sign a clearance form.

23. The following areas are considered “**off-limits**” to Middle School cadets:
- Barracks hallways other than the one the cadet is assigned
  - The barracks during the class day and during afternoon athletic time
  - Team locker rooms, unless under the supervision of a coach
  - The high jump/pole vaulting mats and the long jump pit in the Estes Center
  - The main football field, the baseball fields, Pruitt Field, and the field and track behind the infirmary, except during athletic practices and under the supervision of a faculty member or coach
  - Any area designated by the Officer in Charge as “off-limits”
  - The Academic Building before 7:45 AM and during mealtime, with the exception of the Guard Team members.
  - Phones after 5:00 PM Monday through Thursday, unless a cadet is on “Excellent Conduct”
24. The following areas are considered "**restricted**" to Middle School cadets:
- Any unoccupied cadet room
  - Fire escapes
  - Basement of the Middle School Gym
  - All Upper School areas (unless otherwise directed by a faculty or staff member)
  - The Pruitt Pond, unless granted permission by the Headmaster or Commandant and accompanied by another cadet.
  - Wooded areas on campus, including the area between the Estes Center and the Pruitt Pond
  - All yard areas in front of faculty apartments adjacent to the Middle School
  - The village of Fork Union, except for "Excellent Conduct" cadets who have obtained permission from the Officer-in-Charge
  - Faculty officers' residences (without permission of the faculty member)
  - Classrooms when the teacher is not present
  - The area behind the dining hall
  - The Upper School locker rooms in the Estes Center and Thomas Gym
  - The Estes Aquatics Center without adult supervision

## **ATHLETIC DEPARTMENT**

### **GENERAL REGULATIONS**

1. Accident or injury: If an accident or injury occurs while using any of the Academy athletic facilities, it should be reported immediately to a staff member. If no staff member is in the immediate area, report to the infirmary or to the athletic trainer. Never attempt to move an injured person who has an apparent serious injury.
2. Breakage or damage: For the safety of all concerned, any breakage or damage to athletic facilities or property should be reported immediately to a member of the athletic staff.
3. Misuse: If any misuse of any of our athletic facilities is observed, it should be reported as soon as possible to the athletic office. If the athletic office is closed, the misuse should be reported to the Commandant.
4. Athletic uniform: The only items of athletic clothing that are allowed to be worn are those items which are issued by the Quartermaster Department for general athletic use or those items issued by the Athletic Department for interscholastic practice or games. All athletic clothing and areas that athletic items are to be worn will be specified by the Commandant. No athletic activities are allowed while wearing any of the cadet military uniforms.
5. Posted signs: Any instructions or regulations given by posted signs, whether permanent or temporary, must be strictly followed.
6. Valuables: Personal items of value (wallets, money, watches, etc.) are not to be brought to any athletic building or field.
7. Audio or video equipment: Personal audio or video equipment is not allowed in any areas of the athletic buildings or athletic fields.
8. All basketball areas: No dunking or grasping of basketball goals is allowed on any basketball area, indoor or outdoor, unless an organized practice is being held under the direct supervision of a basketball coach. No jumping from any objects under the goal is allowed while shooting.
9. Team rooms: Only cadets who are team members assigned to a team room are allowed to use the shower room and toilet facilities in that team room.
10. Athletic equipment: Stored athletic equipment is off limits unless use is authorized by a coach.
11. Food and drinks: No food or drink is allowed on the main floor of Thomas gym or the Estes Athletic Center.
12. Trash: All items of trash must be deposited in trash containers in all athletic areas.

### **OUTDOOR ATHLETIC AREAS**

1. The football field in front of the stadium and the baseball infields are off limits unless a coach is having an organized practice.
2. Any outdoor athletic equipment is off limits unless a coach has given specific authorization.

## **FIELD HOUSE (MAIN FLOOR OF ESTES ATHLETIC CENTER)**

1. Free time use of the field house is restricted to playing basketball, running, or jogging on the track. No other athletic activity such as football, baseball, lacrosse, soccer, or tennis, etc. is allowed unless a faculty member is present and conducting an organized activity.

## **AQUATICS CENTER**

1. Cadets are required to follow all pool rules and regulations as posted by the Aquatics Director.
2. Cadets are either to wear sweat pants over their bathing suit when crossing campus or to carry their bathing suit and change in the Middle School locker room.
3. The Aquatics Center is a restricted area when no adult is present to supervise.

## **CORPS LOCKER ROOM (ESTES ATHLETIC CENTER)**

1. The lock is the property of the Athletic Department and is not to be removed from your locker area. Personal locks are not to be used on lockers.
2. Keep your locker locked at all times, except when you are physically present near your locker.
3. Keep all your equipment inside your locker.
4. When locking your locker, be sure that the door has both the bottom and top rods secure and in place.
5. Do not use any locker other than the one assigned to you. Do not give your lock combination to anyone.
6. Athletic clothing and equipment are the basic items allowed in your locker.
7. Keep your locker and equipment clean and in good order.
8. Towels should be hung inside the locker so they will dry before next usage. If towels fail to dry in the locker, they should be changed frequently.
9. Flush all toilets and urinals after each use.
10. No spitting, except in toilets and urinals, is permitted.
11. No ball playing is allowed in the locker rooms or hallways.
12. The Upper School locker room is off limits to Middle School cadets and the Middle School locker room is off limits to Upper School cadets.
13. **Personal items of value (wallets, money, watches, etc.) are not to be brought to the corps locker room.**

## DINING ROOM REGULATIONS

1. Mess I (breakfast) and Mess II (lunch) typically involve a “walk-over” from the barracks or the Academic Building. A full Battalion formation is held for Mess III (dinner).
2. For Mess III, The Battalion Commander, or senior cadet officer in his absence, is responsible for forming the Corps on the Middle School Circle, marching the Corps to the dining room, seating the Corps, and issuing any orders or instructions necessary to maintain discipline while in the dining room.
3. Cadets shall eat at their assigned table.
4. No cadet will be absent from a meal without the permission of a faculty officer.
5. Cadets are instructed to conduct themselves as gentlemen at all times, refraining from loud or boisterous noises, laughing, or talking. Cadets will not speak with cadets seated at other tables.
6. Cadets should stand when an adult approaches to sit at their table.
7. Cadets are responsible for taking their own meal items (trays, cups, utensils, etc.) to the conveyor area following a meal.
8. Following each meal, inspection of the dining hall and tables shall be made by the Faculty Officer in Charge to make sure that the dining hall has been left in good order.
9. The throwing of food and/or utensils is strictly forbidden.
10. Cadets are required to appear for meals in the dining hall with their faces, hands, and nails clean and with hair neatly combed. Cadets will always appear at meals with clean uniforms.
11. Cadets are not to tilt their chairs back on two legs.
12. All cadets will observe proper table etiquette when eating meals.
13. Cadets are to consume balanced meals. If a cadet does not desire a dish of food that is being served, he should decline it and will refrain from commenting about the dish.
14. A cadet will be strongly encouraged to eat all of the food he chooses to place on his plate. He should refrain from choosing more than he can eat.
15. Cadets will be courteous to all dining hall staff.
16. **Cereal may be consumed at breakfast only.**
17. Sodas may be consumed on weekends only (Friday lunch – Sunday lunch).

## ACTIVITIES ROOM REGULATIONS

1. The Activities Room is open to cadets on “Satisfactory Conduct” and above only.
2. No more than 15 cadets may be in the activities room at any given time.
3. Cadets are not to sit on any of the game tables.
4. No food or drink is permitted in the activities room at any time.
8. Cadets using the activities room are to clean up after themselves, making sure all equipment is put back in place and secured.

## SABRE SHOP (P.X.) REGULATIONS

1. The P.X. is off limits to cadets before 4:45 PM Monday through Thursday, unless otherwise announced by the Headmaster or Commandant.
2. Cadets are to be in their military uniform while in the P.X., with hats removed.
3. Cadets will place trash in trashcans.
4. Cadets will be courteous to all P.X. personnel.
5. Cadets will conduct themselves in a quiet and orderly manner in the P.X.
6. **No food may be taken out of the P.X.**
7. Only cadets on “Excellent Conduct” are permitted Friday lunch privileges in the P.X.
8. The Sabre Shop is off-limits to all cadets on Unsatisfactory Conduct.

## TRANSPORTATION REGULATIONS

1. All individuals must have their seat belts buckled whenever the vehicle is in motion.
2. No food or drink is to be taken on any Academy transportation.
3. Cadets will refrain from any behavior that might distract the driver (e.g. leaving the seat, making loud noises, etc.).
4. Cadets are prohibited from throwing any article through the window of the vehicle.
5. While traveling, cadets will refrain from attempting to get the attention of passing motorists or calling attention to themselves in a way that could result in a negative perception of a FUMA cadet.

## INFIRMARY REGULATIONS

1. Morning sick call is held from 6:30 AM – 7:00 AM Monday through Friday at the infirmary. Any cadet needing to go to Sick Call MUST receive written permission from the Officer in Charge before reporting to the infirmary. Upon release from the infirmary, each cadet will receive an infirmary slip with the departure time and any special orders. During class hours, cadets will present the slip to the Administrative Assistant, Headmaster, or Commandant. During other hours the slip should be given to the Officer in Charge.
2. Except for an emergency, a cadet must have written permission from a faculty officer in order to go to the infirmary at any time.
3. Any cadet on medication is required to take the medication, following all instructions provided by the infirmary or faculty officer in charge of dispensing the medication. Failure to take medication cannot be used as an excuse for misconduct.
4. Refusal or failure to take medication will result in disciplinary action.
5. The medication times are as follows:

|              |  |
|--------------|--|
| Morning meds | 6:45 AM – 7:00 AM<br>(non-class days at 8:45 AM)             |
| Lunch meds   | 11:35 AM on Monday – Wednesday<br>12:00 PM Thursday – Sunday |
| Dinner meds  | 6:00 PM  |
6. Cadets are not permitted to keep any medicines in their rooms. Prescription medications are dispensed from the infirmary only. Improper consumption or distribution of any medication or controlled substance will result in the imposition of corrective measures, including the cadet's dismissal from the Academy. Cadets who do not take their medicines as prescribed will be assessed demerits.
7. Cadets are NOT allowed to transport any prescribed behavior medication to and from the Academy. Parents may pick up weekend leave medicines from the nurse. If medicines need to be mailed home for major leaves, the Infirmary should be contacted in advance ([infirmary@fuma.org](mailto:infirmary@fuma.org); 434-842-4310). It is the parent's responsibility to assure an adequate medicine supply for their son. The Infirmary staff does not contact parents when medicine supply is low. Parents may call the Infirmary at any time to request a medication count.
8. As a result of the availability of sound nutritional additions (protein enriched food choices and shakes) at meals, and in an effort to maintain the health and safety of our students, performance enhancing supplements and high energy drinks are not allowed on campus.
9. Parents are asked to schedule routine medical, dental, or orthodontic appointments during major leaves. Parents of day students are asked to schedule such appointments for after class and drill time. Any medical leave request must first be directed from the parent to the Academy Infirmary (434-842-4310). The request is then forwarded to the Middle School Administration for approval.

## **IN CASE OF AN EMERGENCY INVOLVING AN INJURED PERSON**

1. Yell for help. If available, have someone stay with the injured person.
2. Using any Academy phone, call “310” or “314” to reach someone at the infirmary.
3. If unable to contact by phone, RUN to the infirmary and report the injury. If an adult is seen along the way, inform him/her of the injury.
4. Do not attempt to treat the injured person.
5. Brief the Faculty Officer in Charge as soon as possible.

### **CLASSROOM EVACUATION PROCEDURES**

In the case of a situation in the classroom building requiring emergency evacuation, the following procedures are in effect:

1. Notice of the emergency shall be made involving three (3) short rings of the school bell, by an announcement over the public address system, or by the blast of an air horn.
2. Making sure windows are closed, doors are shut, lights are off, and roll books are in hand, teachers will follow their classes out of the building and to the grassy area inside the Middle School Circle according to the order described below:
  - Cadets in the Resource classroom and in the Computer Lab will vacate the building, walking in double lines. All other cadets who happen to be downstairs at the time of the alarm will fall in with these classes.
  - Cadets in rooms 4 and 5 will vacate, walking in double lines down the stairs, to be followed by cadets in rooms 1, 2, and 3, and then by those in rooms 6 and 7.
3. The Administrative Assistant will be responsible for calling the Librarian, and all cadets in the library at the time of the alarm will report to the Middle School Circle in front of the library.
4. Cadets will line up with their class on the grass of the Middle School Circle, and teachers will take roll. The names of any absent students should be reported to the Headmaster or Commandant immediately.
5. Should a fire or similar emergency occur in an upstairs area that precludes the use of this plan, the Headmaster, Commandant, or a faculty designee will direct traffic out of the building.
6. In the event of a weather emergency requiring cover, teachers should lead their classes to the basement of the Thomas Gymnasium and gather in the Middle School team room.
7. In an emergency situation, cadets should be reminded to be as calm and quiet as possible so that all instructions can be heard.

## **BARRACKS EVACUATION PROCEDURES**

In the case of a situation in the barracks requiring emergency evacuation, the following procedures are in effect:

### **“A” Side of Barracks**

1. Cadets on A-1 are to exit through the end door in single file and proceed to the Middle School Circle for a hall formation.
2. Cadets on A-2 are to use the fire escape to ground level and proceed to the Middle School Circle for a hall formation.
3. Cadets on A-3 are to use the fire escape to ground level and proceed to the Middle School Circle for a hall formation.

### **“B” Side of Barracks**

1. Cadets on B-1 are to exit through the end door and proceed to the Middle School Circle for a hall formation.
2. Cadets on B-2 are to exit through the end door, descend the fire escape stairs, and proceed to the Middle School Circle for a hall formation.
3. Cadets on B-3 are to exit through the end door, descend the fire escape stairs and proceed to the Middle School Circle for a hall formation.

### **Notes:**

1. Upper School Cadet Advisors are to make sure all cadets on their assigned hall have exited the building before they leave.
2. Once outside, Hall Proctors (and Upper School Cadet Advisors) are to form the cadets into single files according to assigned halls and then take roll as soon as possible to account for all cadets on their respective hall. The names of any absent cadets should be given to the Faculty Officer in Charge immediately.
3. As cadets move quickly to the assigned location, they are to remain strictly “at ease” so that all commands can be heard.
4. In the case of smoke-filled halls, cadets should stay low to the floor as they exit the barracks.

## **CODE YELLOW – WEATHER RELATED LOCKDOWN**

To be announced under the imminent threat of a weather event capable of causing bodily harm including tornado, hurricane, or severe thunderstorm impact.

### **A Code Yellow event will be sounded as follows:**

Repeated 15-second bursts of the alarm on the rooftop of Hatcher Hall combined with campus-wide verbal announcements relayed on the public address system.

### **Procedure: Faculty and Staff**

1. Visually scan your immediate surroundings and usher all cadets into the nearest interior hallway or otherwise enclosed area of the nearest building.
2. Have cadets assume a crouched position facing the wall along an interior hallway or otherwise enclosed area as far away from exterior windows as possible, having them cover their heads with their arms.
3. Work to maintain composure among cadets.
4. Remain in a protected posture until the announcement of “Code Green”, at which time you will receive further instructions regarding relocation and accountability procedures.

### **Procedure: Cadets**

1. Visually scan your immediate surroundings. If a member of the faculty or staff is nearby, follow their instructions. If no faculty or staff member is available, move quickly into the lowest available interior hallway or otherwise enclosed area of the nearest building.
2. Assume a crouched position facing the wall along an interior hallway or otherwise enclosed area as far away from exterior windows as possible. Cover your head with your arms.
3. Remain quiet.
4. Remain in a protected posture until the announcement of “Code Green”, at which time you will receive further instructions regarding relocation and accountability procedures.

## **CODE BLUE – STATIONARY LOCKDOWN**

To be announced when there is reason to believe that the occupants of the FUMA campus are in imminent danger of bodily harm. If any member of the faculty or staff is aware of an individual or entity on or near campus intent on inflicting bodily harm on campus, he or she should immediately contact a member of the school administration.

A Code Blue event will be sounded by repeated 15-second bursts of the alarm on the rooftop of Hatcher Hall combined with campus-wide verbal announcements relayed on the public address system.

### **Procedure: Faculty and Staff**

1. Visually scan your immediate surroundings and usher all cadets into the nearest secure area.
2. Lock all doors. Turn lights off. If possible call 911.
3. Remain silent. Do not answer knocks on the door. Silence your cell phone. Ignore fire alarms.
4. Have cadets sit along an interior wall that is as shielded from the doors or windows as possible.
5. Work to maintain composure among cadets.
6. Remain at alert until the announcement of “Code Green”, at which time you will receive further instructions regarding relocation and accountability procedures.

### **Procedure: Cadets**

1. Visually scan your immediate surroundings. If a member of the faculty or staff is nearby, follow their instructions. If no faculty or staff member is available, move quickly into the nearest secure area you can find. If possible, lock all doors and turn off the lights.
2. Sit along an interior wall that is as shielded from the doors or windows as possible.
3. Remain silent. Do not answer knocks on the door. Ignore fire alarms.
4. Remain at alert until the announcement of “Code Green”, at which time you will receive further instructions regarding relocation and accountability procedures.

# MIDDLE SCHOOL WEEKDAY SCHEDULE

|   |  |                                |
|---|--|--------------------------------|
| <b>SHOWER (optional time)</b>                               | 6:00 AM                                      |                                |
| <b>REVEILLE</b>   | 6:15 AM                                      |                                |
| <b>1ST CALL – INSPECTION</b>                                | 7:05 AM                                      |                                |
| <b>INSPECTION</b>   | 7:10 AM – 7:20 AM                            |                                |
| <b>BREAKFAST</b>  | 7:20 AM – 7:50 AM                            |                                |
| <b>CLASSES / LUNCH</b>                                      |  |                                |
| <u>MONDAYS - WEDNESDAYS</u>                                 |  |                                |
| AM BRIEFING   | 7:50 AM – 8:10 AM                            |                                |
| PERIOD 1  | 8:15 AM – 9:05 AM                            | (TO INCLUDE DEVOTION / PRAYER) |
| PERIOD 2  | 9:10 AM – 9:55 AM                            |                                |
| PERIOD 3  | 10:00 AM – 10:45 AM                          |                                |
| PERIOD 4  | 10:50 AM – 11:35 AM                          |                                |
| LUNCH   | 11:35 AM – 12:20 PM                          |                                |
| PERIOD 5  | 12:20 PM – 1:05 PM                           |                                |
| PERIOD 6  | 1:10 PM – 1:55 PM                            |                                |
| <u>THURSDAYS</u>  |  |                                |
| AM BRIEFING   | 7:50 AM – 8:10 AM                            |                                |
| PERIOD 1  | 8:15 AM – 9:30 AM                            | (TO INCLUDE DEVOTION / PRAYER) |
| PERIOD 2  | 9:35 AM – 10:45 AM                           |                                |
| PERIOD 3  | 10:50 AM – 12:00 PM                          |                                |
| LUNCH   | 12:00 PM – 12:45 PM                          |                                |
| PERIOD 4  | 12:45 PM – 1:55 PM                           |                                |
| <u>FRIDAYS</u>  |  |                                |
| AM BRIEFING   | 7:50 AM – 8:00 AM                            |                                |
| ADVISOR/ADVISEE PD.   | 8:05 AM – 8:30 AM                            | (TO INCLUDE DEVOTION / PRAYER) |
| EXPLORATORY   | 8:35 AM – 9:20 AM                            |                                |
| PERIOD 5  | 9:25 AM – 10:40 AM                           |                                |
| PERIOD 6  | 10:45 AM – 12:00 PM                          |                                |
| <b>AFTERNOON ACTIVITIES</b>                                 |  |                                |
| <u>MONDAYS</u>  |  |                                |
| DRILL   | 2:00 PM – 3:00 PM                            |                                |
| ATHLETICS   | 3:00 PM – 5:00 PM                            |                                |
| <u>TUESDAYS</u>   |  |                                |
| CHAPEL  | 2:00 PM – 2:30 PM                            |                                |
| EXTRA HELP  | 2:30 PM – 3:00 PM                            |                                |
| ATHLETICS   | 3:00 PM – 5:00 PM                            |                                |
| <u>WEDNESDAYS</u>   |  |                                |
| DRILL   | 2:00 PM – 3:00 PM                            |                                |
| ATHLETICS   | 3:00 PM – 5:00 PM                            |                                |
| <u>THURSDAYS</u>  |  |                                |
| CHAPEL  | 2:00 PM – 2:30 PM                            |                                |
| EXTRA HELP  | 2:30 PM – 3:00 PM                            |                                |
| ATHLETICS   | 3:00 PM – 5:00 PM                            |                                |
| <u>FRIDAYS</u>  |  |                                |
| COMMANDANT’S CALL   | 12:45 PM – 1:00 PM                           |                                |
| SHIFT CHANGE (Corps Meeting)                                | 3:00 PM                                      |                                |
| <b>NOTE: EXTRA DUTY (E.D.) IS HELD THE FOLLOWING TIMES:</b> |  |                                |
| - MONDAYS - THURSDAYS                                       | 3:00 PM – 5:00 PM                            |                                |
| - FRIDAYS   | 1:00 PM – 5:00 PM AND FROM 7:00 PM – 9:00 PM |                                |
| <b>RECALL (Prepare for formation)</b>                       | 4:45 PM                                      |                                |
| <b>1ST CALL - FORMATION</b>                                 | 5:20 PM                                      |                                |
| <b>FORMATION</b>  | 5:25 PM                                      |                                |
| <b>DINNER</b>   | 5:30 PM – 6:10 PM                            |                                |
| <b>1ST CALL - STUDY HALL</b>                                | 6:50 PM                                      |                                |
| <b>STUDY HALL</b>   | 7:00 PM – 8:30 PM                            | (FRIDAYS - PLANNED ACTIVITY)   |
| <b>EXTENDED STUDY HALL</b>                                  | 8:30 PM – 9:00 PM                            | “ “ “                          |
| <b>CLEAN / PREPARE FOR BED</b>                              | 9:00 PM – 9:25 PM                            |                                |
| <b>TATTOO</b>   | 9:25 PM                                      |                                |
| <b>TAPS</b>   | 9:30 PM                                      |                                |

## MIDDLE SCHOOL WEEKEND (SAT./SUN.) SCHEDULE

|                                |                     |
|--------------------------------|---------------------|
| <b>SHOWER (optional time)</b>  | 7:45 AM             |
| <b>REVIELLE</b>                | 8:00 AM             |
| <b>1ST CALL - FORMATION</b>    | 8:20 AM             |
| <b>FORMATION</b>               | 8:25 AM             |
| <b>BREAKFAST</b>               | 8:30 AM – 9:00 AM   |
| <b>MORNING ACTIVITIES</b>      |                     |
| <u>SATURDAY</u>                |                     |
| PREP. FOR INSPECTION           | 9:00 AM – 9:45 AM   |
| INSPECTION                     | 9:45 AM – 11:00 AM  |
| <u>SUNDAY</u>                  |                     |
| PREPARE FOR CHAPEL             | 9:00 AM – 9:15 AM   |
| 1ST CALL - CHAPEL              | 9:15 AM             |
| CHAPEL                         | 9:30 AM – 10:00 AM  |
| QUIET HOUR                     | 10:00 AM – 11:00 AM |
| <b>11:45 AM</b>                |                     |
| <b>11:50 AM</b>                |                     |
| <b>12:00 PM – 12:30 PM</b>     |                     |
| <b>12:30 PM – 12:45 PM</b>     |                     |
| <b>12:45 PM – 3:00 PM</b>      |                     |
| <b>3:00 PM</b>                 |                     |
| <b>3:15 PM – 4:45 PM</b>       |                     |
| <b>4:45 PM</b>                 |                     |
| <b>5:20 PM</b>                 |                     |
| <b>5:25 PM</b>                 |                     |
| <b>5:30 – 6:10 PM</b>          |                     |
| <b>EVENING ACTIVITIES</b>      |                     |
| <u>SATURDAY</u>                |                     |
| 1ST CALL - ACTIVITY            | 6:50 PM             |
| ACTIVITY (AND E.D.)            | 7:00 PM – 9:00 PM   |
| <u>SUNDAY</u>                  |                     |
| 1ST CALL - STUDY HALL          | 7:20 PM             |
| STUDY HALL                     | 7:30 PM – 8:30 PM   |
| EXTENDED STUDY HALL            | 8:30 PM – 9:00 PM   |
| <b>CLEAN / PREPARE FOR BED</b> | 9:00 PM – 9:25 PM   |
| <b>TATTOO</b>                  | 9:25 PM             |
| <b>TAPS</b>                    | 9:30 PM             |

**NOTE: ON SATURDAY CLASS DAYS, THE FOLLOWING MORNING SCHEDULE IS IN EFFECT:**

|                               |                     |
|-------------------------------|---------------------|
| <b>SHOWER (optional time)</b> | 6:00 AM             |
| <b>REVEILLE</b>               | 6:15 AM             |
| <b>1ST CALL – INSPECTION</b>  | 7:05 AM             |
| <b>INSPECTION</b>             | 7:10 AM – 7:20 PM   |
| <b>BREAKFAST</b>              | 7:20 AM – 7:50 AM   |
| <b>CLASS</b>                  | 8:00 AM – 12:00 PM  |
| <b>LUNCH</b>                  | 12:00 PM – 12:30 PM |

## MIDDLE SCHOOL ADMINISTRATION AND STAFF PHONE NUMBERS AND EMAIL ADDRESSES

Mrs. Haislip, Middle School Administrative Assistant  
(and Guard Room after 4:00 PM)      phone (434) 842-4260  
([haislipp@fuma.org](mailto:haislipp@fuma.org))      fax (434)842-4269

LTC Robert Feathers, Middle School Headmaster      (434) 842-4261  
([featherr@fuma.org](mailto:featherr@fuma.org))

MAJ Bill Blanchetti, Middle School Commandant      (434) 842-4262  
([blancheb@fuma.org](mailto:blancheb@fuma.org))

LTC Richard Washington, Leave Officer      (434) 842-4490  
([washingd@fuma.org](mailto:washingd@fuma.org))

MAJ Bob Grant, Guidance Director      (434) 842-4204  
([grantb@fuma.org](mailto:grantb@fuma.org))

MAJ John DeVault, Guidance      (434) 842-4223  
Summer School Director  
([devaultj@fuma.org](mailto:devaultj@fuma.org))

CPT Brent Miller, Middle School Chaplain      (434) 842-4489  
([millerbi@fuma.org](mailto:millerbi@fuma.org))

### Housemothers

Mrs. Jeni Fick      (434) 842-4326  
Mrs. Finley      (434) 842-4329

### **OTHER HELPFUL NUMBERS / E-MAIL ADDRESSES:**

**FUMA Switchboard**      (434) 842-4200

**Admissions Department**  
LTC Steve Macek      (434) 842-4205  
([maceks@fuma.org](mailto:maceks@fuma.org))

**Athletic Department**      (434) 842-4280  
LTC Micky Sullivan  
([sullivam@fuma.org](mailto:sullivam@fuma.org))

**Business Office**      (434) 842-4334  
Mrs. Sharon Higginbotham  
([higginbs@fuma.org](mailto:higginbs@fuma.org))

**Infirmary**      phone (434) 842-4310  
Ms. Ann Yonce      fax (434) 842-4349  
([yoncea@fuma.org](mailto:yoncea@fuma.org))

**Music Department**      (434) 842- 4219  
CW2 Bruce Patterson  
([pattersb@fuma.org](mailto:pattersb@fuma.org))

**Quartermaster's Department**      (434) 842-4351  
Mrs. Suzanne Grant  
([grants@fuma.org](mailto:grants@fuma.org))

**Fork Union Motor Lodge**      (434) 842-3255

# FORK UNION MILITARY ACADEMY MIDDLE SCHOOL CALENDAR 2009 - 2010

\* SATURDAY CLASSES      ~ PROGRESS REPORTS DUE      @ PARADE      # YEAR-END EVENTS  
( ) GRADING PERIOD ENDS      <> LEAVE PERIOD      shaded – NO SCHOOL

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|-----|-----|-----|-----|-----|-----|-----|

## AUGUST

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

## SEPTEMBER

|     |    |     |    |    |     |     |
|-----|----|-----|----|----|-----|-----|
|     |    | 1   | 2  | 3  | 4   | 5*  |
| 6   | 7  | 8   | 9  | 10 | 11  | 12* |
| 13  | 14 | 15  | 16 | 17 | <18 | 19  |
| 20> | 21 | ~22 | 23 | 24 | 25  | 26  |
| 27  | 28 | 29  | 30 |    |     |     |

## OCTOBER

|     |     |    |    |    |      |     |
|-----|-----|----|----|----|------|-----|
|     |     |    |    | 1  | <2   | 3   |
| 4>  | 5   | 6  | 7  | 8  | (9)  | 10  |
| 11  | 12  | 13 | 14 | 15 | <16  | 17  |
| 18> | 19  | 20 | 21 | 22 | 23   | <24 |
| 25  | 26> | 27 | 28 | 29 | <-30 | 31  |

## NOVEMBER

|     |     |    |      |    |     |     |
|-----|-----|----|------|----|-----|-----|
| 1>  | 2   | 3  | 4    | 5  | <6  | 7   |
| 8>  | 9   | 10 | 11   | 12 | <13 | 14  |
| 15> | 16  | 17 | (18) | 19 | 20  | <21 |
| 22  | 23  | 24 | 25   | 26 | 27  | 28  |
| 29  | 30> |    |      |    |     |     |

## DECEMBER

|     |    |    |     |    |     |     |
|-----|----|----|-----|----|-----|-----|
|     |    | 1  | 2   | 3  | <4  | 5   |
| 6>  | 7  | 8  | 9   | 10 | <11 | 12  |
| 13> | 14 | 15 | ~16 | 17 | 18  | <19 |
| 20  | 21 | 22 | 23  | 24 | 25  | 26  |
| 27  | 28 | 29 | 30  | 31 |     |     |

## EVENTS:

### AUGUST

26 LEADERSHIP TRAINING BEGINS (1 PM Check-in)  
31 NEW CADETS REPORT

### SEPTEMBER

1-2 TESTING/ORIENTATION  
3 RETURNING CADETS REPORT  
4 FIRST DAY OF CLASSES (Periods 1-3)  
5 SATURDAY CLASSES (Periods 4-6)  
10 GRACE PERIOD ENDS (Returning cadets)  
11-13 CLOSED WEEKEND (No visitation, leaves, or passes; phones on)  
12 SATURDAY CLASSES  
14 GRACE PERIOD ENDS (New cadets)  
18-20 FREE LEAVE  
22 PROGRESS REPORTS DUE  
25-27 CLOSED WEEKEND (No visitation, leaves, or passes)

### OCTOBER

2-4 FREE LEAVE  
9 END OF THE 1<sup>ST</sup> GRADING PERIOD  
16-18 EXCELLENT CONDUCT LEAVE (From 1<sup>st</sup> GP)  
23 PARENT CONFERENCES (2:00 PM – 5:00 PM)  
24 PARENTS' DAY (Conferences from 8:30 AM – 11:00 AM and Parade at 11:00 AM)  
24-26 FREE LEAVE (Parents' Weekend – ends 7:00 PM 10/26)  
30 PROGRESS REPORTS DUE  
30-11/1 ACADEMIC LEAVE (From 1<sup>st</sup> GP)

### NOVEMBER

6-8 MERIT LEAVE (From 1<sup>st</sup> GP)  
13-15 EXCELLENT CONDUCT LEAVE (From 1<sup>st</sup> GP)  
18 END OF THE 2<sup>ND</sup> GRADING PERIOD  
21-30 THANKSGIVING LEAVE (Begins at 9:00 AM and ends at 7:00 PM 11/30)

### DECEMBER

4-6 EXCELLENT CONDUCT LEAVE (From 2<sup>ND</sup> GP)  
11-13 ACADEMIC/MERIT LEAVE (From 2<sup>nd</sup> GP)  
16 PROGRESS REPORTS DUE  
19-1/3 CHRISTMAS LEAVE (Begins at 9:00 AM and ends at 7:00 PM 1/3)

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|-----|-----|-----|-----|-----|-----|-----|

### JANUARY

|     |      |    |    |    |     |    |
|-----|------|----|----|----|-----|----|
|     |      |    |    |    | 1   | 2  |
| 3>  | 4    | 5  | 6  | 7  | 8   | 9* |
| 10  | 11   | 12 | 13 | 14 | <15 | 16 |
| 17> | (18) | 19 | 20 | 21 | <22 | 23 |
| 24> | 25   | 26 | 27 | 28 | <29 | 30 |
| 31> |      |    |    |    |     |    |

### FEBRUARY

|     |    |    |      |    |     |    |
|-----|----|----|------|----|-----|----|
|     | 1  | 2  | 3    | 4  | <~5 | 6  |
| 7   | 8> | 9  | 10   | 11 | <12 | 13 |
| 14> | 15 | 16 | 17   | 18 | <19 | 20 |
| 21> | 22 | 23 | (24) | 25 | <26 | 27 |
| 28> |    |    |      |    |     |    |

### MARCH

|     |    |    |    |     |    |     |
|-----|----|----|----|-----|----|-----|
|     | 1  | 2  | 3  | 4   | <5 | 6   |
| 7>  | 8  | 9  | 10 | ~11 | 12 | <13 |
| 14  | 15 | 16 | 17 | 18  | 19 | 20  |
| 21> | 22 | 23 | 24 | 25  | 26 | 27* |
| 28  | 29 | 30 | 31 |     |    |     |

### APRIL

|     |    |    |      |    |     |     |
|-----|----|----|------|----|-----|-----|
|     |    |    |      | 1  | <2  | 3   |
| 4   | 5> | 6  | 7    | 8  | (9) | 10* |
| 11  | 12 | 13 | (14) | 15 | <16 | 17  |
| 18> | 19 | 20 | 21   | 22 | <23 | 24  |
| 25> | 26 | 27 | ~28  | 29 | <30 |     |

### MAY

|     |      |     |      |     |    |     |
|-----|------|-----|------|-----|----|-----|
|     |      |     |      |     |    | 1   |
| 2@> | 3    | 4   | 5    | 6   | <7 | 8   |
| 9@> | 10   | 11  | 12   | 13  | 14 | 15* |
| 16@ | (17) | 18# | 19#@ | 20# | 21 | 22  |
| 23  | 24   | 25  | 26   | 27  | 28 | 29  |
| 30  | 31   |     |      |     |    |     |

### JANUARY

9 SATURDAY CLASSES (Overnight passes for Exc. Conduct only)  
 15-17 MERIT LEAVE (From 2<sup>nd</sup> GP)  
 18 END OF THE 3<sup>RD</sup> GRADING PERIOD  
 22-24 EXCELLENT CONDUCT LEAVE (From 3<sup>RD</sup> GP)  
 29-31 ACADEMIC LEAVE (From 3<sup>rd</sup> GP)

### FEBRUARY

5 PROGRESS REPORTS DUE  
 5-8 WINTER WEEKEND (FREE LEAVE ends 7:00 PM 2/8)  
 12-14 "BEST COMPANY" LEAVE – 1<sup>ST</sup> SEMESTER (No visitation, leaves, or passes for cadets in the other Company)  
 19-21 MERIT LEAVE (From 3<sup>rd</sup> GP)  
 24 END OF THE 4<sup>TH</sup> GRADING PERIOD  
 26 PARENT CONFERENCES (1:00 PM – 4:00 PM)  
 27 PARENT CONFERENCES (9:00AM – 11:00 AM)  
 26-28 FREE LEAVE (Granted after Fri. or Sat. conferences)

### MARCH

5-7 ACADEMIC/EXCELLENT CONDUCT LEAVE (From 4<sup>th</sup> GP)  
 11 PROGRESS REPORTS DUE  
 13-21 SPRING LEAVE (Begins at 9:00 AM and ends at 7:00 PM 3/21)  
 27 SATURDAY CLASSES (Overnight passes for Exc. Conduct only)

### APRIL

2-5 FREE LEAVE (Easter Weekend – ends at 7 PM 4/5)  
 9 END OF THE 5<sup>TH</sup> GRADING PERIOD  
 10 SATURDAY CLASSES (Overnight passes for Exc. Conduct only)  
 16-18 EXCELLENT CONDUCT (From 5<sup>th</sup> GP)  
 20-21 ITBS TESTING (Mornings only)  
 23-25 ACADEMIC/MERIT LEAVE (From 5<sup>th</sup> GP)  
 25 CORPS PARADE (In Barracks by 1:00 PM)  
 28 PROGRESS REPORTS DUE  
 30-5/2 "BEST COMPANY" LEAVE – 2<sup>ND</sup> SEMESTER (No visitation, leaves, or passes for cadets in other Company)

### MAY

7-9 FREE LEAVE (Mothers' Day Weekend - ends 1:00 PM 5/9 and resumes after the parade until 9:00 PM)  
 14-16 CLOSED WEEKEND (No visitation, leaves, or passes)  
 15 SATURDAY CLASSES  
 17 END OF THE 6<sup>TH</sup> GRADING PERIOD  
 19 PRACTICE FOR GRADUATION EXERCISES, CLEAN UP AND PACK UP  
 19 PICNIC, PARADE, CAREBY HALL RECEPTION & AWARDS  
 20 MIDDLE SCHOOL GRADUATION  
 SUMMER VACATION BEGINS AT NOON!

Day Passes: Saturdays from 11:00 AM – 9:00 PM; Sundays from 9:00 AM – 7:00 PM.

Weekend Leaves: Friday from 1:00 PM to Sunday at 7:00 PM (unless otherwise noted on this calendar).

**Full-Dress parades are held the last Sunday of April and every Sunday in May. Cadets are to be in the Barracks no later than 1:30 PM on these Sundays.**