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Section I: History/Mission/Vision

Fork Union Military Academy History

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

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

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

Mission Statement

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

Vision

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

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

Respect

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

Integrity

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

Faith

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

Character

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

Discipline

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

Fork Union Military Academy Leader Development Model

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

Our goal at Fork Union Military Academy is to develop bright young men who can lead with character. Leader and value development are at the core of everything we do. This is a continuous process of integrating core values and leadership skills into every cadet interaction, “whether in the barracks, in the classroom, around the campus, or while engaged in athletics.” It is a collaborative effort in that all faculty, staff, administrators, and cadet officers must live, mentor, and model the behaviors, attitudes, skills, and values expected in our cadets. We are driven by purpose and called to lead.

LEAD Process

The LEAD process operates under the assumption that every cadet can learn to be a leader; whether or not he holds a position of leadership. The process involves continuous efforts to maximize strengths and improve deficiencies. The LEAD Process involves:

1. Learning the essential elements of leadership (core values, leadership skills, and mental and emotional acuity/ awareness) through formal instruction, mentoring and modeling
2. Experiencing and practicing these skills
3. Assessing concept knowledge and skill proficiency (ongoing and simultaneous)
4. Developing plans of improvement based on 360 degree and supervisor assessments, thereby strengthening personal growth and deepening understanding of the leadership experience
Essential Elements of LEAD

The essential elements integral to the LEAD process are:

1. A holistic focus on body, mind, spirit through study of Biblical truth and a Christian worldview
2. The core values of respect, integrity, faith, character, discipline
3. Leadership skills
4. Emotional and Cognitive Awareness

Core Values

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

Leadership

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

Emotional and Mental Awareness

Proverbs 23:7 reads, “For as he thinketh in his heart, so is he…” Thoughts develop emotions producing behavior, both good and bad. Repeated behavior becomes habit. The Lead Process enables cadets to be proactive in their thought and emotional wellness. A cadet who can lead himself, is better equipped to lead others.
Section IV: Chain of Command

COMMANDANT’S DEPARTMENT ORGANIZATION CHART

- ADMINISTRATIVE ASSISTANT
- COMMANDANT
- CSM
- DEPUTY COMMANDANT
- ASSISTANT TO THE COMMANDANT
- COMPANY TACS
- EVENING TACS
- NIGHT TACS

FUMA BATTALION ORGANIZATION CHART

- BATTALION COMMANDER
- CSM
- ADJUTANT
- EXECUTIVE OFFICER
- STAFF OFFICERS
- COMPANY COMMANDERS

FUMA COMPANY ORGANIZATION CHART

- EXECUTIVE OFFICER
- COMPANY COMMANDER
- 1SGT
- PLATOON LEADER
- PLATOON SERGEANT
- S.L.

- PLATOON LEADER
- PLATOON SERGEANT
- S.L.

- PLATOON LEADER
- PLATOON SERGEANT
- S.L.
Section V: Principles of Cadet Governance

Body

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

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

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

Article 1. Personal Hygiene

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

1.1. Hygiene

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

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

1.1.2.1. Hair will be trimmed closely, less than one inch in length on the top, depending on type and texture of hair. Sides will be tapered and off the ears and neck. Sideburns will not extend below the middle of the ear.
1.1.2.2. Cadets are authorized to obtain haircuts off-campus, but they must meet the haircut regulations.

1.1.2.3. Cadets are not authorized to cut another cadet’s or their own hair.

1.1.2.4. Extreme hairstyles including parts, matted down hair, dyed hair and altered eyebrows are prohibited.

1.1.2.5. Cadets who develop skin irritation due to shaving will report to the infirmary. Limited shaving passes may be authorized by the head nurse.

1.2. Laundry

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

1.2.2. Cadets will turn in laundry and dry cleaning items on the designated day for their respective company.
   
   1.2.2.1. Cadet pants are turned in according to company schedule.

1.2.3. Bed linen will be laundered weekly as scheduled.
   
   1.2.3.1. Cadets will send out two laundry bags per week, one for whites and one for everything else.

1.3. Personal Appearance

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

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

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

1.3.4. A black, silver, or gold watch and one Fork Union ring are authorized.

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

1.3.6. Do-rags are ONLY permitted while in bed sleeping.
1.3.7. Cadets will demonstrate public modesty at all times.

Article 2. Barracks Regulations

2.1. Barracks Rooms and Areas

2.1.1. Cadets will conduct themselves professionally in accordance with the core values at all times.

2.1.2. Cadets must enter and exit the barracks through their assigned company doors.
   2.1.2.1. Visiting other companies and walking through other company areas is prohibited.
   2.1.2.2. Center stairwells and exit doors are off limits.

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

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

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

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

2.1.7. Room changes are authorized only through the Commandant's Department.

2.1.8. Barracks are for cadet use only. Exceptions are determined by the Commandant’s Department.

2.1.9. Electric appliances such as fans, blenders, toasters, hot plates, heaters, coffee pots, and microwaves are not authorized. Please reference section 6 addendums.
2.1.10. Cadets will only enter another cadet’s room in the line of duty or at the invitation of the occupant. Cadets may only visit on their hallway, unless authorized by the commandant.

2.1.11. Tampering with electric wires, TV, or computer cables, electric panels, phones, and bathroom fixtures is prohibited.

2.1.12. Possession of cell phones, and any device that can take pictures is prohibited.

2.1.13. Civilian clothes regulations

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

2.1.13.2. Civilian clothes are picked up only during a time specified by the commandant’s department.

2.1.13.3. Civilian clothes are not issued for day pass.

2.1.13.4. The academy is not responsible for stored items.

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

Article 3. Inspections and Accountability

3.1. Barracks Inspection

3.1.1. The Commandant’s Department and cadet officers will conduct daily Barracks inspections, to include room and common areas.

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

3.2. Saturday Inspection

3.2.1. Personal appearance and barracks inspections are made on non-class Saturdays between 0900 and 1100 hours by the Commandant’s Department.
Article 4. Cadet Social Center

4.1. Social Center Regulations

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

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

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

4.1.4. Cadets will be in the uniform of the day while in the Social Center.

4.1.4.1. Specific permission to adjust the uniform may be authorized by the Commandant’s Department.

4.1.5. Cadets not conducting themselves appropriately may be denied Social Center privileges and issued demerits or tours.

Article 5. Athletic Department

5.1. Sportsmanship

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

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

5.1.1.2. Violation of this standard may result in permanent removal from that athletic event in which he is engaged or other disciplinary measures.

5.2. Participation

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

5.2.1.1. Once a cadet makes an athletic team, he is expected to remain on the team for the duration of that season. Failure to fulfill commitment may result in demerits.
5.2.1.2. Cadets may not go on leave or day pass until after all athletic commitments have been met.

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

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

5.2.4. Cadets receiving tours the day of a game are permitted to participate in the game that day.
   5.2.4.1. Extra duty commences immediately following participation in the game the same day if time allows.

5.3. Athletic Injury

5.3.1. Concussion
   5.3.1.1. Concussion baseline testing is required for all cadets when they check in to Fork Union Military Academy each year.
   5.3.1.2. Participation in any physical activity prior to concussion testing is prohibited.
   5.3.1.3. If a cadet sustains a head injury he is prohibited from engaging in any physical activity or athletic competition or training until cleared by a physician, nurse, or Fork Union Military Academy athletic trainer as per Fork Union Military Academy’s Concussion Action Plan.

5.3.2. Certified Athletic Trainers are available to cadets.
   5.3.2.1. Directives related to rehabilitation or injury recovery are provided by a Fork Union Military Academy trainer and will be followed without fail.

5.3.3. Accidents or injuries are to be immediately reported to the infirmary or the athletic trainer.

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

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

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

5.4.3. Team athletic equipment is not authorized for storage in the barracks. These items are stored in the team locker room.

5.4.4. Cadets may not engage in athletic activities while wearing any of the cadet military uniform, e.g., class B attire.

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

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

5.5. Valuables

5.5.1. Items of value should not be brought to any athletic building or field.

5.6. Basketball Areas

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

5.6.2. No jumping from any objects under the goal is permitted while shooting. (This includes chairs, boxes, bleachers, or any other items).

5.7. Team Rooms

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

5.7.2. Cadets are expected to conduct themselves appropriately at all times in their team room.
5.7.3. Only cadets who are team members assigned to a specific locker room are allowed to use the shower room and toilet facilities in that space.

5.8. Estes Athletic Center Field House

5.8.1. Free time use of the main floor of the field house is restricted to playing basketball and running or jogging on the track.

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

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

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

5.9. Thomas Gymnasium

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

5.10. Outdoor Athletic Areas

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

5.11. Aquatic Center

5.11.1. Cadets are not permitted to use the pool except during established hours when a certified lifeguard is on duty and/or when accompanied by a faculty or staff member.

5.11.2. Swimmers may not enter other areas of the Estes Center while wearing swimming pool attire unless approved by a coach.
5.11.3. The only swimming pool attire authorized for cadets is swim suits or shorts specifically designed for swimming pool/open water use. FUMA issued PT gear (e.g., athletic shorts or gear) is not authorized.

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

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

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

5.11.7. Obey the lifeguard at all times.

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

5.11.9. Prior to entering the pool, cadets will rinse off using the on deck showers.

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

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

Article 6. Physical Training (PT)

6.1. Physical Training (PT)

6.1.1. Cadets not playing a team sport are required to attend organized PT Tuesday and Thursday.

6.1.2. Permission to miss PT may only be granted by the Commandant or Deputy Commandant.

6.1.3. Unauthorized absence from PT may result in demerits and/or tours.
Article 7. Dining Hall

7.1. Dining Hall Conduct

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

7.1.2. A cadet will enter the dining hall in the uniform of the day.

7.1.3. The storage cubicles and tables located at the entrance in the dining hall are for temporary storage of books, laptops, or athletic gear brought into the dining hall. Stored items must be retrieved when leaving the dining hall immediately following the meal.

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

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

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

7.1.7. Cadets will stand when a female approaches their table, and remain standing until she is seated.

7.1.7.1. Upon completion of her meal, a cadet will offer to carry the tray for any female seated at his table.

7.1.8. A cadet is expected to take only food he is willing to eat and to finish all the food he takes in the dining hall.

7.1.9. If a second serving is desired, a cadet will take a new plate and return to his original seat.

7.1.10. Jackets and rain capes are hung neatly on the back of a cadet's chair when dining.

7.1.11. Prior to departing the dining hall, cadets will clean up their eating area, ensuring that it is left in good order.

7.1.11.1. Cadet Officers will patrol their company area after eating.
7.1.12. A cadet will keep all four legs of his chair on the ground at all times while seated.

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

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

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

7.2. Accidental Breakages

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

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

7.3. Dining Hall Commands

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

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

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

Article 8. Medical Policy Overview

8.1. Medical Leave

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

8.1.2. Provisions for Medical Leave
8.1.2.1. Medical leave must be approved by the school’s Head Nurse, Commandant or Deputy Commandant, and the Academic Dean if class is missed.

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

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

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

8.1.2.5. Treatment of orthodontic problems is scheduled during a cadet’s regular leave time.

8.1.3. Day Student Medical Appointments

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

8.1.3.2. Routine appointments should be scheduled during major leaves.

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

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

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

8.2. Infirmary Regulations

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

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

8.2.3. Permits are not required for cadets reporting to take medications.

8.2.4. All ill or unseen cadets will report at the above time. The cadets are screened by the nurse and Sick Call Permits to see the physician are issued as necessary.
8.2.5. Permits are issued to prescheduled cadets the evening before their appointment.

8.2.6. Infirmary Permits are required at all other times.

8.2.7. Doctor’s Sick Call is held at 0725 hours Monday through Friday.
   8.2.7.1. After seeing the physician, each cadet is given an Infirmary Permit with the departure time from the infirmary and any special medical orders.
   8.2.7.2. Cadets will present the permit to their instructor or TAC Officer. The permit is returned to the cadet if it contains special medical instructions.
   8.2.7.3. Cadets departing the infirmary will report to their class immediately. No more than five minutes is allowed between the time of departure and the time of arrival in the classroom.

8.2.8. Cadets reporting to the infirmary other than between 0630 and 0700 hours will secure an Infirmary Permit from:
   8.2.8.1. His instructor when classes are in session.
   8.2.8.2. The OC during CQ.
   8.2.8.3. The Commandant’s Department at all other times.

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

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

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

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

8.2.13. Cadets are required to wear pajamas and slippers while in the infirmary.

8.2.14. Cadets admitted to the infirmary will comply with all rules and regulations concerning infirmary operation and study CQ and electronic devices.
8.3. Medication Rules

8.3.1. Cadets are not permitted to keep any medicines (prescription or over the counter) without written authorization from the infirmary staff.
   
   8.3.1.1. No medication, unless authorized by the infirmary with a permit, is allowed in the barracks.
   
   8.3.1.2. Medicines authorized by the infirmary staff to be kept in the barracks room must be locked in the cadet's bunk section at all times.

8.3.2. Athletic supplements, powdered performance enhancing supplements, and high-energy drinks are prohibited from campus.

8.3.3. Improper consumption or distribution of any medication or controlled substance will result in corrective measures, and may include the cadet's dismissal from the academy.

8.3.4. Cadets are required to take their medication as prescribed.
   
   8.3.4.1. Neglecting to take medicine as prescribed is a demerit offense.

8.3.5. Cadets taking daily prescribed medications are expected to report to the infirmary at the following times:
   
   8.3.5.1. Breakfast 0630-0715 hours
   
   8.3.5.2. Lunch 1145-1300 hours
   
   8.3.5.3. Dinner 1800-1820 hours
   
   8.3.5.4. Times other than these are arranged on an individual basis by the nursing staff.
   
   8.3.5.5. When the infirmary is closed for meals, or when the nurse is away, the cadet is expected to wait for return at the specified time.

8.3.6. The infirmary door buzzer is for emergencies only.

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

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

8.3.9. If medicines need to be mailed home for major leaves, please contact the infirmary in advance by email at infirmary@fuma.org or phone at 434.842.4310.
8.3.10. It is the parent’s/guardian’s responsibility to assure that the infirmary has an adequate medicine supply for their son.

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

8.4. Emergency Leave

8.4.1. Absence from the academy due to severe illness or death of a member of the cadet’s immediate family is classified as “Emergency Leave.”

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

8.4.2. In the event of a death in the family, the cadet or his family requesting emergency leave may be required to furnish the Commandant’s Department with the following information:

8.4.2.1. Name of deceased
8.4.2.2. Relationship
8.4.2.3. Funeral Director and telephone number
8.4.2.4. Date of interment

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

Article 9. Allowance

9.1. ATM Machine

9.1.1. An ATM machine is available in the dining hall for cadet use.

9.1.2. A cadet is not permitted to have more than $40.00 in cash in his possession at any time.

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

9.1.3. The business office does not dispense money from cadet accounts directly to cadets.
Article 10. Leave and Day Pass

10.1. Leave

10.1.1. Most leaves begin after class on Friday and end at 1900 hours on Sunday evening. During parade season, weekend leaves terminate Sunday at 1300 hours.

10.1.2. Refer to the school calendar for variations of leave departure and return times.

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

10.1.3. A cadet must have his parent’s or guardian’s permission form on file at the academy before he is granted leave.

10.1.4. A leave request is approved for cadets to go to:

10.1.4.1. His own home

10.1.4.2. The home of a relative

10.1.4.3. The home of another cadet, provided the cadet requesting the leave has a written invitation from the parents of the other cadet and forwarded to Secretary of the Commandant.

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

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

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

10.1.7. There are five types of leave:

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

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

10.1.7.3. Regular weekend leave, with or without college visit

10.1.7.4. Medical and Emergency leave
10.1.7.5. Open Leave: (All are eligible), Parents weekend, Winter weekend, Easter

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

10.1.8.1. The College Visit Leave form is available in the Guidance Office.

10.2. Leave Eligibility

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

10.2.1.1. Exceptions are not made to the stated leave policy, except in cases of emergency as defined in these regulations.

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

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

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

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

10.2.2.4. They are only authorized day pass once per month with their parent or guardian and cannot take another cadet.

10.2.3. Cadets are not granted leave if they have tours to serve or are restricted to campus.

10.2.3.1. The only exceptions to this are for Major and Open Leaves or approval by the commandant.

10.2.3.2. Cadets receiving tours on Thursday and Friday may still go on leave that week. Tours will be served upon return from leave.

10.2.4. Cadets can sign out only when accompanied by the adult indicated on the leave form.

10.2.5. Only Commandant’s Department staff may sign out cadets for leave.
10.3. Leave Procedures

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

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

10.3.3. Any cadet returning late from leave, may be subject to demerits, tours and/or restricted leave privileges.

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

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

10.3.6. Leave forms are obtained and returned to the Company 1SGT.

10.3.6.1. The 1SGT will check all forms for completeness and accuracy and submit them to the Commandant’s Department by 0800 on Monday of the leave week.

10.3.6.2. Cadets must have leave permission and invitations submitted by 1630 Wednesday.

10.3.6.2.1. Leave forms turned in late may be denied.

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

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

10.3.8.1. Cadets reporting late without having a parent call may be carried as “Absent without Leave” (AWOL).

10.3.8.2. Cadets returning late from leave may receive demerits and/or tours.

10.3.9. Refer to the School Academic Calendar for leave departure and return times.
10.3.10. Upon returning to campus from leave or day pass, a cadet will immediately sign in with his TAC. If the cadet’s TAC is not on campus, the cadet will report to the Commandant’s Department staff member on duty.

10.3.11. Cadets will not return to campus prior to 0900 for major leaves (Thanksgiving, Christmas, and Spring Break).

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

10.3.13. The uniform for cadets going on or returning from leave or day pass is determined by the Commandant.

10.4. Day Passes

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

10.4.1.1. Cadets on probation are only authorized one day pass per month with their parent or guardian.

10.4.2. Day passes are available on Saturday from 1100–2100 hours or Sunday from 1015–1900 hours. During parade season, any local visitation schedule will be announced at the conclusion of the parade.

10.4.3. Cadets must fill out the form for day pass, in person, in the Commandant’s Department.

10.4.4. Uniform for day pass is determined by the Commandant’s Department.

10.4.5. Cadets must leave and return in the proper uniform.
Mind

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

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

Article 11. Academic Department Policies and Regulations

11.1. General Academic Policies

11.1.1. Bells

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

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

11.2. Classroom Expectations

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

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

11.2.2.1. Cadets on break or planning period must ensure they can hear the morning and afternoon announcements.
11.3. Tests, Examinations, and Grading Scale

11.3.1. Tests are given at the discretion of the instructor. Exams are given on published dates, twice each term.

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

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

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

11.3.2. Grades are evaluated as follows:

11.3.2.1. A = 95–100 percent

11.3.2.2. B = 88–94 percent

11.3.2.3. C = 81–87 percent

11.3.2.4. D = 75–80 percent

11.3.2.5. F = below 75 percent

11.3.2.6. Any grade below C is unsatisfactory.

11.4. Extra Help and Planning Period

11.4.1. Any student earning a C- or lower in a class is required to remain with his instructor for the entire extra help session Tuesday and Thursday immediately following class until 1430.

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

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

11.5. Resource Class

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

11.5.1.1. If a student is enrolled in Health, Leadership, Religion, or some other academic class that meets during his planning period, he will coordinate to meet daily (Monday-Thursday) with the Resource teacher outside of the normally scheduled meeting time.
11.6. Dean's List, Honor Roll, and National Honor Society

11.6.1. Deans List

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

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

11.6.2. Honor Roll

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

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

11.6.3. National Honor Society and National Junior Honor Society Requirement: see addendum in Section VII

11.7. Library

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

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

11.7.3. Food and beverage are not permitted in the library.

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

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

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

11.7.7. Headphones and earbuds are prohibited in the library.

11.7.8. The checkout period for books is four weeks unless extended by the librarian.
11.7.9. Cadets may not lend checked books to one another.

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

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

12.1. Study CQ Schedule

12.1.1. Tuesday, Thursday (and on Friday night before Saturday class)
   12.1.1.1. 1845 hours – All Cadets in their Company area
   12.1.1.2. 1905 hours - All cadets in their rooms
   12.1.1.3. 1910 hours – All cadets in their rooms and seated
   12.1.1.4. 1915 hours – Study CQ begins
   12.1.1.5. 2100 hours – Recall (Study CQ ends)
   12.1.1.6. 2200 hours – TAPS

12.1.2. Sunday, Monday, and Wednesday night schedule
   12.1.2.1. 1945 hours – All Cadets in their Company area
   12.1.2.2. 1950 hours – All cadets in their rooms
   12.1.2.3. 1955 hours – All cadets in their rooms and seated
   12.1.2.4. 2000 hours - Study CQ begins
   12.1.2.5. 2130 hours – Recall (Study CQ ends)
   12.1.2.6. 2200 hours – TAPS

12.2. Study CQ Policies and Procedures

12.2.1. Cadet officers or their designates are required on the hall 10 minutes prior to the start of CQ and must remain on the hall until 5 minutes after, to supervise the start of CQ.

12.2.2. Cadet officers or their designates are required to be on the hall 5 minutes before CQ ends.

12.2.3. Cadet officers and NCOs must be in their own room by 2210.
12.2.4. Company meetings, platoon meetings, NCO meetings, etc., are not held in between recall and taps.

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

12.2.6. A cadet must remain in his room and work independently during the entire Study CQ period. (Exception: Battalion Commander and Battalion Command Sergeant Major).

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

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

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

12.2.10. OC Duty Officers are not allowed to tutor cadets in the barracks during Study CQ.

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

12.2.12. Food and drink are not authorized during Study CQ.

12.2.13. Visiting during and after CQ is prohibited.

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

12.2.15. Cadets are prohibited from playing any musical instrument, TV, or radio during Study CQ.

12.2.16. Cadet Officers and NCOs will handle all official business before Study CQ begins.
12.3. Study CQ Reading Policy

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

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

12.4. Study CQ Inspection

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

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

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

Article 13. Acceptable Use Policy

13.1. Acceptable Use Policy

13.1.1. Cadets are required to review and sign the Acceptable Use Policy found in Section VI of the Cadet Handbook.

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

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

Article 14. Conduct

14.1. General Conduct

14.1.1. Cadets are subject to school regulations the moment they arrive on campus.
14.1.2. Cadets always represent Fork Union Military Academy, and will conduct themselves appropriately both on and off-campus.

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

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

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

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

14.1.7. The Vice President for Business and Commandant must both approve any commercial enterprise before it can be implemented on campus.

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

14.1.8.1. Only the Battalion Commander can address the Commandant with requests from groups within the corps of cadets.

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

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

14.1.10. Cadets will refrain from physical altercations.

14.1.11. Hazing is prohibited, whether verbal or physical.

14.1.11.1. Hazing is defined as the subjection to harassment or ridicule.

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

14.1.11.3. Hazing is a serious offense and may be subject to dismissal.

14.1.12. Boarding students may not have automobiles or motorcycles on campus nor may they have a vehicle in Fluvanna County.

14.1.13. All cadets are required to attend formations, assemblies, and inspections.
14.1.13.1. Absence from any activity is only permitted by authorized personnel.

14.1.13.2. Cadets absent from required activities without permission are considered “Absent without Leave” (AWOL).

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

14.1.15. Earbuds are allowed only in the classroom with permission, and in a cadet’s room during free time.

14.1.15.1. Permission to use earbuds or headphones is authorized only for academic purposes during Study CQ and must be indicated on a valid computer pass.

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

14.1.17. Unauthorized use of or possession of any type of video/camera, 2 way radios, or recording equipment is prohibited.

14.1.18. Inappropriate physical contact and any type of sexual activity or harassment is prohibited and may be a dismissal offense.

Article 15. Off-Campus Regulations

15.1. Off-Campus Regulations

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

15.1.1.1. Leave
15.1.1.2. Day Pass
15.1.1.3. Duty related activity with an authorized adult
15.1.1.4. School sponsored activity
15.1.1.5. Town visit authorized by the Commandant’s Department

15.1.2. Regulations relative to military courtesy are observed off-campus.
15.1.3. Cadets on leave must wear the uniform properly and conduct themselves as cadets when off campus for school related activities.

15.2. Town Visits

15.2.1. Town visits, in accordance with conduct performance levels, are permitted when authorized, by the Commandant for no more than 2 hours.

15.2.2. Cadets must sign in and out in both company area and with the Commandant’s Department personnel on duty.

15.2.3. Headgear is worn at all times when on town visits.

15.2.4. Hitchhiking, soliciting rides, or riding in cars without permission is strictly forbidden.
Article 16. Cadet Limits

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

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

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

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

Article 17. Chapel Attendance and Expectations

17.1. Chapel Services

17.1.1. All cadets will attend chapel services on Tuesday, Thursday, and Sunday unless excused by the Commandant’s Department.

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

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

17.1.4. Chapel services are scheduled as follows:

17.1.4.1. Tuesday and Thursday – 1015 hours
17.1.4.2. Sunday – 0930 hours
17.2. Off-Campus Church Attendance

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

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

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

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

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

17.3. Sunday Rest Period

17.3.1. Rest Period is observed each Sunday from 1000 to 1130 hours.

17.3.1.1. Cadets are required to remain in their room for the duration of Rest Period.

17.3.1.2. From 1000 hours to 1130 hours cadets are encouraged to write a letter to parents or guardian, read a book, take a nap or engage in personal devotional.

Article 18. Classroom Devotionals

18.1. Each class day starts with a devotional period.

18.1.1. Devotionals will typically consist of a scripture reading, short devotional message, and a prayer.

18.1.2. Cadets are expected to respect devotional time.
Military

Article 19. Formations

19.1. General

19.1.1. All formations are held on Fraley Circle unless otherwise directed.

19.1.2. Formation is required and absence is only authorized with special permission from the Commandant’s Department.

19.1.2.1. A cadet granted special permission to miss a formation must sign out in his company area.

19.1.2.2. A cadet may be determined as off-ranks only by the infirmary or trainer and must have an accompanying pass.

19.1.3. Having visitors on campus does not excuse a cadet from formation unless specific permission is granted by the Commandant’s Department.

19.1.4. Cadet Officers are not authorized to excuse cadets from formations for any reason.

19.1.5. Cadets who are not present at the formation and are not accounted for are reported absent by the company 1SGT. Failure to report an absence is an honor violation.

19.1.6. Cadets assigned leadership positions must stand in formations.

19.2. Inclement Weather

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

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

19.2.3. When the weather alarm sounds, cadets must proceed immediately to the interior of the closest building until the all clear sounds.
19.3. Meal Formation

19.3.1. When called, a corps meal formation will be held on the circle, under the direction of the Battalion Commander or his representative. These formations include day students.

19.3.2. Reports are taken and the Corps marches to the dining hall.

19.3.3. Commanders position themselves in front of the dining hall to ensure appropriate entry by the corps.

19.3.4. Upon entering the dining hall, cadets will be “At Ease” until seated at their table.

19.3.5. The Battalion Commander, or senior cadet present is responsible for moving the Corps to the dining hall, seating the Corps, and maintaining good order and discipline during meal periods.

Article 20. Cadet Uniforms

20.1. Cadet Uniforms consist of the following

20.1.1. Class A: Gray pants, white long-sleeve shirt, tie, blouse, and white round hat.

20.1.2. Class B summer Blue: Gray pants, blue shirt, flat hat or gray round hat.

20.1.3. Class B Summer White: Gray pants, white short-sleeve shirt, white round hat.

20.1.4. Class B Winter: Gray pants, black shirt, tie, flat hat or gray round hat.

20.1.5. Class C Summer: BDU pants, utility shirt, BDU cap.


20.1.7. Travel Uniform: Khaki pants, polo shirt(long/short), black athletic or casual shoes, khaki belt with buckle.
20.2. Wearing of the uniform

20.2.1. Cadets will wear their uniforms on and off campus in accordance with regulations. A cadet’s appearance needs to reflect positively on the Corps of Cadets and the Academy.

20.2.2. Name tags are part of the military uniform and are worn by all cadets on the right breast pocket or right side on uniform shirts and class A blouse.

20.2.3. Insignia of rank must be worn by cadets in accordance with regulations.

20.2.4. When a cadet is notified of a reduction in rank, he is no longer eligible to wear the rank associated with his prior position.

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

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

20.2.7. Only academy-authorized ribbons and badges are worn on a cadet uniform.

20.2.7.1. Hanging medals are only worn on the Class A blouse

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

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

20.2.9. Soft Shoe permits are issued by the infirmary.

20.2.9.1. Only completely black (i.e. no color besides black on the shoe or soles) athletic or casual shoes may be worn with a soft shoe permit.

20.2.10. Reflective belts will be worn on the outside of the uniform.

20.2.10.1. Reflective belts must be worn from mess I until morning colors, Mess III until Mess I, and anytime in athletics.

20.2.1. Cadets will purchase replacement uniform items for those that are lost or identified as unserviceable.
20.2.2. Cadets will ensure that all uniform items are permanently and properly marked and reflective of a cadet’s current company assignment.

Article 21. Company Competition

21.1. Company Competition

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

21.1.2. This competition includes the rating of cadets in the following areas:
   21.1.2.1. Drill proficiency
   21.1.2.2. Inspection in ranks and in barracks
   21.1.2.3. Policing of areas
   21.1.2.4. Special achievements of units or additional criteria as determined by the Commandant.

21.1.3. Scores are computed weekly.

21.2. Competition Procedures

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

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

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

21.2.4. Special meritorious leaves are awarded to the winning companies throughout the school year.
Article 22. Cadet Demeanor

22.1. General regulations

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

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

22.1.3. Cadets will render the appropriate time of day greeting whenever interacting with any visitor, staff, or faculty member. Appropriate greetings include, "Good morning, Sir/Ma'am, Good afternoon Sir/Ma'am," etc.

22.1.4. Saluting is a formal military gesture of greeting.
   22.1.4.1. When outdoors and approaching an officer in uniform from the front or side, cadets will salute when they are at a point approximately six steps from the person and render the greeting of the day. The salute is held until acknowledged or until cadet is six steps beyond the officer.
   22.1.4.2. When cadets are in ranks, the cadet in charge calls the unit to attention and renders the salute for the unit. Likewise, while marching, the cadet in charge will render the salute.
   22.1.4.3. Salute indoors when making an official report, i.e., "Cadet Anderson reporting in, sir."
   22.1.4.4. Cadets will salute all members of the faculty and administration staff in uniform.
   22.1.4.5. Cadets will salute cadet officers.
   22.1.4.6. Cadets will salute officers of the armed forces of the United States or military officers of foreign powers.
   22.1.4.7. Cadets will look toward the person saluted.
   22.1.4.8. A cadet will keep his right hand free whenever possible. If both hands are occupied or if the right arm is injured, the cadet will look toward the officer, nod his head and render the greeting of the day.
   22.1.4.9. A cadet standing in ranks at rest or at ease comes to attention if spoken to by an officer, but does not salute.
22.1.4.10. If cadets are in a group and not in ranks, and a person entitled to a salute approaches, the first cadet to see the individual calls, “Attention.” All cadets then come to attention and salute.

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

22.1.4.12. When an officer enters a cadet’s room, cadets come to attention but do not salute.

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

22.1.4.14. When using the Fraley Circle sidewalks that lead to the flag pole all cadets will salute the American flag for six paces.

22.1.5. Cadets will greet and ask to assist visitors on campus.

22.1.6. When entering the offices of academy staff or the room of a cadet officer, cadets will always report in a formal manner.

22.1.6.1. A cadet will remain at the doorway until acknowledged.

22.1.6.2. A cadet will carry round hat under left arm, flat hat under belt buckle (unless under arms).

22.1.6.3. When invited to enter the office, march in, halt, stand at attention, face the officer, salute, and (holding the salute until returned) say, “Sir (or Ma’am), Cadet __________ reporting in.”

22.1.6.4. When dismissed, salute, state, “Reporting out,” take one step backward, about face, and march out.
Section VI: Disciplinary Policy

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

Article 23. Tribunal Review, Dismissal Offenses, and Suspensions

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

23.2. Faculty Hearing Tribunal

23.2.1. The tribunal will evaluate the cadet's overall performance and recommend appropriate disciplinary actions. This recommendation is reviewed and finalized by the academy's President.

23.3. A tribunal may be performed in absentia after the cadet is suspended from campus.

23.4. A cadet is subject to Tribunal Review and/or dismissal for the following offenses:

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

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

23.4.2. The use or trafficking of any intoxicant, bringing it on campus, or returning to campus under the influence.
23.4.3. The possession of firearms, explosives, ammunition, or other lethal weapons.

23.4.4. Physical assault on another cadet.

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

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

23.4.7. Lying or cheating.

23.4.8. Fighting or a pattern of physical confrontations.

23.4.9. AWOL for 72 hours.

23.4.10. Excessive demerits or violation of disciplinary probation.

23.4.11. Manifest indifference or refusal to adjust to regimen.

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

23.4.13. Inappropriate sexual behavior.


23.5. Suspensions

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

23.5.2. A cadet may be suspended from campus as ordered by the Commandant or President of the Academy as deemed necessary.
Article 24. Delinquency Reports

24.1. Delinquency Reports

24.1.1. A delinquency report (commonly known as a stick) is entered against a cadet for a breach of discipline or a violation of rules and regulations.

24.1.2. All delinquency reports are submitted on the prescribed form to the Commandant’s Department.

24.1.2.1. The offenses will be stated clearly and briefly.

24.1.2.2. A more detailed explanation may be required on the back of the delinquency report.

24.1.2.3. Each report is signed by the reporting cadet or faculty member.

24.1.2.4. Reports of delinquencies too broad or general in nature should be avoided.

24.1.2.5. Specific wording of the exact offense submitted is always included. For example, a report for “Failure to Comply” will also include the specific action omitted.

24.1.3. All delinquency reports prepared by cadet officers and NCOs are submitted through the cadet chain of command to the Company Commander.

24.1.3.1. Each level will screen the reports to ensure that they are valid and warrant demerits.

24.1.3.2. Care is exercised to eliminate reports or minor incidents that are appropriately handled by counseling or lesser consequences.

24.1.3.3. Reports processed through the cadet chain of command are initialed by the Company Commander and submitted to the TAC each morning prior to 0730 hours.

24.1.3.4. Delinquencies having reference to an academic matter are referred to the Dean for investigation and action. All classroom delinquencies are signed by the Dean before submission to the Commandant’s Department.

24.1.4. All outstanding delinquency reports are consolidated, published daily via a delinquency list (commonly known as the “Green Sheet”), and are posted on the company bulletin boards. Delinquency lists will remain on the bulletin board for 24 hours.
24.1.5. Cadets receiving Category III offenses are required to fill out a special report, explain the details of the offense, and submit that report to their TAC Officer before the offense is posted. The Company TAC Officer will make recommendations to the Commandant and Deputy Commandant for consequences for Category III offenses.

24.1.6. The TAC is the appellate authority for Category I and II offenses

24.1.7. The Deputy Commandant is the appellate authority for Category III offenses.

Article 25. Demerits and Merits

25.1. Demerits

25.1.1. Demerits are applied against cadets commensurate with the seriousness of the offense.

25.1.2. The number of demerits assessed for more common offenses are as follows:

25.1.2.1. Category I: 0-3 demerits per offense.

25.1.2.2. Category II: 4-14 demerits per offense.

25.1.2.3. This category is not all-inclusive and demerits may be assigned at the discretion of the Commandant for offenses not listed or named.

25.1.2.4. More serious infractions fall into Category III or Category IV and demerits range from 15 to 40, and may result in an Honor Council hearing and/or Tribunal.

25.2. Demerit Appeals

25.2.1. If a cadet feels he has been issued demerits unfairly, the following process is available:

25.2.1.1. Category I and Category II offenses

25.2.1.1.1. The cadet should discuss the infraction with the person issuing the demerits.

25.2.1.2. If no satisfactory resolution is achieved, the cadet may address the issue with his TAC Officer.
25.2.1.3. The TAC Officer's decision on the matter is final.

25.2.1.2. Category III offenses
   25.2.1.2.1. The cadet should discuss the infraction with the person issuing the demerits.
   25.2.1.2.2. If no satisfactory resolution is achieved, the cadet may address the issue with his TAC Officer.
   25.2.1.2.3. If no satisfactory resolution is achieved, the cadet may request permission to discuss the matter with the Deputy Commandant.
   25.2.1.2.4. Cadets not following these procedures may face additional demerits and tours.

25.3. Merits

25.3.1. Merits are issued for exemplary performance as a cadet.

25.3.2. Merits may only be issued by the Commandant's Department. Cadet captains may recommend merits to their TAC officer.

25.3.3. Academic merits may only be issued by the Dean.

25.3.4. Merits are posted on the Green Sheet.

25.3.5. Merits may be redeemed for the following:
   25.3.5.1. Social center bucks
   25.3.5.2. End of year cook-out/ party
   25.3.5.3. Sleep in passes, uptown passes, walk over passes, and various other opportunities as offered.

25.3.6. Merits are awarded as follows for outstanding performance:
   25.3.6.1. No demerits for one term: 5 merits automatic per term.
   25.3.6.2. Outstanding performance of duty: 1-5 merits TAC
   25.3.6.3. Outstanding academics, grade A or higher per term: 5 merits Dean
   25.3.6.4. Outstanding service: 1-5 merits Commandant's Department
25.4. Cadet Mentor Alignment Program

25.4.1. Cadets who are consistently exhibiting poor performance may be required to participate in the Cadet Mentor Alignment Program (CMAP).

Article 26. Consequences

26.1. Cadets are subject to the following types of consequences:

26.1.1. Oral admonishment

26.1.2. Written reprimand

26.1.3. Demerits

26.1.4. Extra Duty tours or Extra Duty details

26.1.5. Restriction
   26.1.5.1. Loss of leave privilege
   26.1.5.2. Loss of day pass privilege

26.1.6. Reduction in rank

26.1.7. Company and/or room reassignment

26.1.8. Probation

26.1.9. Remediation

26.1.10. Suspension

26.1.11. Dismissal

26.1.12. Tribunal
26.2. Demerit Policy

26.2.1. Officers and NCOs with excessive demerits are subject to rank reduction.

26.2.2. Officers and NCOs with Honor Code violations are reduced to Private.

26.3. Penalty Tours and Extra Duty (ED)

26.3.1. Penalty tours are tours of Extra Duty, which are served by walking on the tour area or performing other Extra Duty as directed by the Commandant or Deputy Commandant.

26.3.1.1. A cadet is given credit for one Penalty Tour per 30 minutes of Extra Duty.

26.3.1.2. Tours do not reduce demerit totals.

26.3.2. Cadets with 1 tour may be complete their tour under the supervision of their TAC, coach, faculty member as approved by the cadet’s TAC Officer.

26.3.3. Cadets with 2-3 tours may serve their tours such as football chain gang, water boys, and various other details, through approval and discretion of their TAC Officer.

26.3.4. Cadets with more than 3 tours will march ED penalty tours.

26.3.5. A cadet who receives tours on a game day is authorized to participate in the game at the coach’s discretion.

26.3.6. Cadets may not go on leave until all tours are served.

26.3.6.1. The tour requirement is waived for Thanksgiving, Christmas, Spring Break, and Easter.

26.3.6.2. Tours received Thursday or Friday of the week of an approved leave are waived until the cadet return.

26.3.6.3. Remaining tours will commence immediately upon return from leaves.

26.3.7. Advisees will not depart campus on an advisee-related activity if they have tours pending.

26.3.8. Off-campus academic events take precedence over tours.
26.3.9. In lieu of walking Penalty Tours, cadets may be directed by the Commandant or Deputy Commandant to perform Extra Duty in the form of details on campus. Thirty minutes of detail reduces the Penalty Tours to be served by one tour.

26.3.10. Cadets in an “Off Ranks” status may serve Extra Duty and receive credit for tours at the discretion of the Commandant or Deputy Commandant.

Article 27. Conduct Performance Levels, Probation, and Hearings

27.1. Conduct Performance Levels

27.1.1. See Section VI Addendums for Conduct Performance Level demerit ranges.

27.1.2. Conduct performance levels are determined each semester.

27.1.2.1. Conduct performance level carries through the subsequent semester.

27.1.2.2. Conduct performance levels are recalculated at the start of each new semester.

27.2. Conduct Probation

27.2.1. See Section VI Addendums for Conduct Performance Level Probation.

27.2.2. Parents are formally notified in writing and provided a copy of the Terms of Probation. Cadets meet with the Commandant of Cadets and are briefed on the Terms of Probation.

Article 28. Separation from Fork Union Military Academy

28.1. Separation Procedure

28.1.1. After a cadet is enrolled and has duly matriculated at Fork Union Military Academy, he may not be withdrawn without forfeiting fees.
28.1.2. Any cadet separated from Fork Union Military Academy will follow the prescribed procedure stated on the Separation Form obtained in the Commandant’s Office.

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

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

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

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

28.1.7. In most cases, a cadet dismissed for misconduct is not considered for readmission for one year from the date of dismissal.

28.1.8. Incomplete procedures or inappropriate behavior during the withdrawal process may result in dismissal.

Article 29. Barracks Room Regulations

29.1. General Regulations

29.1.1. Windows are always closed and locked.

29.1.2. Only articles of furniture provided by Fork Union Military Academy are authorized in barracks rooms.

29.1.3. Cadets are required to bring a pillow.

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

29.1.5. Cadets are prohibited from rearranging furniture in barracks rooms.
29.1.6. Desks are neatly arranged and clean at all times.
   29.1.6.1. Books are arranged on the outer most side of the bookshelf.
   29.1.6.2. The FUMA desk blotter is the only item authorized to cover the desktop.
   29.1.6.3. All drawers and shelves are to be kept clean and the contents are neatly arranged.

29.1.7. Beds are neatly made each day except Wednesday. On Wednesday, the bed linen is turned in for laundering and beds stockaded (blanket and pillow from bottom to top).
   29.1.7.1. The bunk beds (top and bottom) are made so that cadets sleep head to toe.
   29.1.7.2. Laundry bags are hung from the head of the top bunk.
   29.1.7.3. Cadets will ensure that the cadet in the bottom bed sleeps with his head on the opposite end of the bed from where the laundry bags hang.

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

29.1.9. Sinks and mirrors are cleaned daily. No soap or other item is left on sink.

29.1.10. Radios, TVs, etc., are turned off before occupants depart the room.

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

**Article 30. Room Arrangement**

30.1. Room Arrangement

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

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

   30.1.3. Rifles are kept in the rifle rack when issued from the armory.
Wall Locker Arrangement

30.1.4. Hanging uniform items are placed from outside to inside in the following order:

30.1.4.1. Band Blouse
30.1.4.2. Raincape
30.1.4.3. Overcoat
30.1.4.4. Field Jacket
30.1.4.5. Letterman Jacket
30.1.4.6. Blouse
30.1.4.7. Travel pants/Black Polo
30.1.4.8. Athletic Warm up suit
30.1.4.9. Blue or Black Shirt (in season)
30.1.4.10. White Shirt (in season)

30.1.5. Shelf above hanging items:

30.1.5.1. Gloves: Front right corner, black gloves on top of white gloves with fingers toward back, thumbs to the left.
30.1.5.2. Washcloth: Front left corner with fold to the front single fold to the right.
30.1.5.3. Towels: Back left corner with fold to the front single fold to the right.

30.1.6. Hats: Class A gray hat (with hat shield) on top of white cover placed on top shelf. Flat hat under Ball cap with opening to the left placed from outside in. Stocking cap placed behind flat hat.

30.1.7. Shoes on upper shoe shelf.

30.1.8. Boots on lower shoe shelf.
30.2. Beds

30.2.1. Laundry Bags hang from the top bed hook, top bunk cadet's bag to the left.

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

30.2.3. The white collar of the bed is one width of the Cadet Handbook and is two Cadet Handbooks width from the top of the bed.

30.2.4. The extra blanket is dark blue and is folded two Cadet Handbooks width and placed at the foot of the bed.

30.2.5. Sleeping bags or comforters are not authorized.

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

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

30.2.8. No cadet will display more than one pair of any type of shoes, i.e., athletic, shower, slippers, etc.
### 30.3. Bed Locker

#### 30.3.1. Items to be arranged in bed locker as follows:

<table>
<thead>
<tr>
<th>Athletics Section</th>
<th>Extra Uniform Items Section</th>
<th>T-Shirt Section</th>
<th>Food Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic T-shirts</td>
<td>White shirts on left</td>
<td>T-shirts</td>
<td>All food must be stored in plastic containers.</td>
</tr>
<tr>
<td>Sweatshirt &amp; pants</td>
<td>Black /Blue shirts on right</td>
<td>Socks</td>
<td></td>
</tr>
<tr>
<td>Athletic socks</td>
<td>Extra dress pants</td>
<td>Underwear</td>
<td></td>
</tr>
<tr>
<td>Athletic shorts</td>
<td>Extra BDU pants</td>
<td>Handkerchiefs</td>
<td></td>
</tr>
<tr>
<td>Athletic hat</td>
<td>White ducks</td>
<td>Belts/ Reflective Belts</td>
<td></td>
</tr>
<tr>
<td>Swimming trunks</td>
<td></td>
<td>Tie</td>
<td></td>
</tr>
</tbody>
</table>
30.4. Desk

30.4.1. Left and right desk tops
   30.4.1.1. Books: outside to inside, tallest to smallest
   30.4.1.2. Radio: small clock on desk next to TV
   30.4.1.3. Pictures: 2 framed 5"x7" pictures on inside of desk shelf
   30.4.1.4. Desk top: desk blotter

30.4.2. Center desk top
   30.4.2.1. Phone
   30.4.2.2. Cadet Handbook
   30.4.2.3. Television

30.4.3. Center bottom
   30.4.3.1. Storage bins, one on each shelf.

30.4.4. Desk drawers
   30.4.4.1. Center — study supplies & letter-writing materials
30.5. Sink Area

30.5.1. Nothing should be stored on sink.

30.5.2. Medicine Cabinet

   30.5.2.1. Top shelf used by top bunk cadet
   30.5.2.2. Bottom shelf used by bottom bunk cadet
   30.5.2.3. Middle shelf shared by both cadets

30.5.3. Crate with cleaning supplies is centered under sink and used by both cadets.

30.5.4. Broom and dustpan is placed in corner by sink.

30.5.5. Trash can is placed at wall under light switch.
30.6. Room Arrangement and Notes

30.6.1. Extra gray trousers are stored in the bed locker.

30.6.2. The white ducts are stored in the bed locker.

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

30.6.4. All uniforms will have buttons buttoned, zippers zipped.

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

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

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

30.6.8. Cadets are not authorized to have door covers blocking window in door.
Article 31. Day Students

31.1. Day Student Regulations

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

31.1.2. Any offense or omission contrary to good conduct, order, military discipline, or code of morals, not specifically covered in the Handbook, is punishable as the Commandant may direct.

31.1.3. Any gross misbehavior, while either in or out of uniform, is reason to discontinue a day student’s enrollment at the academy.

31.1.4. Day students will report to and depart campus in uniform.

31.1.4.1. Day students are not permitted to arrive on campus in civilian clothes.

31.1.5. Day students will attend all drill sessions and parades.

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

31.1.7. Day students are permitted to drive automobiles to and from their assigned parking area. Day students may not return to their vehicles during the class day. Driving and parking privileges may be revoked at any time by the Commandant.

31.1.8. The day student parking area will be the gravel area by the outdoor basketball courts.

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

31.1.10. Day students are not excused for absence from class except in cases of illness or emergency. If a day student is absent due to illness for more than two consecutive days, he must bring a doctor’s excuse to his TAC upon his return to school.
31.1.11. Excessive unexcused absences may result in demerits and/or tours.

31.1.12. Day students are required to attend all mandatory academy activities in the uniform of the day and will sit with the Corps.

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

31.1.13.1. Day students are present for formation by 1st call. This includes the mornings that early formations are announced.

31.1.14. On leave weekends and special events, day students will serve parking detail as directed.

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

31.1.16. Day students are prohibited from leaving their academy rifles in their automobiles.

31.1.17. Day students are required to read the Company information board daily.

31.1.18. Day students that accumulate excessive demerits during the school year are referred to a Faculty Tribunal.
Section VII: Addendums
NHS/NJHS Eligibility Guidelines

1. Faculty Oversight:
   a. NHS: MAJ. George Winslow
   b. NJHS: CPT. Bob Burger

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

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

Fork Union Military Academy

Student Account Agreement

Cadet ID#__________

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

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

1. Communications and files on the network should be considered as public information.

2. Students are responsible for good behavior, as defined in the student regulations, on computers, and the school's network.

3. I agree not to abuse system resources or supplies.

4. I will not photograph or record anything on school property without permission of a FUMA faculty or staff member.

5. I will not access or post to social media sites: i.e., Twitter, Google+, Facebook, etc.

6. I also agree that I will refrain from:

   ✓ sending or displaying offensive messages or pictures, nor will I use vulgar or obscene language to harass, insult, or attack others through the use of the computer
   ✓ intentionally damaging computers or networks
   ✓ violating copyright laws, and I understand I may not download or install files without proper approval
   ✓ accessing another person’s account, and I will not trespass or destroy another person’s files
   ✓ viewing my personal email at school. I will only use the email account provided by Fork Union Military Academy. Exceptions can be made by request, through the school’s IT staff.
   ✓ using instant messaging services at school, such as QQ, Skype, FaceTime, Snapchat, Oovoo, and so forth.
   ✓ using or bringing on campus CDs, DVDs, access points, and flash drives or any other storage devices
   ✓ bypassing or attempting to bypass school internet filters by any means.

7. I understand that laptops must be checked into the technology department for inspection, are subject to all the rules that apply to technology on campus, and are subject to random inspection.

8. I understand that if I violate any condition in the acceptable use policy, I may lose my privilege of using the computers, the networks, and/or the Internet. Additionally, I understand that I may face further penalties at either the building or academy level, or both. Based on the severity of my actions, I understand that legal action may become necessary.

Signature of the Student____________________________________  Date signed: _______________
English-Only Language Policy

Background:

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

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

Policy:

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

1. When asked to interpret English to a less capable fellow international student or visitor

2. During Mess II (when open seating is allowed) no more than three non-native English speakers of the same language backgrounds are permitted together at one table speaking their native language.

3. On weekends in the barracks when allowed to visit other cadets.

4. When on the telephone/skype with family.

5. With permission of a member of the faculty, staff, or administration.
Conduct Performance Levels

<table>
<thead>
<tr>
<th>Conduct Level</th>
<th>Upper School [9-12, PG]</th>
<th>Middle School [7-8]</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Demerits per Semester</td>
<td>Demerits per Semester</td>
</tr>
<tr>
<td>Exemplary</td>
<td>&lt; 5</td>
<td>&lt; 20</td>
</tr>
<tr>
<td>Commendable</td>
<td>6 – 10</td>
<td>21 – 30</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>11 – 20</td>
<td>31 – 40</td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td>21 +</td>
<td>41 +</td>
</tr>
</tbody>
</table>

Cadets accrue demerits as a result of negative conduct or not doing something they were supposed to do. Conduct performance levels are based on the demerits a cadet receives during each semester. There are 10 performance periods (semesters) each year. Demerits also accrue annually. At any time during a semester a specific conduct level is reached, the cadet maintains that level throughout that semester and the next semester.

If an Upper School cadet receives 5 or less demerits in one conduct period, he has an exemplary conduct level. If at any time he receives 6–10 demerits, his level becomes commendable. Between 11 to 21 demerits, a cadet is at a satisfactory level, and when a cadet achieves 21 or more demerits during one semester, he is considered to be performing at an unsatisfactory level. A cadet’s performance level is maintained throughout that semester. While the total number of demerits accrue throughout the year, at the beginning of each semester, the demerits (as counted toward the performance levels) reset to 0.

A cadet’s conduct performance level can also improve during a performance period. If a cadet begins a semester with an unsatisfactory performance level his performance level can change to exemplary, commendable, or satisfactory level for the following semester, depending on the demerits accumulated by the end of that semester.

In addition, a cadet will receive a credit of ten demerits for each seven consecutive days without any [demerit infractions]. This credit must be claimed by the cadet from his TAC officer. Consistent periods of unsatisfactory conduct results in automatic probation status as outlined below.

Probationary Status
A cadet may be placed any one of the following probation statuses below based on the following:
1. Per President order
2. Per Commandant
3. As recommended by Tribunal and approved by Commandant
4. Result of Unsatisfactory conduct level as outlined below

Level 1 Probationary Status
Two consecutive semesters of unsatisfactory conduct performance levels result in Level 1 probationary status.

Level 1 probation consists of the following:
1. Initial meeting with TAC officer and Commandant
2. Allowed only mandatory leaves (Thanksgiving, Christmas, Spring) plus one leave per month
3. Only one day pass available per month
4. No off-campus activities except academic trips and those approved by Commandants Dept.
5. A letter of notification and explanation sent to parents and filed in cadets permanent folder
6. Enrolled in Cadet Mentor Alignment Program (CMAP)

Level 2 Probationary Status
Four consecutive semesters of unsatisfactory conduct performance levels result in Level 2 probationary status.

Level 2 probation consists of the following:
1. Initial meeting with TAC officer and Commandant
2. **Optional** one-week home suspension
   a. Phone conference (TAC, Commandant, Academic Dean) prior to return
   b. Formal written request/ apology to President and his approval to return.
3. Allowed only mandatory leaves (Thanksgiving, Christmas, Spring)
4. Only one day pass available per month
5. No off-campus activities except academic trips and those approved by Commandants Dept.
6. Restrictive daily reports
   a. Cadet reports to TAC officer after chapel (accountability, encouragement and assessment)
   b. Cadet reports to current teacher (daily assessment of classroom performance)
   c. Cadet reports to lunch duty TAC officer (accountability, encouragement and assessment)
7. Laptop for classroom use and homework only (If not required by teacher, turned into IT)
8. 48 hours of on-campus community service project
9. A letter of notification and explanation sent to parents and filed in cadet’s permanent folder

**Level 3 Probationary Status**

Six consecutive semesters of unsatisfactory conduct performance levels result in Level 3 probationary status.

**Level 3 probation** consists of the following:

1. Initial meeting with TAC officer and Commandant
2. Mandatory one-week suspension/ removal from FUMA
   a. Phone conference (TAC, Commandant, Academic Dean) required prior to return
3. * Tours (ED until compliance or positive behavioral changes are observed)
4. Allowed mandatory leaves (Thanksgiving, Christmas, Spring) plus one leave per month
5. Only one day pass available per month
6. No off-campus activities except academic trips and those approved by Commandants Dept.
7. Restrictive daily reports
   a. Cadet reports to TAC officer after chapel (accountability, encouragement and assessment)
   b. Cadet reports to current teacher (daily assessment of classroom performance)
   c. Cadet reports to lunch duty TAC officer (accountability, encouragement and assessment)
8. Laptop for classroom use and homework only (If not required by teacher, turned into IT)
9. One community service project (on campus)
10. Barracks segregation (restrictive location)
11. NO TV, phone (phone use in Commandants Department on schedule)
12. Duty uniform Class B w/ round hat
13. Community Service (on campus)
14. Faculty Tribunal
15. A letter of notification and explanation sent to parents and filed in cadet’s permanent folder

**Conditions for removal from Probationary Status**

**Level 1:** A cadet on level 1 probationary status may be restored to cadet in good standing (satisfactory performance level) when the below requirement is met.

1. Recommendation by TAC Officer and approved by Commandant, based upon:
   a. Exemplary Conduct performance for one semester
   b. Commendable Conduct performance for two consecutive semesters
   c. Satisfactory Conduct performance for three consecutive semesters

**Level 2:** A cadet on level 2 probationary status may be restored to cadet in good standing (satisfactory performance level) when **ALL** of the following requirements are met.

1. Completion of community service project
   a. Project may be in conjunction with Interact, Boy Scouts, some other community service organization, or as determined by cadet, TAC Officer, and approved by Commandant.
2. Positive assessment from teacher
3. Recommendation by TAC Officer and approved by Commandant, based upon:
   a. Exemplary Conduct performance for one semester
   b. Commendable Conduct performance for two consecutive semesters
   c. Satisfactory Conduct performance for three consecutive semesters
4. Positive out-brief report and approved by Commandant

**Level 3:** A cadet on **level 3** probationary status may be restored to cadet in good standing (satisfactory performance level) when **ALL** of the requirements below are met.

1. Completion of community service project  
   a. Project may be in conjunction with Interact, Boy Scouts, some other community service organization, or as determined by cadet, TAC Officer, and approved by Commandant.
2. Positive assessment from teacher
3. Recommendation by TAC Officer and approved by Commandant, based upon:  
   a. Exemplary Conduct performance for one semester  
   b. Commendable Conduct performance for two consecutive semesters  
   c. Satisfactory Conduct performance for three consecutive semesters
4. Recommendation of removal from probation by Disciplinary Review Board  
   a. At request of TAC officer, a Disciplinary Review Board is requested when above criteria have been met and is approved by Commandant.  
   b. Disciplinary Review Board convenes.
5. Positive out-brief report and approved by Commandant
Cadet Cell Phone Policy

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

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

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