

RULES AND REGULATIONS

"THE BLUE BOOK"

AY 2025-2026

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SECTION I: INTRODUCTION

A. GENERAL

- 1. All cadets are required to study and gain a working knowledge of the provisions of this manual.
- 2. This publication, officially known as the "Blue Book", contains information on Fork Union Military Academy. Included in the Blue Book are the basic rules and regulations regarding programs, policies, procedures, cadet conduct, and performance. Although directive in nature, these provisions are intended as a minimal guide. Corps and personal cadet standards are expected to exceed those specified herein.
- 3. Regulatory provisions of this manual are always in effect. Recommended changes to the Blue Book are submitted during the school year through the Cadet Chain of Command to the Commandant of Cadets. Approved changes are published as amendments and will supersede previous versions.
- 4. This book is displayed as prescribed during all formal room inspections and is presented upon request of any member of the Staff and Faculty.
- 5. See Section XVII for the "Schedule of Calls" for each day of the week.

SECTION II: FUMA MISSION AND ORGANIZATIONAL STRUCTURE

A. GENERAL

- 1. The mission of Fork Union Military Academy is to educate, develop, and inspire young men in a college preparatory, Christian, military-structured environment. Cadets build character and learn leadership, independence, responsibility, and discipline in a setting that encourages mental physical, and spiritual growth.
- 2. Fork Union Military Academy is a privately owned and operated military middle school and high school that is affiliated with the Virginia Baptist General Association. It was founded in 1898 by a prominent and inspirational Baptist Minister, Dr. William E. Hatcher, and today is one of the largest and most successful schools of its kind in the entire country.

SECTION III: HONOR CODE

A. GENERAL

"A Cadet will not lie, cheat, or steal, nor tolerate those who do."

B. OVERVIEW

1. The Fork Union Military Academy Honor Code is based on the fundamental values of brotherhood, trust, and self-discipline. Established at the request of the Senior Class of 1973, the Honor System has been successfully enforced by every succeeding class. Under the supervision of a faculty advisor, the Commandant, and the Dean, the Honor Council is run by, and for the Cadet Corps. Upholding the honor and integrity of our good name is the duty and personal responsibility of each member of our student body. Violation of this code may result in disciplinary action, including possible dismissal, particularly in cases involving multiple honor violations within the same school year.

SECTION IV: POLICIES AND PROCEDURES

A. GENERAL

1. The Corps of Cadets

- (a.) The Commandant is responsible for the Corps of Cadets. The Deputy Commandant is responsible for the military training of the Cadet Corps.
- (b.) Organization: The Corps of Cadets is organized as an Infantry Battalion consisting of:
 - i. Battalion Staff (Battalion CO, XO, CSM, S-1, S-2, S-3, S-4, S-5, S-6, and S-7)
 - ii. Four Rifle Companies ("A", "B", "C", "D")
- (c.) Duties of Cadet Officers and Staff NCOs: Officers and NCOs are charged with always maintaining good order and discipline.
 - i. They set the proper example.

- ii. Their word is their bond.
- iii. Although encouraged to delegate functions, they cannot delegate responsibility and are responsible for their commands.
- iv. All Cadet Officers, except Battalion Staff, and all Cadet Noncommissioned Officers (NCOs) are eligible for guard detail.
- v. Duties of the Cadet Officers and Staff are specified herein or as directed by the Commandant.
- (d.) General Rank Policy: Any cadet, regardless of class, who demonstrates marked qualities of character, leadership ability (as recognized by his peers and TAC officer), military knowledge, and is proficient in academics are eligible for NCO or Officer rank. Cadets selected for leadership positions must be aware of the honor and trust the Academy confers in awarding cadet rank.

2. Personal Grooming

- (a.) Cadets will observe the following rules, with respect to, personal grooming.
 - i. Bathe daily.
 - ii. Trim and clean fingernails.
 - iii. Always maintain a neat military-type haircut and clean shave.
 - 1) Hair is neatly tapered starting at the back of the neck and above the ears.
 - 2) Hair will not touch the collar, fall over the eyebrows, or appear blocked. Sideburns are cut on a line with the top of the exterior ear opening.
 - 3) Cadets are required to have their hair cut by the Academy Barber as often as necessary to maintain standards. Off-campus haircuts are authorized, as long as it occurs before a cadet is out of regulations.
 - 4) Shaved heads or extreme hairstyles are prohibited. Cadets will not dye their hair.

- 5) Cadets are not allowed to cut hair or receive a haircut from another cadet. Hair trimmers/clippers of any type are not permitted on campus.
- 6) Hair nets/rags are not authorized outside of a Cadets issued barracks room.
- iv. Cadets will not give themselves or other cadets any kind of tattoo or brand.

(b.) Jewelry

- i. Cadets in uniform will not wear conspicuous items of jewelry or adornments that detract from the uniformity of the Corps and the uniform. Bracelets and earrings are NOT authorized. One necklace, (with religious significance), may be worn if in good taste and not seen while in any uniform.
- ii. Additional authorized items include an approved watch and one Fork Union ring.
 - 1) Smartwatches, Fitbit, etc., are not authorized.

3. General Rules of Conduct

- (a.) 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 WHOSE CONDUCT IS DEEMED DETRIMENTAL TO THE DISCIPLINE, REPUTATION, OR WELL-BEING OF THE CADET CORPS ARE SUBJECT TO IMMEDIATE DISMISSAL. CADETS MAY BE DISMISSED FOR REPEATED OR EXCESSIVE VIOLATIONS OF STUDENT CONDUCT REGULATIONS OR FOR A SINGLE ACT, ON OR OFF CAMPUS, THAT THE ADMINISTRATION DEEMS HARMFUL TO DISCIPLINE IN THE STUDENT BODY OR TO THE ACADEMY'S REPUTATION, SUCH AS STEALING OR THE USE OF ALCOHOL OR ILLICIT DRUGS.
- (b.) Cadets are responsible for knowing and observing the rules of conduct contained in the Blue Book.
- (c.) All confiscated or contraband items will be collected and delivered to the Quartermaster to be mailed home at the parents' or guardians' expense. These items may not be stored on campus and will not be held for the Cadet to take home at a later date.

- (d.) Cadets are required to listen to morning and afternoon announcements.
- (e.) Cadets are required to read the Company Bulletin Board daily. Failure to read the Bulletin Board is not an excuse for failing to comply with orders posted.
- (f.) Cadets are subject to school regulations from the moment they arrive on campus, to include, any cadet returning early from leave.

(g.) CADETS WILL NOT:

- i. Conduct themselves in a manner (either on or off campus, in uniform or out of uniform) that brings discredit to FUMA or the Corps of Cadets.
- ii. Possess or use any kind of intoxicant or intoxicating drugs or related paraphernalia (on or off campus).
- iii. Misuse any substance that produces an intoxicating effect.
- iv. Engage in gambling.
- v. Use vulgar, profane, or obscene language or gestures.
- vi. Use or possess tobacco, vape, or related paraphernalia.
- vii. Detonate, possess, or introduce on campus any explosives (to include fireworks).
- viii. Possess any firearms or ammunition.
 - ix. Possess any type of hatchet, knife, folding hunting knife, pocketknife, or multitool.
 - x. Engage in commercial enterprise without first receiving the approval of both the Academy CFO and the Commandant.
 - xi. Sign or circulate petitions. (All complaints are made by the aggrieved person(s) acting as individuals. Requests by the Corps of Cadets as a unit are made only to the Commandant by the Battalion Commander, utilizing their chain of command.)
- xii. Organize or join any secret society, fraternity, or club/gang. Cadet clubs will not meet unless the assigned Faculty Sponsor is present.
- xiii. Engage another cadet in physical combat.

- xiv. Verbally or physically haze another cadet. Cadets will not perform personal services for officers, NCOs, or upperclassmen.
 - 1) Hazing is defined as any activity that is designed to humiliate, degrade, demean, abuse, endanger, or intimidate, and is expected of someone joining a group.
- xv. Bullying behavior is not tolerated at Fork Union Military Academy.
 - 1) Bullying is defined as repetitive, aggressive, and unwanted behavior that is intended to harm, intimidate, or humiliate a cadet.
- xvi. Have unapproved automobiles or motorcycles, ride or occupy a vehicle with an unauthorized person. All Cadet vehicles will display a pass, issued by the Commandant.
- xvii. Depart campus without official permission. Violators are considered "Absent Without Leave" [AWOL].
- xviii. Have/use AirPods or any in-ear listening devices. Only over-the-ear headphones are allowed.
 - xix. Eat any food or refreshments outside of buildings, not in designated eating areas.
 - xx. Visit the Social Center unless in the proper uniform.
 - xxi. Enter any building while wearing any type of spiked or cleated shoes.
- xxii. Access the roof of any building.
- xxiii. Run, talk loudly, or engage in horseplay in any building.
- xxiv. Throw articles from windows.
- xxv. Enter or depart rooms by windows.
- xxvi. Sit in windows or talk through open windows.
- xxvii. Walk on the grass.
- xxviii. Use or possess any type of video or audio recording equipment, except as authorized.

xxix. Use nutritional supplements without written authorization from the infirmary; creatine and creatine products are prohibited.

Any violations of the above will be subject to disciplinary action.

4. Conduct in Barracks and Barracks' Area

(a.) Cadets will always conduct themselves in an orderly manner when in the barracks area.

(b.) CADETS WILL NOT:

- i. Retire before the end of Study C.Q. except where special permission is granted.
- ii. Play radios, laptops, Bluetooth speakers, musical instruments, etc. at a volume that is heard outside their closed door or window.
- iii. Play radios, musical instruments, etc. during class day, Call to Quarters or Quiet Hour, or at other announced unauthorized times. Laptops are only authorized if granted a computer pass.
- iv. Change rooms without prior approval of the Commandant's Department.
- v. Have visitors in barracks unless authorized by the Commandant's Department.
- vi. Use electronic devices after Taps.
- vii. Have unauthorized electrical appliances.
- viii. Leave their rooms during C.Q. except with specific permission of the Faculty/Staff Officer on duty.
- ix. Enter another cadet's room except in the line of duty or with permission of the cadet occupant.
- x. Have pets, plants, stuffed animals, or balloons in the barracks or on the campus.
- xi. Tamper with electrical/network fixtures.
- xii. Tamper with bathroom fixtures or toilets.

- xiii. Drive a car on campus (boarding students).
- xiv. Possess or display inappropriate pictures/media on campus.
- xv. Retain articles of luggage or civilian clothes in their rooms.
- xvi. Leave bed locker unlocked when absent from room, except during weekly room inspections.
- xvii. Leave their room or barracks after Taps and prior to Reveille without authorization.
- xviii. Bring unauthorized communication devices onto the campus.
- xix. Be indecently exposed in the barracks.
- xx. Have unauthorized wall décor.
- xxi. Use non-issued QM combination locks for their bed lockers.

5. Dining Hall Regulations

(a.) MEAL FORMATIONS AND MOVEMENT TO THE DINING HALL

- i. The Corps of Cadets will form on the Circle under the direction of the Cadet Battalion Commander or his designated representative. Reports are taken and the Corps will march to the Dining Hall. Cadets will eat in their assigned Company areas.
- ii. Commanders will position their units formed in front of the Dining Hall to preclude crowding at the entrance.

(b.) GENERAL:

- i. The Cadet Battalion Commander, or the senior cadet present is responsible for maintaining good order and discipline during dining periods.
- ii. The Officer of the Day (O.D.) will assist the Battalion Commander in maintaining order.
- (c.) Prior to departing the dining hall, cadets will clean up their eating area, ensuring that it is left in good order.
- (d.) The OD will patrol the dining hall after he consumes his meal.

(e.) CONDUCT IN THE DINING HALL

i. CADETS WILL:

- 1) Always conduct themselves as gentlemen and refrain from loud or boisterous noises. All cadets are expected to conduct themselves in a courteous manner (i.e., good table manners, standing when a lady joins the table, etc.). Disturbances or incidents that attract undue attention from other cadets are forbidden. Cadets will not conduct conversations with cadets seated at other tables.
- 2) Report breakages to the appropriate dining hall staff before departing the dining hall.
- 3) Report to the dining hall with a clean uniform and groomed appearance.
- 4) Allow themselves to be served only food they desire to eat. Cadets are expected to eat what they take. Cadets should refrain from commenting about food that does not appeal to them.
- 5) Get a new plate, get in line, and return to their original seat if returning for a second helping.
- 6) Hang their jackets/rain capes neatly on the back of their chair.

ii. CADETS WILL NOT:

- 1) Bring any items in or around the dining facility.
- 2) Take food or drink into or out of the Dining Hall.
- 3) Throw items or cause a disturbance.
- 4) Tilt their chairs back while seated.
- 5) Enter the kitchen or serving areas without permission from dining hall staff. Those areas are off-limits to cadets.
- 6) Have more than 8 chairs/Cadets at a table.
- 7) Move or modify table placement (i.e., moving tables to sit together).

6. Civilian Clothes

- (a.) UNDER NO CIRCUMSTANCE ARE BOARDING CADETS AUTHORIZED TO KEEP CIVILIAN CLOTHES IN THEIR BARRACKS ROOM, ATHLETIC FACILITIES OR FACULTY HOUSING. CIVILIAN CLOTHES MUST BE STORED IN THE SUMMER STORAGE AREA IN THE BARRACKS.
- (b.) Cadets who are authorized civilian clothes are allowed to pick them up from the civilian clothes room during the morning break on the day leave begins and must return them to the civilian clothes room during the morning break on the day following leave. If a cadet has clothes on campus for college visitation purposes they are stored temporarily in the civilian clothes room.
- (c.) Civilian clothing found in any area other than the authorized and approved summer storage facility will be confiscated and sent to the Quarermaster to be mailed home at the parent's or guardian's expense.
- (d.) Civilian clothes are not issued for day passes.
- (e.) Day students returning to campus for an activity or athletic event must be in a complete FUMA uniform. Civilian clothes are not authorized.

7. Military Courtesy

(a.) GENERAL

- i. Fork Union Military Academy is governed by regulations and customs common to military courtesy and additional customs which are traditional with the Academy.
- ii. Proper military courtesy is rendered by all cadets in accordance with FM 22-5, the Army Drill and Ceremonies Manual.
- iii. All members of the Faculty and Staff are addressed by rank, title, or the words "Sir" or Ma'am".
- iv. Cadets will render the proper greeting, e.g., "Good Morning, Sir, Good Evening Ma'am," etc., to all visitors passed on campus.
- (b.) SALUTING: The salute is a military prescribed formal gesture of greeting.
 - i. When approaching a person authorized a salute outdoors from the front or side, cadets will salute when they arrive at a point approximately six steps from the person, or at the closest point of convergence and recognition if they are not walking directly toward the officer. The salute is held until acknowledged.

- ii. Salutes are rendered when outdoors, but not when in ranks.
- iii. Salute indoors, when making an official report, i.e., "reporting in and out".
- iv. FUMA Cadets will salute the following individuals:
 - 1) All members of the Faculty and Staff.
 - 2) Cadet Officers
 - 3) Officers of the Armed Forces of the United States or military officers of foreign powers.
- v. Cadets will look toward the person saluted.
- vi. The salute is omitted when either or both parties are engaged in athletics.
- vii. Keep the right hand free to salute whenever possible. If both hands are occupied, or if the right arm or hand is injured, the cadet looks toward the officer, and says, "Good morning;" or "Good afternoon, sir or ma'am" as appropriate.
- viii. 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.
- ix. A cadet standing in ranks at rest or at ease comes to attention if spoken to by an officer but does not salute.
- x. If cadets are in a group, not in ranks, and a person entitled to a salute approaches, the first cadet to see the individual calls the group to ATTENTION. All cadets then come to attention and salute.
- xi. If spoken to individually and officially outdoors, the salute is exchanged at the beginning and again at the end of the conversation. Indoors, come to attention, but do not salute.
- xii. If out of ranks at Retreat, a cadet salutes the flag if in uniform.
- xiii. A lady is greeted with the appropriate greeting of the day.
- xiv. Fork Union Military Academy Saluting Customs:

- 1) When crossing Fraley Circle all cadets will salute the American Flag at a point halfway between the entrance to the Circle and the flagpole and hold the salute for 6 paces.
- 2) FUMA Cadets offer a verbal salutation when saluting. Cadets can use the expression, "Good Morning/Afternoon/Evening), Sir/Ma'am", when greeting an officer.
- 3) All cadets will greet and help visitors at the Academy.
- (c.) REPORTING: When entering the offices of the Academy Staff, cadets will always report in a formal manner. The procedure for reporting is as follows:
 - i. Leave headgear outside or carry in hand (unless under arms).
 - ii. When told to enter, march in, halt, face the officer, salute and (holding the salute until returned) say, "Sir, Cadet ______ reporting in."
 - iii. When dismissed, salute, state "Reporting out," take one step backward, salute again, about face and march out.

8. Cadets are Representatives of FUMA

- (a.) A member of the Cadet Corps always represents the Academy.
- (b.) When traveling, cadets will remain in full uniform and abide by all cadet regulations.
- (c.) Any behavior during weekend leave, day pass, Academy breaks or athletic events that in the opinion of the Commandant is detrimental to the Academy is punished.

B. DISCIPLINARY POLICY

1. General

- (a.) AS STATED IN GENERAL RULES OF CONDUCT, PARAGRAPH A AND REPEATED HERE FOR EMPHASIS:
 - i. 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 whose conduct is deemed detrimental to the discipline, reputation, or

well-being of the Cadet Corps are subject to immediate dismissal. Cadets may be dismissed for repeated or excessive violations of student conduct regulations or for a single act, on or off campus, that the Administration deems harmful to discipline in the student body or to the Academy's reputation, such as stealing or the use of alcohol or illicit drugs.

2. Serious Offenses

- (a.) A cadet may be dismissed for the following offenses:
 - i. possession, use or trafficking of illicit drugs, alcohol, narcotics or marijuana and the wrongful use or distribution of prescription or non-prescription medications to include pocketing or cheeking.
 - ii. the use or trafficking of any intoxicant, bringing them on campus or returning to campus under the influence.
 - iii. misuse of any substances for the purpose of producing an intoxicating effect.
 - iv. cadets will participate in a urinalysis screening, swab (Sylvia test), or 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, he may be dismissed.
 - v. stealing, to include theft of possessions, theft of services, theft of credit, calling card services or distribution of the same; or the possession of "known" stolen items or the purchasing of "known" stolen items.
 - vi. the possession of firearms, explosives, ammunition, or other lethal weapons.
 - vii. physical assault on another cadet.
 - viii. lying or cheating.
 - ix. AWOL for 72 hours or more.
 - x. excessive demerits or violation of disciplinary probation.
 - xi. manifest indifference or refusal to adjust to the regimen.
 - xii. sexual-related activity.

3. Demerit Reports (also known as "Sticks")

- (a.) A demerit report is entered against a cadet for a breach of discipline or a violation of rules and regulations.
- (b.) All demerit reports are submitted on the prescribed form to the Commandant's Office. The offenses are stated clearly and briefly. A more detailed explanation is required on the back of the demerit report. Each report is signed and dated by the reporting officer and Cadets will sign the stick.
 - i. Reports of delinquencies too broad and general in nature are avoided. Specific wording of the exact offense submitted is always included.
 - ii. Example A report for "Neglect of Duty", should include, in addition, the specific duty that was neglected.
- (c.) All outstanding demerit reports are consolidated, published on the "green sheet" which is subsequently posted daily on company bulletin boards and distributed via email. Demerit lists will remain on the bulletin board for 24 hours.
- (d.) Cadets are required to report to their respective TAC Officer and explain any delinquency for which they are reported. Reporting is done on the date the offense is posted unless the Cadet is on authorized leave or pass. "Failure to report for delinquencies" will result in an additional report.
- (e.) Cadets will sign sticks and explain demerit reports at "morning break" each day. Cadet Company Commanders will hear explanations for all Category I & II offenses. The Company TAC is the appellate authority. The Company TAC will make a recommendation for punishment of all Category III offenses to the Commandant. If any of the parties (TAC, Cadet, or Commandant) request a meeting, one is held to discuss the case. The Commandant will review the TAC's recommendation and make a final decision on the punishment. Cadets receiving Category III offenses are required to fill out a special report, explaining the details of the offense, and submit that report to their TAC Officer on the day the offense is posted.
- (f.) In offering explanations of delinquencies, cadets will make brief and clear statements of the circumstances and facts.
- (g.) All demerit reports prepared by cadet officers and NCOs are submitted through the cadet chain of command to the Company Commander. Each level will screen the reports to ensure they are valid and warrant demerits. Care is exercised to eliminate reports of minor incidents that are appropriately handled by counseling or lesser forms of punishment.

4. Demerits

(a.) New cadets will not have demerits assessed until they have completed the Academy's orientation period. (If a new cadet commits a serious offense, or continues to repeat the same offense, the Commandant can waive this rule and allow demerits or tours.)

(b.) Demerit Credits:

- i. 15 credits are given to each cadet at the beginning of each term.
- ii. Cadets are allowed to receive demerits equal to their 15 credits without being required to serve punishment. Each demerit in excess of the 15 credits requires the cadet to serve one Penalty Tour.
- iii. Credits do not apply to Category III offenses.
- (c.) Demerits: Demerits are applied against cadets commensurate with the seriousness of the offense. The number of demerits assessed for the more common offenses are listed below. Demerits for offenses not listed are determined by the Commandant on a case-by-case basis.

(d.) CATEGORY I OFFENSES

i. Offenses in this category are minor in nature and carry a penalty of 3 demerits. Tour credits may be applied to these offenses.

Subject	Detailed Offense	Demerits
	In need of a shave or haircut	3
	Out of uniform	3
	Unauthorized uniform	3
Ammaamamaa	Hands in pockets	3
Appearance	Unclean uniform	3
	In need of repair (uniform)	3
	Improper fitting uniform	3
	Improper wearing of hat, pants, etc.	3
<u>Arms</u> (Rifle/Sabre)	Unattended	3
	Failure to comply	3
Behavior in	Late assignment submission	3
Class	Reading/viewing unauthorized materials	3
	Talking out of turn	3
Compus	Eating food outside of designated meal areas	3
<u>Campus</u>	Overdue library book	3

(d.) CATEGORY I OFFENSES (Continued)

Subject	Detailed Offense	Demerits
	Cutting in line	3
	Failure to comply	3
	Failure to salute	3
Conduct	Gear adrift	3
Conduct	Late to any required activity	3
	Talking while at-ease	3
	Unnecessary comments	3
	Running in non-athletic uniform	3
	Door/Bed covering	3
	Room in disorder	3
Room/Barracks	Talking out of window	3
	Too many cadets in room (4 maximum)	3
	Unprepared for check off/inspection	3
	Chewing gum	3
When in Ranks	Eating	3
	Inattention	3
	Moving	3
	Talking	3

(e.) CATEGORY II OFFENSES

i. All offenses under this category are serious in nature and carry 6 or 10 demerit penalties. Additionally, C.Q. violations also require loss of leave. Tour credits may be applied to these offenses.

Subject	Detailed Offense	Demerits
<u>Arms</u>	Failure to report loss of	10
(Rifle/Sabre)	Misuse of	10
Attitude	Lackadaisical	10
Behavior in	Failure to do assignment	6
Class	Sleeping	6
	Computer use	6
<u>Chapel</u>	Eating/Drinking	6
	Talking	6
	Sleeping	6
	Reading unauthorized material	6
Study C.Q.	C.Q. violation	10 + loss of leave
	AUP violation	6
Computers	Improper computer use	6
	Unsecured laptop	6

(f.) CATEGORY II OFFENSES (Continued)

Subject	Detailed Offense	Demerits
	Absent any required activity	6
	Buying/Selling Items	6
	Refusal to comply	10
	Creating a disturbance	6
	Horseplay	6
Conduct	Immature actions	6
	Improper conduct during parade	10
	Improper judgment/comments	6
	Vulgarity, profanity, lewd gesture	10
	Throwing snowballs (except when authorized)	6
	Impolite behavior	6
	Careless performance of duty	6
Duty	Inaccurate report	10
	Neglect of duty	10
Equipment/	Intentional misuse of Academy property	6
Property	Civilian clothes	6
	Unauthorized items	6
	Unauthorized alteration of uniform	6
<u>Hygiene</u>	Gross personal hygiene	10
<u>Infirmary</u>	Missed medication	10
<u>Leaves/</u> <u>Day Passes</u>	Improper leave or day pass procedure	6
	Improper procedure	6
Dining Hall	Taking food or drink from the dining hall	6
Off Limits	Off limits area on campus	10
Room/	Abuse of late lights	6
Barracks	Entering/exiting through window	10
	In bed after reveille/during class day	10
	Throwing anything out of window	6
	Unsecured room	6
	Light on after	6
Taps	Out of bed after	6
	Computer use after	6

(g.) CATEGORY III OFFENSES

- i. All offenses under this category are major and very serious in nature. They carry a penalty of 15 or more demerits.
- ii. Cadets are required to fill out a special report and explain these offenses.
- iii. A cadet is assessed penalty tours. Tour credits will not apply to these offenses.
- iv. Honor code violations are adjudicated by the Academy's Honor Council. If the cadet is found guilty of an Honor Violation, the Commandant of Cadets will determine the appropriate level of punishment.

Subject	Detailed Offense	Demerits
	Less than 24 hours	*
AWOL	Over 24 hours, less than 48	*
	Over 48 hours, less than 72	*
Computors	AUP violation	*
Computers	Tampering with computer in any way	*
	Abuse of authority	*
	Unauthorized automobile in area	*
	Conduct unbecoming a cadet	*
	Safety violation	*
	Creating/participating in a disorder	*
	Disrespect to Cadet Officer/NCO	*
	Disrespect to Faculty Officer	*
	Possession/use of intoxicants	*
	Failure to fulfill commitment	*
	Fighting/Striking another cadet	*
	Use/possession of fireworks/explosives	*
Conduct	Indecent Exposure	*
	Insubordination to Cadet Officer/NCO	*
	Insubordination to Faculty Officer	*
	Possession of Pornography	*
	Provoking an incident	*
	Reckless driving	*
	Possession/use of cell phone	*
	Refusing to obey an order from Cadet Officer/NCO	*
	Refusing to obey an order from Faculty Officer	*
	Direct Disobedience	*
	Threatening	*
	Unchaperoned female guest on campus	*

(g.) CATEGORY III OFFENSES (Continued)

Subject	Detailed Offense	Demerits
Darter	Neglect of duty	*
<u>Duty</u>	Withholding information	*
Equipment/	Damage/destruction of Academy property	*
Property	Damage/destruction of Academy property	·
Leaves	Late returning from leave/day pass	*
Leaves	Absent scheduled parade	*
Dining Hall	Throwing food	*
Off-Limits	Any off-limits area off campus	*
Room/	Cooking in	*
<u>Barracks</u>	In another cadet's room, occupant not present	*
Taps	Out of barracks after	*
<u>Taps</u>	Out of the company area after	*
Tobago	Distribution of nicotine/vape products	*
Tobacco	Possession/use of nicotine/vape products	*
	AWOL Over 72 hours	*
	Fighting/Manhandling/Physical Assault	*
Tribunal	Possession or use of Drugs/Intoxicants/Paraphernalia	*
	Sexual-related activity	*
	Hazing	*
	Inciting a riot	*
Honor Code Violations	Lying	*
	Cheating	*
	Stealing	*
	Failure to report Honor Violation	*
	Falsifying documents	*

5. Punishments

- (a.) General: Cadets are subject to the following types of punishment:
 - i. Verbal correction
 - ii. Written warning
 - iii. Incentive Training
 - iv. Demerits
 - v. Extra duty tours
 - vi. Restriction Loss of Leave or Day Pass privilege
 - vii. Reduction in rank
 - viii. Probation
 - ix. Commandant's Review Board
 - x. Tribunal
 - xi. Suspension
 - xii. Dismissal

(b.) Demerit Policy:

- i. Cadets who exceed their demerit credits in a given term are required to walk a penalty tour for each demerit in excess of their credits.
- ii. Officers and NCOs with excessive demerits may be reduced in rank at the discretion of the Commandant.

(c.) Extra Duty Tours:

- i. Extra Duty tours are served by marching on the designated tour area.
 - 1) A cadet is given credit for one Extra Duty tour per 30 minutes of marching.
 - 2) Each Extra Duty tour served reduces, by one, the number of tours assigned to a cadet. It does not alter the cadet's demerit total.

- ii. Generally, cadets are not required to perform Extra Duty tours until the number of demerits accrued during the period exceeds the number of credits. However, Category III (Serious Offenses) are an exception.
- iii. Tour credits do not carry over between terms. For example, the 15 credits awarded at the start of a new term cannot be used to reduce the number of tours earned from a previous term.
- iv. Cadets assessed tours are restricted to campus until they have completely satisfied their tour requirement. Any cadet who has tours on Friday must serve those tours before he is eligible for leave or day pass.
- v. Extra Duty is served at a time designated by the Commandant and will deprive a cadet of a part of his free time. Extra duty is performed daily. Extra duty takes precedent over sports, activities, and clubs.
- vi. Cadet Officers are required to march assigned Extra Duty tours.
- vii. Cadets assigned tours while in an "off ranks" status will be assigned non-marching Extra Duty by the Commandant.
- (d.) In lieu of marching Extra Duty tours, cadets may be directed by the Commandant to perform Extra Duty in the form of detail around the campus. However, performances of personal services for members of the Academy are not permitted. 30 minutes of detail reduces the Penalty Tours to be served by one tour.

6. Demerit Appeal Process

- (a.) As a general rule, cadets should first seek resolution of grievances through their chain of command. However, a cadet who believes he has been wronged—either by another cadet or by an Officer of the Academy—may submit his complaint directly to his TAC Officer.
 - i. If the cadet's verbal appeal is denied, he may submit a written appeal to the Deputy Commandant.
 - ii. No cadet may visit the office or residence of the Academy President on official business without prior approval from the Commandant.
- (b.) No cadet shall receive disciplinary infractions for registering a complaint or grievance when it is done through the proper channels.

(c.) If it is determined that a complaint was made under false pretenses—whether unfounded, dishonest, malicious, or slanderous—the cadet responsible will be subject to disciplinary action.

7. Conduct Levels

- (a.) Parents are notified of the total number of demerits a cadet has accumulated at each grading period.
- (b.) Conduct levels are determined during academic terms. At the beginning of a new academic term, all cadets will be placed at the Exemplary Conduct level for that term, but their total demerits accrued will not reset.

Conduct Level	Demerits per Academic Term	Demerits per Academic Year
Exemplary	0-6	0-30
Commendable	7-18	31-90
Satisfactory	19-30	91-150
Deficient	31-42	151-210
Unsatisfactory	43+	211+

(c.) CONDUCT LEVELS

- i. EXEMPLARY CONDUCT A cadet is placed in this category if his total demerits do not exceed 6 in a term or 30 in a year.
- ii. COMMENDABLE CONDUCT A cadet is placed in this category if his total demerits are **between 7–18 in a term** or **31–90 in a year**).
 - 1) TAC Officers will conduct **informal performance counseling** when a cadet reaches **7 or more demerits**, and parents/guardians will be notified by email.
 - 2) Additional informal performance counseling will occur when a cadet reaches 13 or more demerits, cautioning them that they are approaching Satisfactory Conduct. They will also be informed that a Conduct Expectations Agreement will be required if they are officially moved into Satisfactory status. This agreement is intended to reinforce behavioral standards. Parents will be notified via email.
- iii. SATISFACTORY CONDUCT A cadet is placed in this category if his total demerits are **between 19–30 in a term** or **91–150 in a year**.

- 1) Upon reaching 19 or more demerits in a term or 95 in a year, the cadet will be issued a Conduct Expectations Agreement outlining behavioral expectations. A conference call between the TAC Officer, cadet, and parent/guardian will be conducted to review the agreement. A signed acknowledgment will be required.
- 2) When a cadet reaches 25 or more demerits, the TAC Officer will conduct formal counseling, warning that the cadet is approaching Deficient Conduct status. If a cadet enters Deficient Conduct, they will be placed on a probationary status, which includes assigned restrictions and the loss of leave privileges. Parents will be notified via email.
- iv. CONDUCT DEFICIENT A cadet is placed in this category if his total demerits are **between 31–42 in a term** or **151–210 in a year**.
 - 1) At 31 or more demerits in a term or 151 in a year, the Deputy Commandant will conduct formal counseling and issue a Probation Letter assigning restrictions. Leave privileges will be suspended, and parents will be notified via email.
 - 2) At 37 or more demerits, the Deputy Commandant will conduct a second formal counseling session. The cadet will be warned that he is nearing Unsatisfactory Conduct status (43+ demerits per term or 215+ per year) and will be placed on a Behavioral Contract outlining specific expectations and goals. Parents will be notified via email and informed that if the cadet reaches Unsatisfactory status, a Commandant's Review Board will be convened. This board will conduct a holistic review of the cadet's performance to determine the appropriate course of action.
- v. UNSATISFACTORY CONDUCT A cadet is placed in this category if his total demerits **reach or exceed 43 in a term or 211 in a year**.
 - 1) Parents/guardians will receive an official letter from the **Commandant of Cadets** notifying them that their son will appear before a **Commandant's Review Board (CRB)** for a holistic review of performance and a determination of next steps.
 - 2) If a cadet accumulates 55 or more demerits in a term or 275+ in a year, they will be referred to meet with the President of the Academy.

8. Tribunal

- (a.) Requests for Tribunal proceedings may be made by the Commandant of Cadets or the President's Office.
 - i. Tribunal proceedings must be approved by the Academy President or designee before the proceeding commences.
 - ii. Exceeding the demerit limit of 67 (term) / 335 (year) during the school year is the basis for dismissal. This number is prorated for cadets who enroll after the start of the school year. Due process normally involves a Tribunal hearing for a Category III or above offense.
- (b.) When the demerit limit is exceeded, the cadet must appear before a Faculty Tribunal. The Tribunal will evaluate the cadet's overall performance and recommend appropriate disciplinary actions. This recommendation is reviewed and finalized by the Academy President. The final outcome of this process may be dismissal.

9. Demerit limits

DEMERITS	INFORMAL COUNSELING	FORMAL COUNSELING	PROBATION	CRB	TRIBUNAL
TERM	7+	19+	31+	43+	67+
YEAR	31+	91+	151+	211+	331+

C. CADET OFFICER AND 1SG RESPONSIBILITIES

1. Duties and Responsibilities

- (a.) Company Commanders are responsible for the control of their companies at all times and the proper utilization of company officers and NCOs in the accomplishment of this mission.
 - Company Commanders will check their companies at "First Call" for Call to Quarters, during the first and last 10 minutes of Call to Quarters, and at the break prior to Taps to confirm Officers are on duty.

- ii. The Company Commander or his representative will report to the Deputy Commandant immediately after retreat for instructions. This meeting will take place in the War Room of the Commandant's Building.
- iii. The Company Commander will ensure all company business is conducted between Mess III and 1950 hours. Only at the request of the Deputy Commandant will company officers patrol during Study C.Q.
- iv. Company Commanders shall ensure that Platoon Leaders are training and leading their units in accordance with the regulations set forth in this directive.
- v. Cadet Officers are not authorized to schedule special drills or formations unless they have received specific approval from their Company TAC.
- (b.) The Company Executive Officer (XO) and First Sergeant (1SG) are responsible for the cleanliness of the barracks and the company area.
 - i. They will personally organize and publish sufficient details to carry out this duty.
 - ii. All cadets are required to return from breakfast/medicine no later than 0710 hours for morning details.
 - iii. The XO and 1SG will ensure that all cleaning details begin at 0710 hours.
 - iv. The XO/1SG will personally inspect company common areas weekly for breakage.
 - v. The XO/1SG shall oversee and ensure that proper laundry protocols are followed each week.
 - vi. The XO/1SG shall schedule, monitor, and ensure the proper submission and execution of Cadet Guard Duties.
- (c.) **Platoon Leaders** will conduct an inspection of rooms in their respective platoons and complete the inspection before First Call for Class Formation.
 - i. They are on duty in the halls during the morning clean-up.
 - ii. They will ensure all cadets observe Call to Quarters and no disturbance or disorder occurs during this period or after Taps.

- Officers are not permitted to visit cadet rooms except in line of duty. Corrections are made from the door whenever possible.
- iii. Platoon Leaders shall ensure that Platoon Sergeants and Squad Leaders are training and leading their units in accordance with the regulations set forth in this directive.
- (d.) The 1SG will submit a report sheet for each formation to the Adjutant or the Officer of the Day. The First Sergeant reports the absentees to the Deputy Commandant immediately after the formation is dismissed or the unit has reached its destination.
- (e.) The 1SG will make an accountability check at Call to Quarters and Taps.

2. "Late Lights" For Officers, NCOs & Duty Cadets

- (a.) The following Officers and Duty Cadets will have late lights as indicated:
 - i. Battalion Commander, Command Sergeant Major, and Executive Officer two hours
 - ii. Battalion Adjutant -- 45 minutes
 - iii. Cadet Captains -- 45 minutes
 - iv. Cadet Lieutenants -- 30 minutes
 - v. First Sergeants -- 45 minutes
 - vi. Platoon Sergeants -- 30 minutes when authorized by TAC Officer
 - vii. Squad Leaders -- 15 minutes when authorized by TAC Officer
- (b.) Cadets authorized late lights as listed above will be issued color-coded name plates for their barracks room:
 - i. Battalion Commander, Command Sergeant Major, and Executive Officer yellow
 - ii. Battalion Adjutant -- blue
 - iii. Cadet Captains -- blue
 - iv. Cadet Lieutenants -- green
 - v. First Sergeants -- blue

- vi. Platoon Sergeants -- green
- vii. Squad Leaders -- orange

D. GUARD DUTY

1. General

- (a.) Guard Duty is performed in accordance with guard regulations and special orders issued by the Battalion XO and Adjutant.
- (b.) The Cadet Guard consists of:
 - i. Officer of the Day
 - ii. Sergeant of the Guard
 - iii. Private of the Guard
- (c.) Tour of Duty
 - i. Guard Duty tour is a 24-hour period.
 - ii. The tour of duty begins at 0615 hours on class days and continues until 0755 hours, at which time cadets will report to class. Cadets will return to their posts at 1700 hours, immediately following athletics, and will rotate coverage through the dinner period. On weekends, guards are to report at 0700 hours.
- (d.) The Company 1SG will post guard rosters on the Bulletin Board and will ensure that rosters are posted a week in advance.
- (e.) The Sergeant of the Guard will not deliver any phone messages after 1915 hours. All messages are delivered to the Deputy Commandant. The Sergeant of the Guard is responsible for seeing that any emergency situation or message is promptly brought to the attention of the Deputy Commandant or Company TAC Officer on duty.
- (f.) A cadet must obtain permission from his TAC to change Guard duty. The only valid reasons for changing guard are academic requirements, athletic events, or leave. Cadets will not receive money or other favors for pulling another cadet's guard duty.

E. "OFF-CAMPUS LIMITS" REGULATIONS

1. General

- (a.) Cadets may only leave campus under one of the following conditions:
 - i. leave
 - ii. day pass
 - iii. school-sponsored activities
 - iv. town visit, when authorized by the Commandant's Department
- (b.) Town visits are permitted at the following times WHEN authorized by the Commandant:
 - i. Saturday from the conclusion of Mess II (Lunch) until 1800 hours.
 - ii. Sunday from the conclusion of Mess II until 1800 hours or C.Q. whichever is earlier, and after parades, until retreat.
 - iii. During the above periods cadets are held responsible for meeting all formations and duty.
 - iv. Class "A" to include headgear, as specified under Uniform Regulations, is always worn in the village of Fork Union.
- (c.) Hitch-hiking, soliciting rides, or riding in cars without permission is strictly forbidden.
- (d.) The regulations relative to military courtesy and saluting are always observed off-campus when in military uniform.
- (e.) Cadets on leave or with Athletic Teams off-campus will wear the uniform properly and always conduct themselves as cadets while away from the Academy.

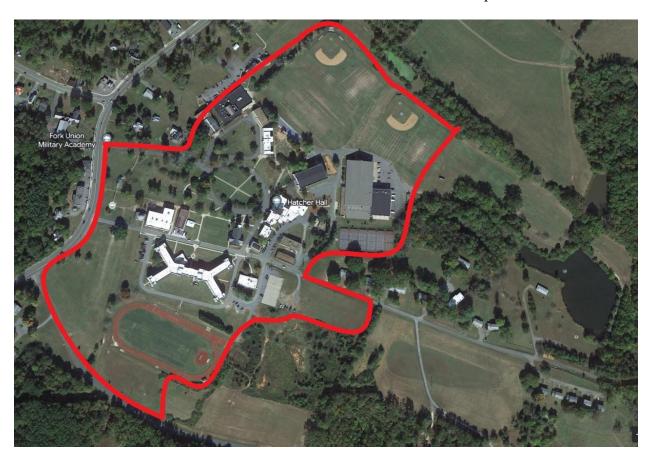
2. Cadet "Limits"

- (a.) The Cadet "Limits" are defined as:
 - i. The Dollar General, South on Highway 15

- ii. "The Crossroads," 1.5 miles on Academy Lane
- iii. Fork Union Post Office, East on Highway 15
- iv. Fork Union Baptist Church, North on Route 6

(b.) Limits of Campus Proper:

i. The area defined within the red line is considered On-Campus. The area outside the red line is considered Off-Campus:



(c.) Off-Limits Areas:

- i. All private property adjacent to Academy property and within cadet "limits" as described in paragraph (A) above.
- ii. Faculty housing unless it is their personal residence, or approved by the Commandant's Department.
- iii. Any areas where cattle are pastured and wood areas.

- iv. The area in the immediate vicinity of the Academy sewage disposal plant.
- v. The Rifle Range except as directed.
- vi. The Dining Hall, outside of regular meal hours.
- vii. Academy vehicles and all maintenance equipment.
- viii. The roof of any Academy Building.
- ix. Cadets are not permitted in or on the lake at any time without authorization.
- x. Fire Escapes.
- xi. The Press Box.
- (d.)Only the Estes Center and the lighted outdoor basketball court are authorized areas for play after dark. All fields are off-limits after dark.

F. PROPERTY REGULATIONS

1. Drill Rifles

- (a.) Misuse of drill rifles, swords, and/or sabers, and any other equipment, e.g., giving away, selling, destroying, or otherwise disposing of this property is subject to punishment at the discretion of the Commandant.
- (b.) All drill rifles and equipment are kept in a clean serviceable condition by the cadet to whom issued.
- (c.) Cadets will not borrow or exchange any rifle or article of equipment without prior approval of the Commandant's Department.
- (d.) Scraping, filing, cutting or otherwise altering a rifle or other piece of military equipment is forbidden.
- (e.) All rifle drill is performed outside.

2. Academy Property

- (a.) Damage of Academy property or property in or around Fork Union is a serious offense and is punished accordingly.
 - i. In addition to punishment, the cost of replacement or repair is charged to the responsible individual.
- (b.) Each cadet is responsible for the cleanliness and good order of all Academy property issued to him.
- (c.) The loss of academy equipment is reported immediately to the Commandant's Department.
- (d.) A cadet who finds academy equipment will immediately turn the equipment into the Commandant's Department.

3. Cadets' Property and Equipment

- (a.) Cadets will clearly mark their property for identification purposes.
- (b.) For any personal property valued over \$250, cadets will fill out a high-dollar valuable property inventory form and keep this form up to date at all times. Forms are kept in the TAC Offices.
- (c.) A cadet's valuables are locked in his bed locker when the cadet is not in his room.
 - i. Only locks issued by the Academy Quartermaster are used to secure the bed locker.
- (d.) Each cadet is responsible for his personal possessions. It is highly recommended to leave high-dollar valuables at home. The Academy is not responsible for any loss of or damage to a cadet's personal property.
 - i. Valuables are kept on the cadet's person or securely locked in his bed locker at all times.
 - ii. The cadets' bed lockers are locked when the cadet is absent from his room. Articles of value are not left unattended or unsecured. (After securing the lock, the cadet must spin the combination dial to ensure the lock is secured from accidental opening.)
- (e.) Lost property is reported immediately to the TAC on duty with a description and other pertinent data.

- (f.) It is against regulations to sell personal property, borrow money, or give personal property as security.
- (g.) Cadets are responsible for their barracks room and its contents. Academy property is respected. Room occupants will advise of damage to either the room structure or its contents upon moving into the room.
 - i. Cadets responsible for damage are charged for the repair or replacement of damaged property and are subject to disciplinary action.
 - ii. When breakage occurs, the cadet responsible will immediately report the damage to their company TAC or the TAC on duty.
 - iii. If the person responsible is not known, the occupants will report the breakage to the Company XO/1SG and inform him of the circumstances.
- (h.) Cadets who willfully destroy or deface another cadet's property will face disciplinary action and pay for the property.
- (i.) Personal property of cadets or issued equipment is not left unattended on the campus or in any building other than the cadet's room.

G. <u>UNIFORM REGULATIONS</u>

1. Class "A" Uniforms

- (a.) Winter Class "A" Uniform consists of the following items:
 - i. White Service Cap (Round, billed cap)
 - ii. Gray Trousers
 - iii. White Long Sleeve Shirt
 - iv. Battle Jacket (Blouse)
 - v. Black Shoes
 - vi. Black Socks
 - vii. Black Tie

- viii. Black Belt
- ix. All authorized insignia and decorations
- (b.) Summer Class "A" Uniform consists of the following items:
 - i. White Service Cap
 - ii. Gray Trousers
 - iii. White Short Sleeve Shirt (open collar)
 - iv. Black Shoes
 - v. Black Socks
 - vi. Black Belt
 - vii. All authorized insignia and decorations
- (c.) The Class "A" Uniform is worn on the following occasions:
 - i. All leaves, passes, and social functions, when not authorized to wear the travel uniform.
 - ii. On Sundays at Chapel and off campus through the academic year.

2. Class "B" Uniforms

- (a.) Winter Class "B" Uniform consists of the following items:
 - i. Garrison Cap
 - ii. Gray Trousers
 - iii. Grey Long Sleeve Shirt
 - iv. Black Shoes
 - v. Black Socks
 - vi. Black Tie
 - vii. Black Belt

- viii. Insignia of rank
- (b.) Summer Class "B" Uniform consists of the following items:
 - i. Garrison Cap
 - ii. Gray Trousers
 - iii. Grey Short Sleeve Shirt (Open collar)
 - iv. Black Shoes
 - v. Black Socks
 - vi. Black Belt
 - vii. Insignia of rank
- (c.) The Class "B" Uniform is worn daily from Reveille to Taps, except when Class "A" uniforms are ordered on by the Commandant's Department.

3. Athletic Uniform

(a.) Cadets will wear the athletic uniform issued by the Quartermaster and will not make alterations. Unless a cadet is involved in a team practice, he should only wear Quartermaster-issued athletics.

4. Travel Uniform

- (a.) Cadets will wear the travel uniform issued by the Quartermaster. The travel uniform consists of the following: (khaki trousers and FUMA polo).
 - i. Khaki Trousers
 - ii. White undershirt (Optional)
 - iii. FUMA Polo Shirt
 - iv. Black Shoes
 - v. Black Socks
 - vi. Black Belt

5. Soft Shoe Passes

- (a.) Soft shoe passes are issued **only** by the infirmary and strictly for medical necessity. The infirmary will communicate all soft shoe passes daily and provide the cadet with a hard copy of the pass, which will include an expiration date.
- (b.) Soft shoes must be **solid black** and compatible with the FUMA uniform. Acceptable footwear can typically be purchased from retailers such as Amazon or Wal-Mart.

6. General Uniform Regulations

- (a.) Outer garments and Officer Attire such as gloves, cap covers, parkas, fleeces, dress coats, sash, and other additions to the uniform are worn when ordered by the Commandant or his representative.
- (b.) White Ducks: White ducks are only authorized to be worn by the current Senior Class, Band, and/or Retan members. White ducks will only be worn when directed by the Commandant.
- (c.) At drill formations or when the Corps of Cadets is under arms, Cadet Officers will wear swords.

(d.) Care of Cadet Uniforms

- i. Uniforms are always kept in a serviceable condition.
 - 1) Any uniform article that does not meet inspection standards is considered unserviceable.
- ii. The Commandant's Department may require cadets to purchase new articles of uniforms and equipment if old articles are unserviceable.

 Articles declared unserviceable are thrown away or sent home.
- iii. Name tags are a part of the uniform and are worn by all cadets on the right breast pocket of any outer garment, except the fleece and parka.
- iv. A cadet must ensure all uniform items are properly marked.

(e.) Customs of Cadet Uniform Attire

i. Insignia of rank is worn by cadets on all authorized articles of the uniform within 48 hours of the publication of the promotion order.

- Similarly, all ranks are removed from clothing and equipment immediately following notification of reduction.
- ii. Uniform headcovers are worn when a cadet is outside, except when engaged in athletics.
- iii. Cadets will not wear articles of uniform belonging to other cadets.
- iv. The wearing of unauthorized insignia, patches, ornaments, badges, decorations, etc., is prohibited. Ribbons, patches, and badges earned at other schools are not authorized.
- v. Pride is taken in wearing the Fork Union Military Academy Uniform. When worn off campus, the wearer should be particular about his appearance since his actions and appearance reflect upon the Corps and the Academy.
- vi. Hanging medals are worn only on the Class A uniform jacket and not with ribbons.
- vii. An authorized watch and class ring are permitted. No items are worn in the ear.
- viii. Sunglasses are not worn. Prescription transition glasses are authorized.
- ix. Cadets will keep their pants/shorts always pulled above the waistline.

SECTION V: ACADEMIC DEPARTMENT POLICIES AND REGULATIONS

A. GENERAL

1. The Dean of Academics

(a.) The Dean is directly in charge of this department. He is in his office daily to consult with faculty members and cadets. He will make faculty teaching assignments and will supervise the assignment of cadets to their academic classes. All changes in classroom schedules are approved by the Dean, the Assistant Dean, or academic schedulers.

2. Bells

(a.) The signal for change of classes is given by bells. The bell informs the instructors they must dismiss their classes immediately.

3. Absence from Classes

(a.) Cadets are not permitted to leave classes at any time without specific permission from their instructors. Cadets on break or planning period are responsible for ensuring they are in an area where they can hear the morning announcements.

4. Tests and Examinations

- (a.) Tests are given at the discretion of the instructor. Final exams are required at the end of each term.
- (b.) Grades are updated in Power School weekly.
- (c.) Grades are evaluated as follows:

Letter Grade	Pct	Grade Points	Honors, AP, and Dual- Enrollment Grade Points
A+	100-97	4.3	5.0
A	96-94	4.0	4.7
A-	93-90	3.7	4.3
B+	89-87	3.3	4.0
В	86-84	3.0	3.7
B-	83-80	2.7	3.3
C+	79-77		2.3
С	76-74	2.0	
C-	73-70	1.7	
D+	69-67	1.3	
D	66-64	1.0	
D-	63-60	0.7	
F	59 or below	0	

Any grade below "D" is unsatisfactory.

5. Extra Help

(a.) Extra Help is required for all cadets with a C- or below. Extra Help occurs immediately after class on Tuesdays and Thursdays.

6. Pink Slip Extra Duty

- (a.) Pink Slip Extra Duty is a disciplinary academic intervention assigned to cadets who fail to complete homework or assigned classwork.
- (b.) Cadets receiving a Pink Slip are required to report to after-school detention, where they must complete the missed assignment.
- (c.) This duty takes precedence over athletics or other extracurricular activities and serves as both an accountability measure and an opportunity to reinforce academic responsibility.

7. Make-up Tests

(a.) Cadets absent from tests will arrange make-up tests with the instructors. These tests are given at the discretion of the instructors or at the request of the Dean.

8. Grade Level Classification

- (a.) Cadets are placed in grade levels based on a combination of academic credits earned and completion of required core subjects (e.g., English, math, science, and social studies). Final classification is determined by the Academic Office in accordance with graduation requirements.
 - i. Grades 7-8 are designated as Middle School.
 - ii. Gades 9-12 are designated as Upper School.
 - iii. Postgraduate (PG) cadets are classified as having already earned a high school diploma.

9. Library

- (a.) Library Policies
 - i. The Librarian oversees the library.
 - ii. Library books are not taken off campus.

- iii. While in the library, cadets will work quietly, behave courteously, and respect other cadets and their property.
- iv. Food and beverages are not permitted in the library.
- v. Cadets using computers are expected to obey the guidelines of Fork Union Military Academy's "Acceptable Use Policy."
- vi. Cadets will not clip or mutilate books, newspapers or periodicals. These actions will result in disciplinary action.
- vii. Encyclopedias, reference works and periodicals are not removed from the library without authorization from the librarian.
- viii. The loan period for circulation items is four weeks.
 - ix. Cadets may not lend books to one another.
 - x. Cadets are subject to punishment for removing a borrowed library book from the room of another cadet.
 - xi. Cadets are subject to punishment for failure to return books on time.

10. Instructors' Reports

(a.) All cases of absence, tardiness, or flagrant misconduct in classes are reported to the Academic Department.

11. Tutoring and Special Classes

(a.) Tutoring of individual cadets is not authorized in cadet rooms during the Study C.Q. period.

12. Honor Roll, Dean's List, and President's List

(a.) Honor Roll

- i. The Honor Roll is determined after final grades for each academic term are submitted.
- ii. Honor Roll requirements:
 - 1) B- or better in One Subject Plan class

- 2) Entire term was spent at FUMA
- 3) No Admission of Guilt or Honor Court violations during the term

(b.)Dean's List

- i. The Dean's List recognition is determined at the end of the academic year and is awarded to all eligible cadets in grades 7-12 and postgraduate.
- ii. Dean's List requirements:
 - 1) B- or better in all classes (to include seminar classes)
 - 2) Entire year was spent at FUMA
 - 3) No Admission of Guilt or Honor Court violations during the year

(c.) President's List

- i. The President's List recognition is determined at the end of the academic year and is awarded to all eligible cadets in grades 7-12 and postgraduate.
- ii. President's List requirements:
 - 1) A- or better in all classes (to include seminar classes)
 - 2) Entire year was spent at FUMA
 - 3) No Admission of Guilt or Honor Court violations during the year
- (d.) A cadet may be named to the Honor Roll up to five times in an academic year, once for each academic term that the requirements detailed above are met.
- (e.) A cadet may be named to the Dean's List or President's List once in an academic year. A cadet will not be named to both lists in the same academic year.

B. STUDY C.Q.

1. Study C.Q. Schedule

- (a.) Study C.Q. will be held Sunday through Thursday (and on Friday nights before Saturday classes), following this schedule:
 - i. 1945 hrs. All cadets in their Company area in barracks
 - ii. 2000 hrs. All cadets in their rooms
 - iii. 2010 hrs. All cadets seated at desk in their rooms
 - iv. 2015 hrs. Study C.Q. begins
 - v. 2145 hrs. Recall (End C.Q.)
 - vi. 2200 hrs. Taps

2. C.Q. Policies and Procedures

- (a.) Company cadet officers (platoon leaders and above) are required to patrol their hall 10 minutes prior to the start of C.Q. and remain on their hall until 5 minutes after C.Q. starts to supervise C.Q.
- (b.) Company cadet officers (platoon leaders and above) are required to patrol their hall 5 minutes before C.Q. ends.
- (c.) Cadets, regardless of rank, will not conduct company business during and/or after C.Q.
- (d.) Cadets are not allowed to:
 - i. have food or drink during C.Q.
 - ii. visit other rooms during C.Q.
 - iii. study together (peer study is only authorized to be conducted in the classroom with an academic instructor)
 - iv. be tutored by another cadet during C.Q.
 - v. visit after recall from C.Q.

- vi. leave their seat during C.Q.
- vii. play any musical instrument during C.Q.
- viii. leave their room during C.Q. except with special permission of the O.C. on duty. (Exception: Battalion Commander and Battalion Command Sergeant Major.)
- ix. read or access non-class related material during the C.Q. period.
- x. use the phone during C.Q. or after recall.

(e.) Cadets will:

- i. Have the main overhead light on
- ii. be seated with both feet under their desk
- iii. have all doors open during C.Q.
- iv. be in the uniform of the day or in a complete athletic uniform
- v. If authorized for use, headphones must be tethered to the laptop and not in wireless mode.
- (f.) Faculty officers will not tutor cadets in cadet barracks rooms during C.Q.
- (g.) Cadets are not excused from C.Q. to study in classrooms unless an instructor and a list of names are given to the Commandant's Department prior to 1800 hours on the day involved.

(h.)C.Q. Reading Policy:

- i. Reading of non-class related books, which are issued by the library (or the Blue Book, or Bible), are authorized only after homework assignments have been completed AND during the last 30 minutes of C.Q.
- ii. Reading permits must be displayed on the desk.
- (i.) Inspections of any nature and for any reason are conducted at least one-half hour before the beginning of C.Q.
- (j.) Company meetings, platoon meetings, NCO meetings, etc., are not held between recall and taps.

- (k.) Guards will not deliver messages or make PA announcements during C.Q. The Guard will present the message to the Deputy Commandant. All emergency messages are delivered to the Deputy Commandant or Company TAC Officer immediately.
- (l.) Cadets are advised not to put themselves in any situation that could be seen as a C.Q. violation.
- (m.) Computer access is only authorized for dual enrollment or AP level classes and will issue and display a computer pass/permit.
- (n.) All computers not in use or not authorized to be used will be stowed inside the bed locker to not be an active distraction. Charging the laptops is not authorized during this time.

SECTION VI: ATHLETIC DEPARTMENT POLICIES AND REGULATIONS

A. GENERAL

1. Sportsmanship

- (a.) Any cadet guilty of insulting or profane language or ungentlemanly conduct may be promptly and permanently removed from any contest or performance in which he is engaged.
- (b.) Cadets participating with athletic teams at home or off campus are reminded they represent the Academy and will conduct themselves as cadets at all times.
- (c.) Practice for athletic teams or athletic contests does not excuse a cadet from punishment (Tours or Extra Duty) assigned by the Commandant and/or the Athletic Director.

2. Participation

- (a.) All cadets will participate in either an athletic team or will be part of the PT Activities schedule.
- (b.) If the approved number of participants for specific teams is exceeded, cadets will have the option to try out for another team.

- (c.) Participation on an athletic team is a commitment. Once a cadet makes an athletic team, he is expected to remain on the team for the duration of that season. Failure to fulfill commitment will result in demerits and/or tours.
- (d.) Cadets will not go on leave or day pass until after all athletic commitments have been met and approved by their coach or Athletic Director AND the Commandant's Department.
- (e.) Cadets must receive approval from the Athletic Director to miss practice(s) or a game AND receive approval from the Commandant's Department prior to departing on leave.

3. Accident or Injury

- (a.) Accidents or injuries are reported immediately to the Infirmary and the athletic trainer.
- (b.) Never attempt to move an injured person with an apparent serious injury.

4. Athletic Uniform

- (a.) The only items of athletic clothing allowed are those items that are issued by the Quartermaster Department for general athletic use, or those items issued by the Athletic Department for practice or games.
- (b.) All athletic clothing and areas in which athletic items may be worn are specified by the Athletic Director. Team athletic clothing and equipment are not authorized for storage in the barracks. These items are stored in the Team Locker Room.
- (c.) Cadets may not engage in athletic activities while wearing any of the cadet military uniforms.
- (d.) The athletic uniform is not altered in any way (cut-offs, drawings, etc.)

5. Security

(a.) Do not take personal valuables, e.g., wallets, money, rings, watches, jewelry, etc. to any athletic building or field.

6. All Basketball Areas

- (a.) NO DUNKING OR GRASPING OF BASKETBALL GOALS IS ALLOWED, unless an organized practice is being held under the direct supervision of a basketball coach.
- (b.) No jumping from any objects under the goal is allowed while shooting. (This includes chairs, boxes, bleachers, or any other items. This is a very dangerous practice and is absolutely not allowed.

7. Team Rooms

(a.) Only cadets who are team members assigned to a team room are allowed to use the shower room and toilet facilities in their team room.

8. Athletic Equipment

(a.) Do not use any outdoor or stored athletic equipment unless specifically authorized by a coach. Personal or team athletic gear is not to be brought into the barracks. Items are stored in Estes Locker Room.

B. ESTES ATHLETIC CENTER REGULATIONS

1. Weight Room

- (a.) All cadets must have adult supervision in the weight room. Any cadet who is in the weight room unsupervised will result in disciplinary actions.
- (b.) Misuse or violations of the weight room policy will result in the suspension of weight room privileges and may result in additional demerits.
- (c.) All weight room users are required to re-rack weights and return all equipment to its proper place after use. Faculty and Staff supervisors are responsible for ensuring the weight room is clean and that any loose gear is properly stored before leaving the area.

2. Locker Rooms

- (a.) Personal locks are not authorized on lockers in the Estes Center. All lockers are secured with locks provided by the Athletic Department. Estes lockers are not shared.
- (b.) Athletic clothing and equipment are the basic items authorized in your Corps locker. Do not put any type of food in your locker.
- (c.) Storing civilian clothes in the Estes Center or Thomas Gym is unauthorized.

3. Field House (Main Floor, Athletic Center)

(a.) Free time use of the field house is limited to basketball, running, or jogging on the track. Other athletic activities—such as football, baseball, lacrosse, soccer, or tennis—are restricted to skill development only. Live-action play is not permitted unless a coach is present and conducting an organized practice.

4. Thomas Gymnasium

(a.) The upstairs floor of the Thomas Gym is off-limits and is used only under the direct supervision of a coach.

5. Outdoor Athletic Areas

(a.) The football field (parade field) in front of the stadium and baseball infields are off-limits unless a coach is having an organized practice.

6. Aquatic Center

- (a.) It is essential that all cadets authorized to use the aquatics facility know and understand the policies and rules outlined below.
- (b.) It is also important that everyone using the pool understands that a swimming pool can be a very dangerous facility and is a recognized public health hazard that carries a high degree of liability for Fork Union Military Academy.
- (c.) The pool policies and rules below are established to minimize the hazards of the facility.

- i. Cadets are not permitted to use the pool except during established hours when a certified lifeguard is on duty and/or accompanied by a faculty or staff member who is a certified life guard.
- ii. Swimmers may not enter other areas of the Estes Center while wearing bathing attire.
- iii. The only swimming pool attire authorized for cadets are swimsuits or shorts specifically designed for swimming pool/open water use. FUMA issued PT gear (e.g. FUMA blue gym shorts or athletic gear) is not authorized. Cadets may purchase swimming shorts from the Quartermaster.
- iv. Food, drinks, and chewing gum are prohibited in the aquatic center.
- v. 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.
- vi. 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. Obey the lifeguard at all times.
- vii. Stay off the starting blocks and deck equipment at all times unless instructed by a coach.
- viii. The diving board will be open at the discretion of the faculty or staff supervisor. Only one cadet on the diving board at a time, and make sure the diving area is clear before diving.
- (d.) Failure to abide by the rules and regulations outlined above may result in a loss of individual swimming pool privileges.

SECTION VII: LEAVE AND DAY PASS POLICIES

A. GENERAL

1. Weekend leaves begin after completion of military and athletic obligations on Friday or Saturday and end at 1900 hours the day before class, typically on Sunday evening. Any changes to this schedule will be announced in advance by the Commandant's Department.

- 2. A cadet must have his parents' written permission on file at the Academy before he is granted leave.
- 3. A leave request is approved for a cadet to go to:
 - (a.) his own home
 - (b.) the home of a relative
 - (c.) the home of another cadet, provided the cadet requesting leave has a written invitation/approval from his parents and the parents of the hosting cadet.
- 4. Cadets are not authorized to visit any place where they are not under the supervision of a responsible adult.
- 5. Travel for leaves and day passes is by commercial carrier or by private means with a driver over 21 years of age.
- 6. Cadet Companies will have no more than 50% of the cadet officers absent due to a leave weekend or day passes.
 - (a.) Company Commanders will provide their TAC a "chain of command" report for the upcoming leave weekend each Monday by retreat.
- 7. There are five (5) types of leaves:
 - (a.) Major leaves
 - (b.) Regular weekend leaves
 - (c.) Special weekend leaves
 - (d.) Medical leaves
 - (e.) Emergency leaves

B. LEAVE ELIGIBILITY

- 1. Exceptions to the stated leave policy are handled on a case-by-case basis by the Commandant's Department.
- 2. Leave eligibility is based primarily upon a cadet's conduct level.
- 3. CONDUCT ELIGIBILITY:

- (a.) Cadets in a "Conduct Probation" Status:
 - i. Are authorized one weekend leave from September to Thanksgiving Leave and one leave from Christmas Leave to the end of the school year.
 - ii. Must be eligible for the designated leave and have the approval of their TAC Officer.
 - iii. Are authorized to go on leave/day pass only with their parent or guardian and cannot take another cadet as a guest.
- 4. Cadets are not granted leave if they have ED tours to serve or are restricted to campus.
- 5. Cadets must sign out with an authorized faculty or staff member when departing on leave.
- 6. Cadets must sign in with an authorized faculty or staff member when returning from leave.

C. <u>LEAVE PROCEDURES</u>

- 1. Cadets will coordinate leaves in advance and avoid last-minute changes.
- 2. Cadets must obtain approval from their Teacher, Coach, and TAC Officer, and submit the Leave Request Approval Form to the Executive Administrative Assistant to the Commandant no later than Wednesday prior to the requested leave departure.
- 3. When departing for leave, cadets will sign out with the driver listed on their leave request present.
- 4. Any cadet leaving early or returning late from leave, regardless of the reason, is subject to punishment in the form of demerits and/or loss of future leave privileges.
- 5. Cadets will depart and return to campus from leave and day pass in a complete, serviceable, and neatly worn uniform.
- 6. Leave requests are submitted through Orah.
- 7. It is the responsibility of the Cadet to verify their eligibility for leave or a day pass prior to submitting a request. Submitting a fraudulent or ineligible leave or day pass request may result in disciplinary action.

- 8. A cadet unable to report in from leave or day pass before the leave or pass expires will have his parent/guardian contact the Commandant's Department.
 - (a.) Cadets who report late, without prior coordination with the Commandant's Office, are designated as ABSENT WITHOUT LEAVE (AWOL).
- 9. Upon returning to campus from leave or day pass, the cadets will immediately sign in at the Commandant's Department.
- 10. When all room occupants are absent from a room for the weekend, the room is left in inspection order with windows closed.
- 11. The uniform for cadets going on or returning from leave or day pass is the seasonal Class "A" uniform, or Travel Uniform, as directed by the Commandant.
- 12. All transportation requests for leaves and day passes must be endorsed by the Operations Department.

D. DAY PASSES

- 1. Day passes are authorized for cadets who have parental permission.
- 2. Day passes are available from:
 - (a.) the time inspection infractions are corrected on Saturday until 2130 hours (9:30 PM).
 - (b.) after Chapel on Sunday until 1900 hours (7:00 PM).
- 3. Cadets must check out for Day Pass in person. <u>Civilian clothes and cell phones are not authorized for day passes.</u>

E. MEDICAL LEAVE

- 1. Absence from the Academy for the purpose of medical treatment or convalescence is classified as medical leave.
- 2. Provisions for Medical Leave:
 - (a.) Medical leave is granted by the Commandant, or his designee, only upon recommendation of the school nurse.

- (b.) 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 Infirmary.
- (c.) A cadet on medical leave will return to the Academy as soon as he is physically able.
- (d.) A cadet returning from medical leave will report to the Infirmary and submit a report from his attending physician.
- (e.) Treatment of orthodontic problems is scheduled during a cadet's regular leave time.

F. BEREAVEMENT LEAVE

- 1. Bereavement leave is defined as absence from the Academy due to the death of a member of the cadet's immediate family.
- 2. A member of the immediate family is defined as the parents, guardians, grandparents, brothers, or sisters of a cadet.
- 3. Bereavement leave is authorized by the Commandant's Department once the leave request is entered into Orah by the cadet's parent.

SECTION VIII: INFIRMARY REGULATIONS

A. GENERAL

- 1. Cadets with illnesses and injuries that are not an emergency should report to the Infirmary between 0630 and 0700 hours Monday through Friday.
 - (a.) Infirmary permission slips are not required during the 0630-0700 period.
 - (b.) All ill or unseen injured 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. Permits are issued to pre-scheduled cadets the evening before the appointment.
 - (c.) Infirmary Permits are required at all other times.
- 2. DOCTOR'S SICK CALL IS HELD AT 0715 HOURS MONDAY THROUGH FRIDAY.

- (a.) After seeing the physician, each cadet is given an Infirmary Permit with the departure time from the infirmary and any special medical orders.
- (b.) Cadets will present the Permit to their instructor. (The Permit is returned to the cadet if it contains special medical instructions.)
- (c.) Cadets departing the Infirmary will report to their class immediately. Not more than 5 minutes are allowed between the time of departure and the time of arrival in the classroom.
- 3. Cadets reporting to the infirmary other than between 0630 and 0700 hours, will secure an Infirmary Permit from:
 - (a.) his instructor when classes are in session.
 - (b.) the Deputy Commandant during Study C.Q.
 - (c.) the Commandant's Department at all other times.
- 4. In the event of a medical emergency no permit is required.
- 5. Cadets going to the Infirmary will wear the uniform of the day except in an emergency situation.
- 6. Space permitting, sick cadets in need of bed rest are retained at the infirmary until they can report for duty. Cadets will not routinely be sent back to the barracks for bed rest.
- 7. Cadets admitted to the Infirmary will remain there until properly discharged by the doctor or nurse.
- 8. Cadets confined to the infirmary are not permitted to have a radio, or T.V. They are required to wear pajamas, bathrobe, and slippers while in the infirmary.
- 9. Cadets admitted to the Infirmary will comply with all rules and regulations concerning infirmary operation and Study C.Q.

10. MEDICATION RULES:

- (a.) No medication except that authorized by the infirmary is allowed in the barracks.
- (b.) An Infirmary Permit is required for all medication in a cadet's possession. Medication Permits are displayed on the back of the medicine cabinet door.

- (c.) All prescription medicine, if approved, is required to be kept and locked in the bedlocker.
- (d.) Cadets are not permitted to give, take, or use another cadet's medication.
- (e.) Cadets requiring daily prescribed medication are expected to report to the infirmary at the following times:
 - i. Breakfast (0700 0715)
 - ii. Lunch (1145 1315)
 - iii. Dinner (1830 1840)
 - iv. Bedtime (2140)
 - v. Times other than these are arranged on an individual basis.
- (f.) When the Infirmary is closed for meals, or when the nurse is away, the cadet is expected to wait or return at the specified time. The door buzzer is used for emergencies only.
- (g.) Cadets are punished (tours and/or demerits) for failing to pick up their medicine at the prescribed times or failure to attend required medicine formation.
- (h.) Nutritional supplements must be approved through the Infirmary. Powdered supplements and/or creatine-based products are not permitted unless there is a direct medical need. In such cases, they will be stored in the Infirmary and administered only by the nurse.

SECTION IX: FORMATIONS

A. GENERAL

- 1. All formations are held on Fraley Circle unless otherwise directed.
- 2. Only the ranking officer present within the Commandant's Department has the authority to cancel a formation outright.
- 3. Formations are conducted in accordance with U.S. Army Training Regulations.
 - (a.) The Company 1SG will blow his whistle 10 minutes prior to the scheduled time of the formation.

- (b.) At this time, the Companies move to their check-off locations where they are directed to their assembly area after their personal appearance is inspected.
- 4. No cadet is excused from any formation without special permission. A cadet with an authorized absence must sign out in his company area.
- 5. Visitors present will not excuse any cadet from formation unless he has received special permission from the Deputy Commandant.
- 6. Cadet Officers do not have the authority to excuse cadets from formations for any reason.
- 7. The Company 1SG will fill out an accountability report for each formation and submit the report to the Commandant's Department immediately following the formation.
- 8. Cadets who are not present at the formation and not accounted for are reported ABSENT by the 1SG to the Deputy Commandant. Any Officer or NCO failing to report an absentee is punished.
- 9. "Off Ranks" cadets are posted at the end of the platoons. Off-rank slips are checked at each formation by the Company 1SG.
- 10. Cadets assigned leadership billets must stand in formations in their designated positions.

B. INCLEMENT WEATHER

- 1. Inclement weather status requiring indoor formation is determined solely by the Commandant's Department.
- 2. During inclement or severe weather, all formations are held in the halls of the barracks of each company area where the roll is called by the ranking Sergeant.
- 3. The Company will march to its destination led by the Company Commander.
- 4. Cadets are in place at this formation as prescribed in the above section ("General").
- 5. Cadets will adhere to directives regarding the severe weather alarm system.

C. THOR GUARD

- 1. Thor Guard is the Academy's lightning detection system. When the ThorGurad system detects electrical activity within a 10-mile radius of campus a long horn blast will sound from the horn cluster atop Hatcher Hall. The horn blast can be heard across campus to points as far away as the Cross-Country course.
- 2. At the sound of the ThorGuard horn, all personnel are required to move indoors, where they will remain until all clear is sounded.
- 3. The warning system generally provides a short time window allowing the campus time to get indoors before the storm arrives.
- 4. In addition to the horn blast alert, a strobe light affixed atop Hatcher Hall will continue to flash until the "All Clear" signal is given. The strobe light is visible from all points of the main campus.
- 5. When ThorGuard no longer detects potentially dangerous electrical activity within the 10-mile radius, the horn will sound three-times in a row and the strobe light will turn off.

SECTION X: INSPECTIONS

A. ROOM INSPECTION

- 1. Cadet Officers will conduct a daily room inspection in each company prior to 0645 hours Monday through Friday and prior to 0845 hours on Sundays.
- 2. The Commandant's Department will conduct a daily inspection during the class day.
- 3. Barracks hallways and bathrooms are always clean. Particular attention is given to these areas prior to each inspection and Study C.Q. each evening. Trash cans are emptied and cleaned daily.

B. <u>SATURDAY MORNING INSPECTION (SMI)</u>

1. Saturday Morning Inspections will include both uniform and room inspections, with cadets expected to be in the designated uniform of the day.

2. Performance in these inspections will contribute to the ongoing Company Competition standings.

C. COMMANDANT'S INSPECTION

- 1. The Commandant, Deputy Commandant, and TAC Officers will conduct daily inspections of cadets' equipment and quarters.
- 2. All rooms and common spaces, including stairwells, front quarterdeck areas, and bathrooms, will be included in the inspection process.

D. C.Q. INSPECTION

1. The Company 1SG will conduct an accountability inspection of all rooms in his company and turn in a list of all absentees immediately after the start of C.Q. to the Deputy Commandant or TAC on duty.

E. TAPS INSPECTION

- 1. At Taps the 1SG will inspect each room in his company and ensure that cadets are in bed and that lights are out.
- 2. The 1SG will make a written report of all absentees at this inspection to the Deputy Commandant or the TAC on duty.

F. BED CHECKS

1. Between Taps and Mess I (Breakfast), the Deputy Commandant or the Night TAC Officer will inspect to see that all cadets are in bed and accounted for.

SECTION XI: CHURCH ATTENDANCE

A. GENERAL

- 1. All cadets will attend Chapel services on Tuesday, Thursday, and Sunday.
 - (a.) Tuesday and Thursday 1030 hours
 - (b.) Sunday 0930 hours

- 2. Cadets in good standing who wish to attend worship services, youth events, lunches, or other faith-based activities at local churches in Fork Union must secure prior approval from the Chaplain and the Commandant's Department. Once approval is granted, Cadets may sign out for the approved activity after successfully passing Personal Appearance Inspection (PAI). Sign-outs must occur at the Commandant's Department, and Cadets are expected to return promptly at the designated time.
 - (a.) Cadets who sign out for off-campus church must be in the proper uniform and form up quietly on the sidewalk next to the Commandant's Office until it is time to depart.
 - (b.) A cadet returning from off-campus church before the Chapel Service has been excused will report to the chapel.
 - (c.) This is a privilege, not a right.

SECTION XII: ARRANGEMENT OF BARRACKS ROOM

A. GENERAL

1. Overview:

- (a.) Windows and doors are closed and locked when occupants are not present or when cadets are dressing or undressing.
- (b.) Only articles of furniture provided by Fork Union Military Academy are authorized in barracks rooms. Provided furniture includes: beds, wall lockers, desks with hutch, and chairs.
- (c.) Nails or screws are not driven into the walls or woodwork of any room.
- (d.) Cadets will not remove lounge articles of furniture, bedding, or equipment unless permission is secured from a member of the Commandant's Department.
- (e.) Cadets will not rearrange the furniture in barracks rooms.
- (f.) Diagrams of furniture and clothing arrangements are enclosed in the Blue Book.
- (g.)Desks are neatly arranged and clean at all times, with the area behind the desk kept clear of trash. Books are on the hutch above the desk.

- i. Books are arranged, tallest to smallest, on the hutch.
- ii. Desk drawers are clean, and contents are neatly arranged.
- (h.) Bed lockers not only function as a location to store excess items, but they are also the cadet's secure storage location.
 - i. It is essential that money and small, high-value items are securely stored in the locked bed locker when not in the cadet's possession or use.
 - ii. The bed locker is also utilized to store excess items of clothing that will not fit into the wall locker.
 - iii. Additional items (food, etc.) are also placed in the bed locker provided they are neatly arranged.
 - iv. Cadets will not store dirty clothing or food that is not in a closed container in their bed locker.
- (i.) Beds are neatly made each day except every other Wednesday. Every other Wednesday is the dedicated linen laundry day, where the bed linen is turned in for laundering and beds stockaded blanket and pillow from bottom to top.
 - i. The bunk beds (top and bottom) are made so that cadets sleep head to toe.
 - ii. Laundry bags are hung from the head of the top bunk. Only dirty clothing is placed in the laundry bag.
 - 1) 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.
 - iii. Officers and 1SGs are authorized to have comforters.
- (j.) Medicine Cabinets are kept clean and neatly arranged. Toiletry articles are kept in the medicine cabinet.
- (k.) Sinks and mirrors are cleaned daily. No soap or other items are left on the sink for inspection.
- (1.) Cleaning supplies are kept neatly in the plastic milk crate under the sink.

- (m.) Electrical appliances, except electric clocks and clock radios, are unplugged, and cords neatly rolled for Saturday inspection. Electronics are turned off before occupants depart the room.
- (n.) Rifles are kept in rifle racks on the wall of each room.
- (o.) Cadets will supply a broom and dustpan, which is to be kept in the corner of the room by the sink.
- (p.) Barracks room trash cans are emptied daily and kept clean. Trash bags for the barracks room trash cans are provided by the cadet.

2. Room Arrangement

- (a.) Rooms are always kept clean and orderly. Keep personal articles in designated places when not in use.
- (b.) No articles of furniture other than beds, wall lockers, desks, and chairs are authorized.
- (c.) The furniture is not removed without permission from a member of the Commandant's Department.
- (d.) The following pictures with explanations provide guidance for the standards and configuration maintained by the cadets.

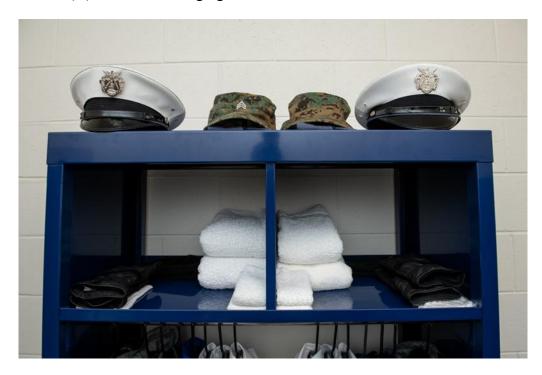
3. Wall locker arrangement

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



- i. Band Blouse (Band Members Only)
- ii. Field Jacket
- iii. Class A Jacket
- iv. Letterman Jacket (Optional)
- v. Athletic Travel Suit
- vi. White Long Sleeve Shirt
- vii. White Short Sleeve Shirt

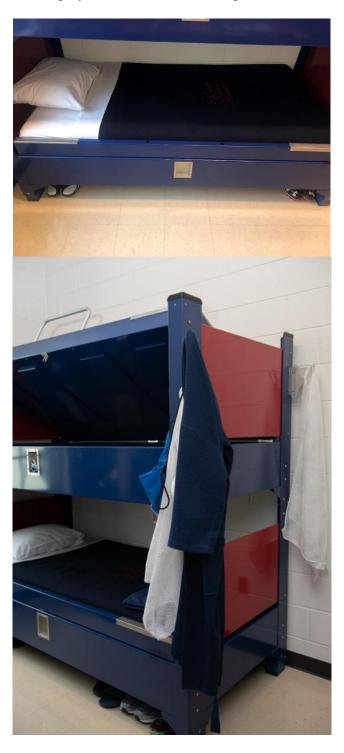
(b.) Shelf above hanging items:



- i. Gloves: Outside corner, black gloves on top of white gloves with fingers toward back, thumbs to the left.
- ii. Washcloth: Front inside corner with fold to the front, single fold to the right.
- iii. Towels: Back inside corner with fold to the front, single fold to the right.
- iv. Hats: Class A white cover placed on top shelf. Flat hat placed on top shelf to the inner side of the wall locker.

4. Beds/Bunks

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



- i. Laundry bags hang from the top bed hook, top bunk cadet's bag to the left.
- ii. Beds are made with the head of the bottom bed away from the laundry bags.
- iii. The bottom sheet will display 12 inches of white, and the upper sheet will fold over the blanket displaying a 6-inch fold for a total of 18 inches of white visible.
- iv. The foot of the blanket will be tucked underneath the bottom of the mattress with a 45-degree fold.
- v. Sleeping bags or comforters are not authorized
- vi. Cadets will stockade their beds every other Wednesday morning (on linen laundry days). All blankets and pillows go to the foot of the bed.
- vii. Foot gear is placed outside to inside, tennis shoes, and slippers, in a single row.
- viii. No Cadet will display more than one pair of any type of shoes, i.e., athletics, shower, slippers, etc.

5. Bed Lockers

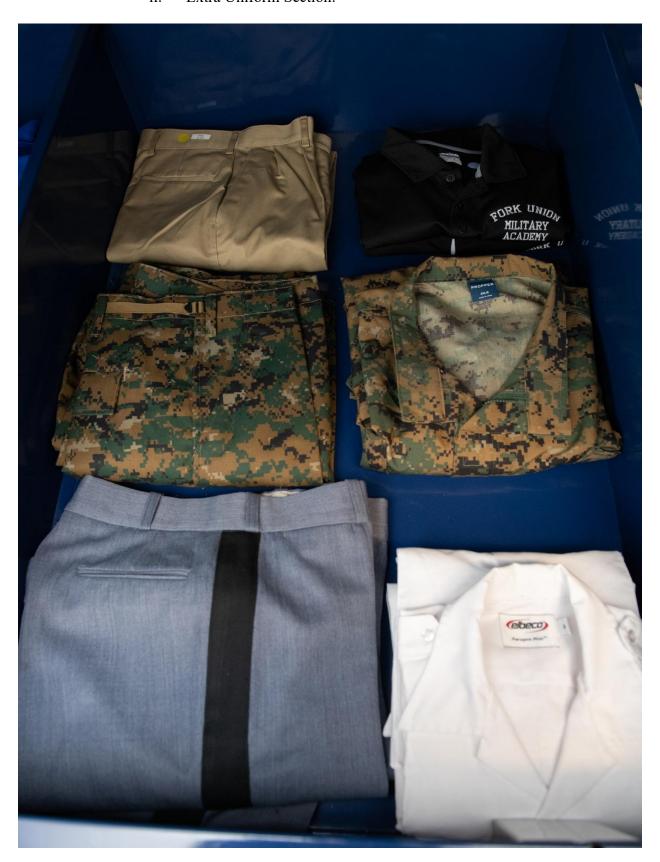
(a.) Items to be arranged in the bed locker as follows:

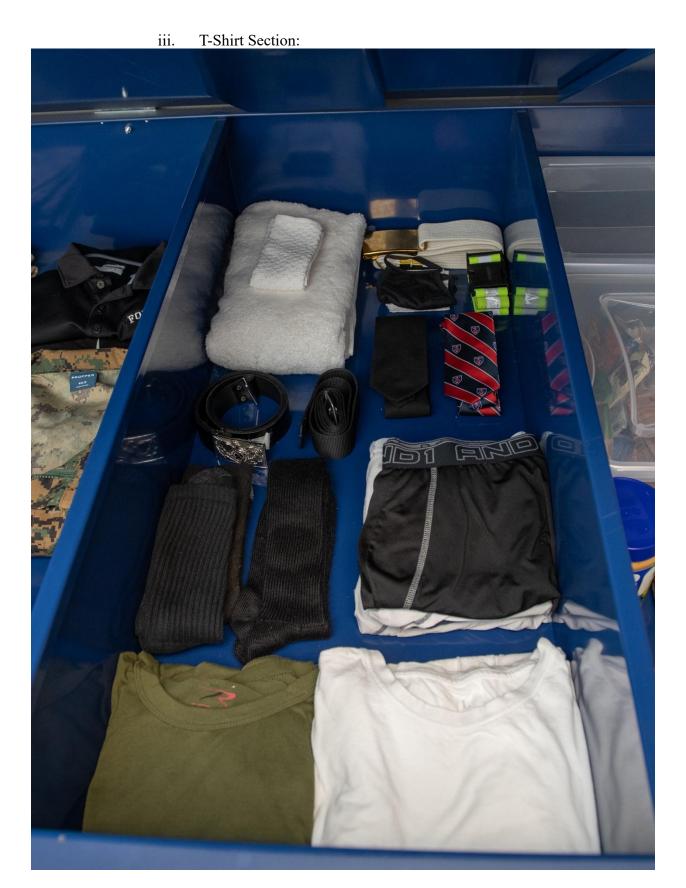
Athletics Section	Extra Uniform Items Section	T-Shirt Section	Food Section
Athletic T-shirts Sweatshirt & pants Athletic socks Athletic shorts Athletic hat Swimming trunks	White shirts on left Black /Blue shirts on right Extra dress pants Extra BDU pants White ducks	T-shirts Canteen Socks Underwear Handkerchiefs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

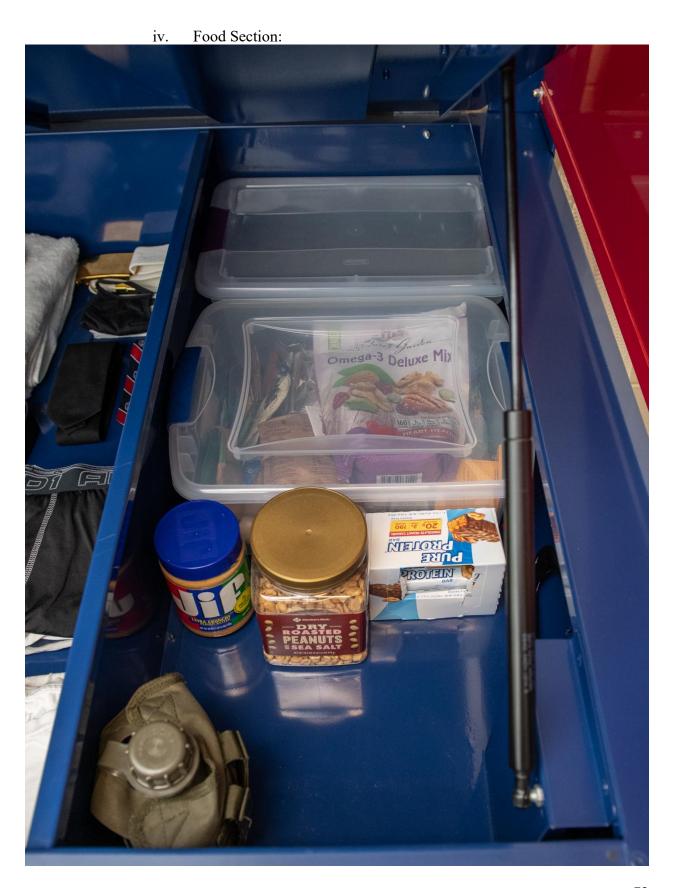
i. Athletic Section:



ii. Extra Uniform Section:







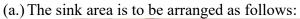
6. Desks

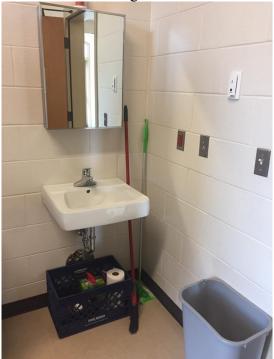
(a.) Desks are to be arranged as follows:



- i. Left and Right Desktops:
 - 1) Books: outside to inside, tallest to smallest.
 - 2) Radio: Small alarm clock on the desk next to the phone.
 - 3) Pictures; 2 framed 5"x7" pictures on the inside of the desk shelf.
- ii. Center Desktop:
 - 1) Phone
 - 2) Cadet Handbook
- iii. Center Bottom:
 - 1) Storage bins, one on each shelf.
- iv. Desk Drawers:
 - 1) Center Study supplies and letter-writing materials.

7. Sink Area





- i. Only bottled hand soap and a single solid air freshener are allowed to be displayed on the sink.
- ii. Medicine Cabinet
- iii. Crate with cleaning supplies is centered under the sink and used by both cadets. Items will be centered and uniform, placed outside to inside, tallest to shortest.
- iv. Broom and dustpan are placed in the corner by the sink.
- v. Trash can is placed against the wall under the light switch.

8. Room Arrangement Notes



- (a.) Extra gray trousers are hung under the Class A Jacket.
- (b.) Cadets will ensure they have at least 1 pair of each clothing item for display in bed locker and wall locker for Saturday inspection.
- (c.) All uniforms in the bed locker and wall locker will have buttons buttoned, zippers zipped, and bathrobe tied.
- (d.) The Blue Book (one per room) is placed on middle desk.
- (e.) No items other than the designated headgear are stored on top of the wall locker.
- (f.) A recently used towel, if still wet, may be hung over a hanger in the wall locker.
- (g.) Cadets are not authorized door window covers. Only the Academy-provided blinds are authorized on the room window.
- (h.) Cadets will not obstruct the view of their bed from the door window.
- (i.) At TAPS, cadet laptops will be closed and placed on the desk.

SECTION XIII: LAUNDRY, CLEANING, AND PRESSING A. GENERAL

- 1. Laundry is turned in on days and at times designated by the Commandant.
- 2. Dirty clothing items are stowed and sent out in an issued laundry bag.
- 3. All clothing is marked with the cadet's name.
- 4. Cleaning and pressing schedules are announced in advance by the Commandant's Department.
- 5. Cleaners
 - (a.) Cadets are not permitted to send all their trousers to the cleaners at the same time.
 - (b.) Class A jackets are sent only when they require cleaning and are not needed for a military formation (or as directed by the Commandant.)

SECTION XIV: COMPANY COMPETITION

A. GENERAL

- 1. Company Competition to select the Honor Company for the succeeding year runs throughout the school year.
 - (a.) This competition includes the rating of cadets in the following:
 - i. Drill proficiency
 - ii. Inspection in ranks and barracks
 - iii. Cleanliness of areas
 - iv. Special achievements of units or additional criteria as determined by the Commandant.
 - (b.) Scores are computed weekly and announced.

B. PROCEDURES

- 1. Military Points are awarded weekly to the company presenting the best drill performance.
- 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 the Commandant's Inspection.
- 3. Appearance Points are awarded to the company presenting the best daily inspection of personal appearance tabulated at the end of the week. This is referred to as the Personal Appearance Inspection (PAI).
- 4. Other Special events, as determined by the Commandant, may result in the award of points. Conversely, major incidents or occurrences that reflect unfavorably upon a unit will result in a subtraction of points.
- 5. Special Leaves are awarded to the winning companies throughout the school year. These are figured into the leave program and do not count as regular leaves.

SECTION XV: SEPARATION

A. GENERAL

- 1. Any cadet separated from Fork Union Military Academy will follow the prescribed procedure stated on the Separation Form obtained in the Commandant's Office.
- 2. Before leaving, a cadet will turn in all issued equipment to the appropriate department.
- 3. Any cadet on leave in excess of one week, unless otherwise authorized by the Commandant, will turn in all military equipment as directed.
- 4. Before a cadet leaves school he is responsible for packing and care of his property. FUMA accepts no responsibility for personal property left at the school after a cadet has left the school premises.
- 5. Upon recommendations 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.
- 6. Cadets who are dismissed for misconduct must reapply to the academy, complete all required documentation, and receive additional approval from the Academy President.
- 7. Incomplete procedures or inappropriate behavior during the withdrawal process can result in a dismissal.
- 8. As noted in the appeals process: Appeals of the President's decision regarding suspension or dismissal must be submitted in writing by the cadet's parent or guardian within five business days. Appeals must be submitted to the Commandant of Cadets. The Commandant will outline this process on the departure form following dismissal.

SECTION XVI: REGULATIONS FOR DAY STUDENTS

A. GENERAL

- 1. Day students will be in uniform while on campus; civilian clothes are not authorized.
- 2. Day students will attend all drill sessions and parades.
- 3. The cadet uniform of the day is worn on campus at all times. 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.
- 4. Day students may drive to and from the assigned parking area. Day students may not loiter in the vicinity of their cars during the day.
- 5. Day students will not transport fellow cadets in their automobiles at any time without the permission of the Commandant's Department.
- 6. If a day student is unable to attend class because of illness, his parent/guardian must notify the school via the absent@fuma.org email address as soon as possible.
- 7. Appointments for medical, dental, or other purposes should be made at a time that will not interfere with normal school hours. Appointments during school hours will be coordinated with the Infirmary.

- 8. Day students are not excused or absent from class except in cases of illness or emergency. If a day student is absent two or more consecutive days, he must bring a doctor's excuse to the infirmary upon his return to school.
- 9. Day students are encouraged to attend all regular Academy activities and events with the corps in the designated uniform.
- 10. Day students are required to attend formation every class day for roll call and inspection. Day students will be present for formation by 1st call.
- 11. Day students are not permitted to leave campus during the class day.
- 12. When a day student is placed on Conduct Probation, defined as being in Deficient or Unsatisfactory Conduct status and assigned a probation letter, his campus driving privileges may be suspended or revoked at the discretion of the Commandant or his designee.
- 13. When there is potential for weather conditions that would make travel hazardous, day students should plan on staying overnight on campus in the barracks.

SECTIONS XVII: DAILY SCHEDULE

Be advised that all of these schedules are subject to change as directed by the Academy.

MONDAY				
0600	Reveille			
0610	Check-Off			
0615	First Call			
0620	Accountability Formation			
0630-0710	Mess I (Breakfast) / Morning MEDs			
0715-0755	Morning Clean-up			
0800	Classes Begin			
1030	Morning Break			
1145-1220	Mess II (First Lunch)			
1230-1305	Mess II (Second Lunch)			
1415-1515	Close Order Drill			
1530-1900	Tours/Extra Duty (Dinner 1715-1750)			
1530-1715	Sports			
1700-1800	Mess III (Dinner)			
1800-1920	Free Time / Club Time			
1920	Check-Off for Retreat			
1930	Retreat			
1945	All Cadet in their Company Areas			
2000	All Cadets in their Rooms			
2010	All Cadets Seated at their Desks			
2015	Study C.Q. Begins			
2145	Recall (End of C.Q.)			
2200	TAPs			

TUESDAY				
0600	Reveille			
0610	Check-Off			
0615	First Call			
0620	Accountability Formation			
0630-0710	Mess I (Breakfast) / Morning MEDs			
0715-0755	Morning Clean-up			
0800	Classes Begin			
1030	Chapel			
1145-1220	Mess II (First Lunch)			
1230-1305	Mess II (Second Lunch)			
1400-1430	Extra Help / Club Time			
1445-1900	Tours/Extra Duty (Dinner 1715-1750)			
1530-1715	Sports / PT			
1700-1800	Mess III (Dinner)			
1800-1920	Free Time / Club Time			
1920	Check-Off for Retreat			
1930	Retreat			
1945	All Cadet in their Company Areas			
2000	All Cadets in their Rooms			
2010	All Cadets Seated at their Desks			
2015	Study C.Q. Begins			
2145	Recall (End of C.Q.)			
2200	TAPs			

WEDNESDAY				
0600	Reveille			
0610	Check-Off			
0615	First Call			
0620	Accountability Formation			
0630-0710	Mess I (Breakfast) / Morning MEDs			
0715-0755	Morning Clean-up			
0800	Classes Begin			
1030	Morning Break			
1145-1220	Mess II (First Lunch)			
1230-1305	Mess II (Second Lunch)			
1415-1515	Close Order Drill			
1530-1900	Tours/Extra Duty (Dinner 1715-1750)			
1530-1715	Athletics			
1700-1800	Mess III (Dinner)			
1800-1920	Free Time / Club Time			
1920	Check-Off for Retreat			
1930	Retreat			
1945	All Cadet in their Company Areas			
2000	All Cadets in their Rooms			
2010	All Cadets Seated at their Desks			
2015	Study C.Q. Begins			
2145	Recall (End of C.Q.)			
2200	TAPs			

THURSDAY				
0600	Reveille			
0620	Walk-Over to Mess I			
0630-0710	Mess I (Breakfast) / Morning MEDs			
0730	Check-Off			
0740	First Call			
0745	Graded PAI			
0800	Classes Begin			
1030	Chapel			
1145-1220	Mess II (First Lunch)			
1230-1305	Mess II (Second Lunch)			
1400-1430	Extra Help / Club Time			
1530-1900	Tours/Extra Duty (Dinner 1715-1750)			
1445-1715	Sports / PT			
1700-1800	Mess III (Dinner)			
1920	Check-Off for Retreat			
1930	Retreat			
1945	All Cadet in their Company Areas			
2000	All Cadets in their Rooms			
2010	All Cadets Seated at their Desks			
2015	Study C.Q. Begins			
2145	Recall (End of C.Q.)			
2200	TAPs			

FRIDAY				
0600	Reveille			
0610	Check-Off			
0615	First Call			
0620	Accountability Formation			
0630-0710	Mess I (Breakfast) / Morning MEDs			
0715-0735	Morning Clean-up			
0735	Check-Off			
0745	First Call			
0750	Accountability Formation / Morning Colors			
0800	Classes Begin			
1030	Commandant's Call			
1100	Classes Resume			
1230	Classes End			
1245	Lunch Formation			
1245-1330	Mess II (Lunch)			
1430-1900	Tours/Extra Duty (Dinner 1715-1750)			
1445-1715	Sports / PT			
1700-1800	Mess III (Dinner)			
1920	Check-Off for Retreat			
1930	Retreat			
1945	All Cadets in the Barracks			
1945-2045	Clean-Up C.Q.			
2145	Cadets in their Rooms			
2200	TAPs			

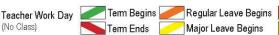
SATURDAY				
0800	Reveille			
0830-0915	Clean-Up / SMI Prep			
0915-1000	Saturday Morning Inspection (SMI)			
1000	Recall (End of Inspection)			
1000-1100	Brunch			
1100-2100	Day Passes / Extra Duty			
1100-1700	Free Time / Club Time			
1400-1900	Tours / Extra Duty (Dinner 1715-1750)			
1700-1800	Mess III (Dinner)			
1820	Check-Off for Retreat			
1825	First Call			
1830	Retreat			
1845-2100	Free Time			
2100	All Cadet in the Barracks			
2130	Cadets in their Rooms			
2200	TAPs			

SUNDAY				
0800	Reveille			
0800-0830	Clean-Up			
0835	Check-Off			
0845	First Call			
0900	Chapel Formation			
0915-0945	Chapel Service			
1000-1915	Day Passes			
1000-1100	Brunch			
1100-1700	Free Time / Club Time			
1700-1800	Mess III (Dinner)			
1800-1920	Free Time / Club Time			
1920	Check-Off for Retreat			
1925	First Call			
1930	Retreat			
1945	All Cadet in their Company Areas			
2000	All Cadets in their Rooms			
2010	All Cadets Seated at their Desks			
2015	Study C.Q. Begins			
2145	Recall (End of C.Q.)			
2200	TAPs			

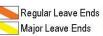
Fork Union Military Academy | 2025-2026 Academic Calendar

(No Class)











Saturday Class Enrollment Check-In Day

Su	М	T	W	Th	F	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

July 2025

29 (June) Summer Academy Session 1 Begins

5.....Saturday Class

12......Saturday Class/Session 1 Ends

14.....Session 2 Begins

19.....Saturday Class

26......Summer Academy Session 2 Ends

		Au	gust 2	025		
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2025

4.....Teachers Report

11......Preseason Football & CLT Check-In

18......New & Returning Cadets Check-In

21.....Term 1 Begins

23......Saturday Class

September 2025							
Su	М	T	W	Th	F	Sa	
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7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

September 2025

12......Cadet Communication Turns On

13......SAT Test

19.....Leave Weekend Begins @ 1600 hours

21.....Leave Weekend Ends @ 1900 hours

October 2025							
Su	М	T	W	Th	F	Sa	
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19	20	21	22	23	24	25	
26	27	28	29	30	31		
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October 2025

4.....SAT Test

6.....Term 1 Final Exam

7.....Term 2 Begins

10-12 ... Parent's Weekend | Closed Weekend

12......Parent's Day Parade @ 1330 hours

15......PSAT/NMSQT Test @ 0800 hours

	November 2025							
Su	М	Т	W	Th	F	Sa		
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2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30								

November 2025

1.....Saturday Class

8.....SAT Test

11......Veterans Day Ceremony @ 1100 hours

21.....Term 2 Final Exam

21.....Thanksgiving Leave Begins @ 1230 hours

		Dece	ember	2025		
Su	M	T	W	Th	F	Sa
10	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December 2025

1......Thanksgiving Leave Ends @ 1900 hours

1.....Teacher Work Day

2.....Term 3 Begins

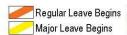
6.....SAT Test

19.......Christmas Leave Begins @ 1230 hours

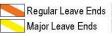
Fork Union Military Academy | 2025-2026 Academic Calendar













Saturday Class Enrollment Check-In Day

		Jan	uary 2	2026		
Su	М	Ţ	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
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January 2026

4......Christmas Leave Ends @ 1900 hours

30.....Term 3 Final Exam

1 2	3	4	5	6	7
8 9				57	*
	10	11	12	13	14
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22 23	24	25	26	27	28

February 2026

2.....Term 4 Begins

5......Winter Leave Begins @ 1230 hours

6.....Teacher Work Day

9......Winter Leave Ends @ 1900 hours

Su	0.0	200.000				
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March 2026

5.....Spring Break Begins @ 1230 hours

16......Spring Break Ends @ 1900 hours

16.....Teacher Work Day

		A	pril 20	26		
Su	M	T	W	Th	F	Sa
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						$\overline{}$

April 2026

1.....Term 4 Final Exam

1......Easter Leave Begins @ 1230 hours

6......Easter Leave Ends @ 1900 hours

7.....Term 5 Begins

19......First Responders Parade @ 1330 hours

22......PSAT 10 Test @ 0800 hours

26......Military Appreciation Parade @ 1330 hours

		M	lay 202	26		
Su	М	Т	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 2026

1-3Alumni Weekend

2.....SAT Test

3......Alumni Day Parade @ 1330 hours

8......Mother's Day Parade @ 1400 hours

18......Senior Day Parade @ 1400 hours

19......7th Promotion/Departure @ 1030 hours

20......Underclassmen Awards @ 1600 hours

21.....Term 5 Final Exam

21.......Grades 8-11 Departure @ 1230 hours

21.....Senior Awards @ 1800 hours

22......Graduation @ 1000 hours

26-29 ... Teacher Work Days

Note: Members of Band and Seniors depart following Graduation

		Jı	ine 20	26		
Su	М	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June 2026

1-3Teacher Work Days