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Dear Parents,

Congratulations and welcome to the Valley Forge Military Academy & College community! The entire faculty and staff are pleased that your child chose to become a member of Valley Forge’s 87th Corps of Cadets. We are proud and privileged to have you join the “Forge Family.”

At Valley Forge, we develop the whole person in a regimented environment firmly grounded in our Five Cornerstones of academic excellence, character development, personal motivation, physical development, and leadership. The Forge’s academic, character, military, physical, and leadership programs aim to challenge and inspire each cadet to reach his or her fullest potential. Our values-based education will assist each cadet to grow intellectually, physically, ethically, and spiritually. As they mature, our cadets acquire attributes and skills that will make them successful in any walk of life over the long term: self-awareness and self-discipline; ethically grounded decision-making and leadership; clear oral and written communications; a service-oriented ethic based on individual and civic responsibility; a lifestyle of fitness; and the intellectual curiosity to pursue further learning. The challenges will be great; the rewards even greater!

A successful Valley Forge experience relies on a team effort involving the cadet, the faculty and staff, and parents. Please read the information in this Parents Handbook carefully. This handbook, along with the Guidon, which every cadet receives upon arrival, contains the rules and procedures governing cadet conduct on and off campus. Keep it handy and refer to it often. Feel free to consult with our faculty and staff to answer any questions you might have about your cadet or any of our programs.

Because Valley Forge’s leadership laboratory can be stressful, your constant love and support serve as vital ingredients in motivating your cadet to do his/ her best. Moreover, your reinforcement of the Valley Forge approach, whether at school or home, will further contribute to your cadet’s success.

On behalf of the entire staff and faculty of Valley Forge, I extend best wishes for future success to you and your cadet. I look forward to meeting and talking with you on campus soon and often thereafter. Together we will Forge a bright future for your cadet!

Sincerely,

Stacey R. Sauchuk, Ph.D.
President
THE VALLEY FORGE MISSION

To educate cadets, within an academic and military environment to be fully prepared for their responsibilities as citizen leaders who are mentally alert, sound in body, considerate of others and possessed of the highest sense of duty, honor, loyalty and courage.

To foster the love of God and country, high moral standards and strong character traits that will make all a credit to themselves, their families, their alma mater, their country, and their God.

VISION

To be a shining beacon, calling young people from throughout the world to come together to develop to their full intellectual, physical, moral and leadership potential through the structure and inspiration provided by the Valley Forge tradition of excellence.

PHILOSOPHY

The philosophy of Valley Forge Military Academy & College is to improve the total individual in a comprehensive system of self and group improvement.

The institution seeks to educate every cadet in a manner that contributes to and reinforces the cadet’s capabilities to confidently seek and pursue the challenges of life. Valley Forge pursues this goal by using the holistic academic and military environment as the integrative mechanism to prepare its graduates to become educated citizen leaders of character. The dynamics of our tightly structured and supervised cadet-led community inculcate commitment to responsible and informed citizenship in a democratic society. Valley Forge’s military school education helps our graduates gain the abilities and aspirations to effectively confront and resolve the problems of life, both public and private.

Valley Forge will produce educated leaders for our global community, developing the whole person, continuing to rely on Five Traditional Cornerstones on which Valley Forge has built its international reputation:

- **Academic Excellence** - Valley Forge seeks to educate and develop our cadets for college entrance or transfer to a four-year college, career success and responsible citizenship. A challenging curriculum, dedicated faculty, small classes, individual attention and faculty-supervised Evening Study Hall provide an environment conducive to attaining academic success. The acquiring of knowledge, the development of skills and the shaping of attitudes are emphasized to enable cadets to excel academically and to inspire them to pursue education throughout life.

- **Character Development** - Valley Forge emphasizes time-proven standards of conduct, ethical behavior, integrity, spiritual values, and service to community and country. This program enables cadets to adapt and contribute to society without sacrificing those values that develop strength of character, lead to honorable success and foster love of country.

- **Personal Motivation** - The objective is to motivate each cadet to strive for excellence, both individually and as members of an organization, in all areas of endeavor. Motivation is encouraged through positive competition, recognition, loyalty, teamwork, organizational pride and the establishment of personal goals.

- **Physical Development** - Valley Forge strives to improve the health, self-confidence and physical abilities of every cadet through an integrated program of physical education and athletic competition. By focusing on a healthy lifestyle, good physical conditioning and competitive athletic skills, the institution fosters the development of those attitudes, habits and abilities that lead to lifelong physical well-being.

- **Leadership** - Valley Forge seeks to prepare its graduates to become educated citizen leaders committed to fundamental democratic ideals in an increasingly diverse and interdependent global society. Employing the dynamics of a military organization in its structured cadet environment, the Forge experience is designed to foster the development of individual responsibility and sound leadership skills by providing opportunities for the practical application of leadership theories in positions of increasing responsibility.
**Advice to Parents**

**Homesickness** is a natural experience for most New Cadets; however, many do not realize this. Not wanting to admit they are homesick, they may instead feel depressed, lonely and dissatisfied. Their letters home may describe unfair treatment and inadequate food. They may also assert that they could do better work if they were at home. If your cadet writes to you with these problems, please be understanding. You can help through this difficult time by explaining to them that they will feel differently in a few weeks. Please do not say that if, after another week or other specified time, the cadet is still unhappy, you will withdraw the cadet. Such “deals” do not allow a cadet to overcome homesickness and progress properly. The cadet must understand the importance of adapting to new surroundings and remaining here for the entire school year. Telephone or e-mail the TAC Officer to check on your cadet’s progress. It will ease your mind and will also alert us to your child’s feelings. TAC Officers are very busy. E-mail is the preferred means of communication. Hard work is one of the best cures for homesickness; and for that reason, the first six weeks are extremely busy.

**Care Packages:** We understand you miss your cadet and want to send “care packages” from time to time, but please remember there is **very limited** space in a cadet’s room. Also, once items are opened, the cadets have no way to secure them, i.e. zip lock bags, containers, etc., that you may have in your kitchen. This leads to enticing unwanted inhabitants into the barracks. Also, please consider items included in your care packages. We do try to get packages to the cadets in a timely manner; but due to schedules, it may be delayed. Please do not send perishable items that cannot be consumed within 36 hours of arrival.

**Personal Property Insurance:** School insurance does not cover a cadet's personal property. Parents should arrange for an extension of coverage under their personal property insurance, to include fire and theft protection, on all of the cadet’s personal belongings. Cadets should put their cadet number on all personal property items. They should also mark all CDs and DVDs with their name and cadet number. Cadets will complete a “Personal Property Record” upon arrival. Cadets will record the description, serial number and approximate value of all high-value items (especially electronic and computer components) on this form. Valley Forge Military Academy & College cannot accept responsibility for the loss, damage or theft of personal property. It is strongly recommended that cadets do not bring high valued items unless absolutely necessary. Laptop computers are required to be secured with a cable lock. (Please see listing of Unauthorized Articles on Page 10.)

**Emergency Information Always Available:** In the event of any emergencies, we encourage you to access the VFMAC Emergency Information page at [http://www.vfmac.edu/campus-emergency-information/](http://www.vfmac.edu/campus-emergency-information/) which is updated promptly as needed. To sign up on our voice and text emergency notification system for parents, please submit the form found on the Emergency Information page on the website link provided above. Messages are primarily text based, and therefore, you should submit a cell phone number that can receive text messages. You will be subject to any fees or limits set by your cell phone provider for text messages and minutes used based on your current contract conditions. Due to technical situations beyond our control, at this time texts and voicemail alerts are not possible for those who live overseas. However, should there be an emergency involving cadets, we will communicate promptly by e-mail. Please return your preferred e-mail address to lstevens@vfmac.edu.

**Security in the Barracks:** The combination lock on cadet room doors and room safes is to provide security. The following security rules apply in the barracks:

- The door will be closed and locked when no one is in the room.
- Cadets will not reveal their room or safe combinations to any other person.
- Cadets will not attempt to enter any combination into their lock other than their assigned combination.
- Cadets will not attempt to enter any combination into the lock on another cadets’ door.
- Cadets will secure laptop computers to their desk with a locking device or in their individual room safe.
- Cadets will immediately report malfunctioning door and safe locks to their TAC Officers.
- Cadets are directly charged with the responsibility of securing their personal property within their room. Possession of expensive personal items (e.g., high-value wristwatches, cameras, etc.) is discouraged. Sums of money in excess of $30 (Academy) or $50 (College) spending money and allowances will be placed in an account in the Cadet Store. Valley Forge Military Academy & College is not responsible for lost or stolen money or property.

**Property Damages:** Cadets are charged with all damage to property or buildings that is not the result of fair wear and tear. Instances in which it is impossible to identify the cadet responsible for particular damage will result in that entire unit being charged. Where damage takes place in a general non-unit area, a Corps charge will be made. At the end of the academic year all such unit and Corps charges will be fairly apportioned among all cadets—unit charges among all cadets in a given unit; Corps charges among all cadets of the Corps. A $500 fee will be assessed over and above the cost of damages for each incident of vandalism.

**Return of Cadet Property Following Departure:** If a cadet does not depart with all of his/ her property and requests shipment, there will be a $100.00 service charge in addition to any shipping costs.
COMMUNICATING WITH YOUR CADET

General: Valley Forge recognizes that communication between cadets and their families and loved ones is essential. Although Plebes have no phone or e-mail privileges during the first six-week indoctrination program, your cadet will have time to write letters home. Cadets may receive mail Monday through Friday at our Cadet Post Office. The best method of keeping in touch with your cadet during the Plebe period is by writing. The TAC Officer and Night TAC Officer, who are responsible for your child’s life in the barracks, are available by phone or e-mail to answer any critical questions. Once your cadet successfully completes the Plebe period, you may communicate by mail, telephone, e-mail, fax and through the TAC Officer.

Mail: All cadets may receive mail from the day they arrive at Valley Forge. During the first week of in-processing they will receive their own personal mailbox at the Cadet Post Office. Prior to receiving their personal mailbox, cadets will receive mail from a member of the staff. Once they are assigned a mailbox, they must check it for mail at least once per day. We recommend that each cadet arrive at Valley Forge with a book of stamps and a box of envelopes.

The mailing address is as follows:

Cadet ___________ ___________
Mailbox Number _______, VFMA&C
1001 Eagle Road
Wayne, PA 19087-3695

Note: It is not essential to include your cadet’s serial number or unit of assignment when addressing mail.

E-Mail: Each cadet will be assigned an individual e-mail address. The e-mail address is usually the first initial, middle initial and last name followed by @vfmac.edu. The cadet’s Valley Forge e-mail account is the primary means of communicating with VFMA&C Faculty and Staff, as well as receiving pertinent information. Cadets will check their Valley Forge e-mail address daily.

Fax: Cadets may send and receive faxes for a nominal fee at the Cadet Store. They may also receive emergency faxes through the Commandant’s Office or through their TAC Officer. Address all faxes to their TAC Officer’s attention. The Commandant’s fax number is (610) 989-1260.

Cellular Telephone Policy: Cell phone use in public areas will be used with discretion and must not create a disruption. Cadets are not authorized to use Cell phones while walking. This includes texting, games or use of apps. When cell phones are used in public, the cadet will be in a stationary position. Cell phones will not be worn on the uniform and must be kept out of sight when not being used in accordance with this policy. Cadets using cell phone in public areas while in uniform will still render proper customs and courtesies. Headphones/ear pieces are not authorized on campus. Cell phone use is not permitted during VFMAC functions, i.e. parades, Chapel service, in the Mess Hall, and during restricted duty assignments.

TAC (Teach/Advise/ Counsel) Officer: You can monitor your cadet’s progress throughout the year by contacting the TAC Officer Team. TAC Officers are the focal point of a cadet’s life at Valley Forge. The TAC Officers act in loco parentis for the cadets under their charge. Address all questions on how your cadet is adjusting, their behavior, disciplinary record, leave status or progress in any programs to their TAC Officer.
Basic Rules of Valley Forge

Establishing a Partnership for Success: Valley Forge is focused on success for your child. The "key" to this success is for the cadet to establish a partnership with the members of the Staff and Faculty, fellow cadets, and their parents/guardians. Parental understanding and support of Valley Forge's systems and rules and regulations are critical to your cadet's overall success.

Valley Forge believes that a positive and constructive working relationship with all of these "partners" is essential to fulfillment of the cadets' goals and objectives and the Mission of Valley Forge. Every member must fully understand the rules and regulations, regularly review them, remain aware of changes (Valley Forge reserves the right to amend its policies and rules, without prior warning, always in the best interest of the School, cadets, and the Staff and Faculty), and always ask for clarification if there is something that you do not understand.

Valley Forge reserves the right to dismiss or not re-enroll a cadet if the Administration reasonably concludes that the actions of the cadet or the parents/guardians interfere with establishing and maintaining a positive and constructive relationship or otherwise seriously interferes with the accomplishment of the Valley Forge Mission.

Jurisdiction: Cadets are subject to Valley Forge rules whenever school is in session, regardless of whether the cadet is on or off campus, away from campus on leave or on a school-sponsored trip. School is in session from the cadets' initial arrival on campus to their final departure from campus at the end of the school year. Cadets must also adhere to Valley Forge rules when traveling to or from school at the beginning or end of leave periods and when participating in any school-sponsored activity or trip, including those held during leave periods.

Standards for Off-Campus Behavior: Valley Forge believes that upholding standards for off-campus behavior is and should be primarily the responsibility of the students themselves and their parents. Therefore, in certain cases of off-campus behavior, school action might also be necessary to maintain the integrity of the school. Valley Forge will take appropriate disciplinary or other administrative action whenever any cadet, employee or resident of Valley Forge whose behavior does at any time or place do any of the following:

- Violates our regulations and standards of conduct.
- Diminishes the safety, physical welfare or emotional well-being of others.
- Damages private or public property.
- Undermines the morale, discipline, work and/or activities of the community.

Cadets committing serious offenses during extended leave periods are subject to punishment under Valley Forge's disciplinary system (please see page 35). In addition, any cadet who is arrested and formally charged with a felony or misdemeanor, or who Valley Forge believes has committed such a crime, is subject to disciplinary action, which may include immediate dismissal or bar to re-enrollment.

Valley Forge also reserves the right to immediately and permanently separate any cadet, employee or family from the school whose out-of-school behavior is repeatedly unacceptable and/or suggests a clear and present danger to others contrary to good order and discipline regardless of location or time of year.

Sexual Harassment Policy: Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature toward any cadet when:

- Quid Pro Quo: Submission to or rejection of such conduct by an individual is used as a basis for decisions affecting that individual or;
- Hostile Environment: Such conduct, inspired solely by the subject's gender, which is so severe, persistent, or pervasive that it has the effect of interfering with an individual's performance or creates an environment that is intimidating, hostile, or offensive.

Forms of behavior which may be considered sexual harassment include, but are not limited to:

- Verbal—Specific demands for sexual favors, sexual innuendos, sexually suggestive comments or jokes, sexual propositions, or sexual threats.
- Non-verbal—Suggestive emails, internet blogs, documents, objects, pictures, screensavers, graphic commentaries; suggestive or demeaning sounds, leering; nudity or exposure, whistling, or obscene gestures.
- Physical—Unwelcome physical contact of a sexual nature, including touching, pinching, rubbing, groping, or sexual assault.

Conduct in violation of this policy will not be tolerated at VFMA&C and should be reported immediately to the cadet's TAC Officer.
Anti-Bullying Policy: Dan Olweus, creator of the Olweus Bullying Prevention Program, defines bullying in his book, Bullying at School: What We Know and What We Can Do

“A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself.”

This definition includes three important components:

- Bullying is aggressive behavior that involves unwanted, negative actions.
- Bullying involves a pattern of behavior repeated over time.
- Bullying involves an imbalance of power or strength.

Cyberbullying is defined as “bullying that takes place using electronic technology. Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.” See U.S. Department of Health and Human Services, Cyberbullying, Stop Bullying WEBSITE, available online at http://www.stopbullying.gov/cyberbullying/index.html. See also Cyberbullying Research Center, News, Cyberbullying Research Center WEBSITE, available online at http://www.cyberbullying.us/index.php.

Valley Forge Military Academy & College has a clear Anti-Bullying Policy. Staff and Faculty undergo training on the Olweus Bullying Prevention Program, and will, in turn, communicate the expectations for all cadets during cadet leadership trainings and ongoing classroom meetings, which will focus on bullying and other areas of character development. From this, cadets pledge to not bully others, to try to help cadets who are bullied, and to make it a point to include cadets who are easily left out. They are instructed to inform their TAC Officer and another adult at school when someone, whether themselves or another, is being bullied. Anyone reporting bullying, even if the report is made outside the chain of command, shall not face discipline consequences for making the report.

The commitment of Valley Forge to the Plebe System means that cadets will often be tested in circumstances where they will learn to place the concepts of duty above personal desires. The Plebe System is intended to build character and those in positions of power implementing the Plebe System have a duty to protect all involved from abuse. Rules of conduct for the Plebe System are clearly established and behavior that goes beyond those norms shall be reported and shall not be tolerated. It is important to note that the potential for bullying is at all levels, plebe on plebe and from cadet chain of command.

Parents are encouraged to report to their cadet’s TAC Officer any unusual behavior, statements, or negative changes in attitude that may be indicators of a possible issue. This early detection can often help prevent a small situation from becoming a serious incident.

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**RESOLUTION OF RESPECT**

We pledge, from this day forward, to do our best to combat prejudice and to stop those who violate the civil rights of others. We will seek to understand those who are different. We believe that one person can make a difference and that no person should stand by when it comes to opposing hate. We will speak out against prejudice and discrimination. We will reach out to those who are victims of hate. We know that we must all promote harmony, equality and respect. By signing this pledge, we commit ourselves to creating a community that is No Place for Hate.

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**The Honor System:** A cadet may achieve great success in the field of academics; may be an outstanding athlete; may distinguish themselves in many fields; but if they lack a sense of honor and integrity, if they cannot be trusted in thought, word and deed, their success will be dimmed and a shadow of doubt and suspicion will be cast upon them and their most distinguished accomplishments. One’s personal honor is the basic foundation of good character. Honor is defined as a sense of that which is right, just and true and the desire to live by such standards. To a member of the Corps of Cadets, it is the most cherished principle of their life and the beacon which guides their way, during their stay at Valley Forge and in their course through life and career.

**THE HONOR CODE**

“A CADET WILL NOT LIE, CHEAT, OR STEAL, NOR TOLERATE THOSE WHO DO.”

Ownership: The Honor Code of the Corps of Cadets belongs to the cadets. They must embrace it, protect it, and help it grow in every member of the Corps. Its maintenance is the responsibility of each and every cadet. Under the Honor System, a cadet’s thoughts, words and deeds are accepted as the truth. Only when an alleged violation appears is a cadet’s honor in question. This is the only way in which the Honor Code may succeed. In the eyes of the Corps, the Honor Code is greater than any individual, friend or stranger. The Cadet Honor Code demands total and fearless honesty and compliance in establishing the truth, regardless of consequences. The spirit and principles that make the Honor Code a living, working entity cannot be completely codified in writing. The Code is a “spirit” that is embodied in every member
and graduate of the Valley Forge Corps of Cadets. It is not just a set of rules or regulations; it is a way of life today and in the future as a cadet and as a citizen-leader of character in the world community.

**Training:** Training in the Honor System is the Corps’ responsibility. Under the Honor Code and System, a cadet will learn how high standards of living — truthfulness and trustworthiness in every thought, word and deed builds trust and confidence between fellow cadets, Staff and Faculty, Alumni, and all with whom cadets interact.

**General:** The Honor System is a set of procedures established to guide and enforce application of the Honor Code. Every cadet, the Honor Code, the Honor Council, Honor Representatives, Honor Advisors, and members of the Staff and Faculty are part of this system.

**Principles and Tenets:** There are four basic tenets of the Honor Code:

- **To Lie** is to make an untrue statement with the intent to deceive or produce a false impression. The statement can be oral, written or implied by action (thought, word or deed). A cadet will be completely candid and straightforward in all instances and in all actions. Quibbling is a statement which is only a half-truth, or attempts to give a false impression by leaving out pertinent information. To quibble is to lie.
- **To Cheat** is to attempt or aid in the attempt to gain an unfair advantage over others.
- **To Steal** is to knowingly deprive someone of property or a service, temporarily or permanently, without consent.
- **To Tolerate** is to overlook or ignore the dishonorable actions of other cadets. Tolerating occurs when a cadet intentionally ignores an Honor violation and fails to report it. The cadet who knows or should have known that another cadet was in violation of the Honor Code, can be charged with toleration. This tenet is the most difficult to understand and apply, but it is the backbone of the Code. Each cadet must fully understand the spirit behind the toleration clause as well as the obligation it creates. The toleration clause is the “self-policing” aspect of the Code. It keeps “honest people—honest.” When cadets know that dishonesty will not be tolerated and will always be reported, they are more apt to always follow the tenets of the Code. Tolerating of other cadets’ wrongful actions is not compatible with the Honor Code, nor consistent with the standards of the Corps of Cadets. Tolerating is an equally serious offense as dishonesty because it strips away your honor just as you had committed the offense yourself. What you tolerate, you become.

**Basic Principles**

**Act and Intent:** There are two elements in an Honor violation: the act and the intent.

- **The act,** or the attempt to accomplish the act, must have been performed if a cadet is to be found in violation of the Honor Code.
- **Intent:** For a cadet to be found in violation of the Honor Code, the cadet must know at the time the act is committed that it is wrong. Sometimes intent is implied by the act itself— in taking a crib sheet into class and using it to cheat— the intent to cheat is implicit in the act. Intent may also be proven by circumstantial evidence which reasonably implies the existence of intent. For instance, a cadet’s knowledge of the wrongfulness of certain acts may depend upon common knowledge among cadets, course policies, briefings attended and common sense.

**Lying:** Lying is making a statement intended to deceive or mislead. It may be oral, written, implied by actions or communicated by gesture.

- **Reports.** False oral and written reports with the intent to deceive or mislead are violations of the Code. Oral or written reports are official and must always be complete and accurate. A cadet is responsible to ensure that a report is correct and accurate before and after it is rendered. If a given report is later found to be incorrect, the reporting cadet must report the error as soon as possible.
- **Statements.** False oral and written statements with the intent to deceive or mislead are violations of the Code. Whether the statements are official or unofficial, the cadet must ensure that the truth is told. The cadet must overcome the temptation to respond falsely or with misleading rationalizations when responding to questions about their actions. They have the right not to incriminate themselves by not answering a question, but must tell the truth about their or others’ actions, if they answer.
- **Quibbling.** A person can easily create a false impression in the mind of a listener by cleverly wording what is said, omitting relevant facts, or telling a partial truth. When one knowingly does so with the intent to deceive or mislead, it is quibbling. Because it is an intent to deceive, quibbling is a form of lying.
- **Pop-offs and Mistakes.** A pop-off is defined as the correcting of a false statement as soon as the person having made the statement realizes it to be false. In some situations, it is possible to make a false statement in haste and without premeditation or thought. This usually occurs in a context where a yes or no answer or a short statement is made. Normally, if a cadet makes a statement knowing it is false, the cadet should correct the answer IMMEDIATELY, or as soon as possible. If so, this is described as a pop-off and is not an Honor Code violation.
By contrast, a pop-off is not correcting a false statement, however quickly, if the person knew the statement was false when making it. A lie occurs where act and intent exist, even if told under pressure. If the person to whom you make your false statement is unknown or unavailable, you should inform your Company Honor Representative of the circumstances of the incident. If you let the mistake go uncorrected, you are allowing a false statement to stand as truth, which is an Honor Code violation.

- **Signature and Name.** A cadet’s signature (or initials) is a “testimony of truth” and attests to the truthfulness of a statement or document. The cadet’s signature is their word and is an integral part of the Honor Code and System. Because the signature stands in place of the individual, it cannot be compromised. As a student, when the cadet writes their name on a paper, this is equivalent to a signature; and thus, attests that they authored the work contained within.

**Cheating:** Cheating is defined as attempting or aiding in the attempt to receive undeserved credit or to gain unfair advantage.

- **Graded Work.** In general, any work done for a grade must be done without another person’s help, unless the instructor specifically authorizes help. A cadet must never copy another cadet’s work or compare answers with the intent of confirming or checking answers during a graded exercise. Such exercises may include written homework assignments, laboratory reports, essays or any other written work that is submitted to the instructor for a grade. It is clear that a cadet would be placed at a definite advantage by having early knowledge of the contents of an exam. Soliciting or providing such information is part of an attempt to receive undeserved credit.
- **Special Instructions.** There may be times when an instructor will authorize cadets to work together cooperating in pairs or as teams on special projects during which time information is pooled and commonly shared. It will be the instructor’s responsibility to explain specifically the necessary guidelines that will govern such activity. Cadets must follow them.
- **Plagiarism.** In writing essays, reports, compositions or themes, it will often be necessary to use the ideas and words of others. Plagiarism is the use of such ideas or words in an attempt to have people believe they are your own original thoughts, ideas or words. When a cadet submits written work, it is a pledge the work is completely their own product. It means that the work has not been written or prepared by any other person; that in the case of essays, themes, reports and compositions exact reproductions have been enclosed in quotation marks and footnotes; that the summarized or paraphrased material of another writer has been footnoted; and that any source material has been listed in a bibliography at the end of the paper.
- **Assistance.** No cadet shall impart or receive any unauthorized assistance, either outside or inside the class or examination room, that would tend to give any cadet an unfair advantage. For example:
  - By using unauthorized notes, written material, or other information in a classroom.
  - By looking at and/or copying the work of other cadets doing the same exercise.
  - By making unauthorized notes in problem books or textbooks.
  - In recitations, by any communication whatsoever relating to the recitation.
  - By plagiarizing any written reports in any academic subject.
  - By having or seeking an early knowledge of the contents of a graded exercise from another cadet before it is administered.
  - By supplying answers and other information during a graded exercise.

**Stealing:** Stealing is an act of contempt for an individual and their property. Stealing is destructive to the morale, trust and confidence in a unit and, depending on the circumstance, image of the institution.

- **Stealing.** Stealing is willfully depriving someone else of property without permission. The deprivation may be temporary or permanent. Cadets violate the Honor Code if they wrongfully take, obtain, or withhold—by any means—any money, personal property, article, or service of value of any kind with the intent to deprive or defraud another person of the use and benefit of property, or to appropriate for either their own use or the use of any person other than the owner. Whether it is called taking, shoplifting or “borrowing,” it is the act of stealing if it correlates to the above definition.
- **Borrowing.** Borrowing must be considered in conjunction with stealing. You must have specific or implied permission to borrow another person’s belongings. Specific permission exists when you ask whether a certain item can be borrowed and the owner gives you permission. Implied permission exists when the owner has stated that you are welcome to borrow the item at any time. For either type of permission to exist, the owner and borrower must have talked about borrowing at sometime before the act of borrowing occurs. It is impossible to have any kind of permission to take the property of someone you do not know or have not talked with about borrowing. It is the responsibility of the borrower to inform the owner of the borrowed property as soon as possible.
Borrowed items must be returned promptly in the same condition as when they were borrowed. The taking of another person’s property or keeping it beyond an agreed upon time, is NOT borrowing—it is stealing.

**Non-Toleration:** Cadets who commit an Honor Violation show they have failed to meet the minimum standards required of the Corps. A cadet cannot ignore the dishonorable actions of their peers, superiors or subordinates. Although non-toleration is perhaps the most difficult standard in the Honor Code, it remains its “linchpin.” It ensures that the Code functions by making each cadet its moral guardian. The non-toleration clause is the backbone of the Honor Code. It requires that the cadet report every violation or suspected violation of the Code. If we believe that lying, cheating and stealing are unacceptable acts, then the act of reporting is done to maintain the collective integrity of the Corps of Cadets or of any group that relies on individuals for its success.

The rules of conduct and self-enforcement are quite clear. If the Honor Code is to mean anything at all, cadets will understand that without exception violators will be reported. This will eliminate the possibility of the double standard. The non-toleration clause ensures uniformity and equity and the continued viability of the Honor Code.

**Loyalty—The Hierarchy**

- It is a common practice in our society not to implicate a friend. Regardless of the situation, we are expected to support one another. To do otherwise is considered squealing, “narcing,” or tattling.  
- However, at a standards-based, values-focused school like Valley Forge, “friends” are part of an established “hierarchy of loyalty.” This “hierarchy” consists of the following, in priority: the Supreme Being, family, country, school, unit, team, classmate, and the individual at the bottom. Once the hierarchy is established, every action is measured against it from the top down. If we tolerate the individual who is at the bottom of the hierarchy, we are distorting the meaning and value of the Honor Code. Be a person of character. Do not tolerate those who refuse to accept the fundamentals of ethical behavior. The non-toleration clause requires that a cadet not only adheres to the Code but also plays a very important role in ensuring that the entire Corps adheres to the Code.
- When your friendship is challenged, remember that a real friend would not compromise your friendship by violating the Code. The violator who demonstrates contempt for the Code shows contempt for you and for what you believe. Is this a friend? What kind of friend would want another to cover up dishonesty? Are they worthy of your friendship? A key point: “Friends don’t put friends in compromising situations. A friend is one who will bring out the best in you.”

**Off-Campus Conduct:** The Honor Code has no geographical boundaries and applies to cadets at all times, at all places on and off campus. The purpose of the Honor Code is to help cadets lead honorable lives. To act one way on campus and another off campus defeats the entire purpose of the Code. The Honor Code must be in continuous practice. Lying, cheating and stealing are no more justified at home or anywhere else than they are at Valley Forge. If one has truly accepted the Honor Code as a guide, you will apply the same ethical standards in all circumstances, at all times, in all places.

**Automobile Policies:**

**Automobiles/Motorcycles/Motor Scooters:** Academy Cadets (Grades 7-12, PG) may not have automobiles, motorcycles or motor scooters on campus or in the area (owned, loaned or rented). They may not ride in any automobile except that of a parent, legal guardian or other authorized person, and then only when the authorized persons are present.

**Only specified College Cadets** may have automobiles at Valley Forge. College sophomores who have a cumulative grade point average of 2.0 or higher and a semester average above 2.0 for the previous semester may have an automobile on campus. Freshmen may be granted automobile privileges if they are enrolled in the U.S. Army Simultaneous Membership Program. Freshmen cadets in their second semester of residence in the College who obtain a cumulative grade point average of 3.0 or higher and who have a passing leadership grade from their TAC Officer may register an automobile during their second semester. Cadets must register their automobiles with the Commandant’s Department and park in designated areas. Unregistered automobiles or automobiles parked outside designated areas are subject to towing at the owner’s expense. Motorcycles or motor scooters are not permitted. Cadets who fail to maintain the appropriate GPA and academic standards for the semester are subject to having their automobile privileges suspended or revoked. Cadets should not use hand held cell phones while driving. Violations of the parking policies described in Staff Memorandum 80-26 revised 25 August 2008 (a copy can be found in Lee Hall) will be handled in a manner specified in the chart of infraction measures (including ticketing, adhesive warning stickers, booting, fines and towing) maintained by the Director of Facilities & Services.

**Academy Cadets As Passengers in a Motorized Vehicle:** Academy cadets may not be passengers in or on any privately owned motorized vehicle while under the jurisdiction of VFMAC, with the exception of those of their parents or adults authorized by their parents, and then only when the authorized persons are present. This would not apply ONLY when the cadet has signed out on overnight, weekend, or Regimental leave and is no longer under the jurisdiction of VFMAC. Cadets will not hitch-hike or accept rides from any unauthorized person. Cadets will not ride in taxis during walkout leave.
**Possession or Use of a Motorized Vehicle:** Academy cadets are not permitted to have or operate any motorized vehicle while under the jurisdiction of VFMAC; the only exception being those cadets assigned to E Battery who are performing official duties. Cadets that have signed out on overnight, weekend, or Regimental leave and are no longer under the jurisdiction of VFMAC may operate a motorized vehicle according to the Department of Transportation guidelines; however, the motorized vehicle will not be brought back on the VFMAC campus or within the walkout leave area. Any exception to this rule must be approved by the Commandant of Cadets.

**Unauthorized Articles:** Unauthorized articles subject to immediate confiscation include the following: (This listing is not all inclusive.)

<table>
<thead>
<tr>
<th>Electronic Equipment</th>
<th>Appliances</th>
<th>Other Equipment/Items</th>
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<tbody>
<tr>
<td>Games Consoles</td>
<td>Hot plates</td>
<td>Squirt/ Water Guns</td>
</tr>
<tr>
<td>TVs</td>
<td>Microwaves</td>
<td>Air/ Gas Operated Weapons</td>
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<td>Refrigerators</td>
<td>Fireworks, Pyrotechnics</td>
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<td></td>
<td>Popcorn Poppers</td>
<td>Squirt/ Water Guns</td>
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<td>Irons</td>
<td>Pornographic Literature,</td>
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<td>Coffee-makers</td>
<td>Videos, Tapes, DVD’s, or</td>
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<td>Space Heaters</td>
<td>Computer Programs</td>
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<td>Window Air Conditioners</td>
<td>Salacious Photographs or Posters</td>
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Cadets who possess unauthorized articles are subject to disciplinary action and may be subject to federal and/or state prosecution in addition to disciplinary action by Valley Forge Military Academy & College.

**Civilian Clothing:** College cadets are authorized to retain articles of clothing in their rooms. They must be stored in a trunk in the room. Civilian clothing is meant to include items of clothing not issued by Valley Forge as part of the uniform issue. Recognized College cadets are authorized to wear civilian clothing when going on or returning from ordinary leave.

Cadets are expected to dress as representatives of Valley Forge Military College. All articles of civilian clothing will be in good taste, clean and neat in appearance. Acceptable dress for College cadets departing on leave includes dress slacks, khakis, jeans, knee-length skirts for female cadets, and collared shirts. Flip-flops will not be worn. Appropriate outerwear includes a cardigan or pullover sweater, logo sweatshirts, jacket or coat. (Shorts and sneakers may be worn in the spring and summer months, from 1 May to 1 October.)

Academy cadets are only authorized to maintain uniform items in their room. Valley Forge will collect and store civilian clothing and luggage in company areas. Cadets will conduct all activities, including departure and return from leaves, in a Valley Forge cadet uniform. Cadets may wear civilian clothing when they depart from campus at the end of the school year.

Cadets will not wear articles of clothing that express or advocate, by word or picture, violence toward individual groups, contain offensive language, or advocate the use of drugs, alcohol or illegal activities. An appropriate outer garment must be worn when the leave uniform for the Corps includes a mackinaw or a raincoat. The determination of acceptability of articles of civilian clothing worn by cadets rests with the Administration. Cadets will not mix items of uniform particular to the Corps of Cadets with civilian clothing. There are no laundry or dry cleaning facilities for civilian clothing on campus.

**Storage of Food Items in Rooms:** Cadets must store food items in their desk drawer in sealed plastic containers. The desk drawer designated for food storage measures 14 inches wide, 5 inches high and 16 inches deep. Perishable foods must be consumed within 36 hours of receipt.

**SPECIAL NOTE:** All energy drinks/supplements must be reviewed for the ingredients by the Director of the Health Center and the School’s Physician when brought off campus. If they are deemed unsafe, the item will be kept at the Health Center until the end of the year so that parents can retrieve them.

**Hairstyles:** Extreme, eccentric, or trendy haircuts or hairstyles are not authorized. If cadets use dyes, tints, or bleaches, they must choose those that result in natural hair colors. Colors that detract from a professional military appearance are prohibited. Cadets should avoid using colors that result in an extreme appearance. Applied hair colors that are prohibited include, but are not limited to purple, blue, pink, green, orange, bright (fire engine) red, and fluorescent or neon colors. It is the responsibility of the leaders to use good judgment in determining if applied colors are acceptable, based upon the overall effect on the cadet’s appearance.
Chemical Substance and Alcoholic Beverage Policy
Security Measures in the Barracks and the Honor Code
Cadet Statement of Understanding

The policy of Valley Forge Military Academy & College towards the abuse of drugs, chemical substances, or the consumption or possession of alcoholic beverages is a continuing concern to responsible citizens in the United States of America. The illegal or improper use of drugs, chemical substances or alcohol by a member of the Corps of Cadets might cause seriously damaging effects physically and to one’s mental health, and may jeopardize the cadet’s safety or the safety of others.

The Chemical Substance and Alcoholic Beverage Policy are set forth below and in the Guidon and Parents Handbook. You are responsible for being fully aware of this policy. Please read this policy and then print and sign your name acknowledging that you agree to and understand the policy.

Chemical Substances Use: A cadet will not ON or OFF CAMPUS use, possess, transfer, transport, distribute or attempt to secure illegal chemical substances or drug paraphernalia (neither homemade or manufactured). A cadet found to have an illegal chemical substance in his or her system at any time school is in session, regardless of when or where the substance was ingested, will be regarded to have violated this policy. Valley Forge prohibits the use by its cadets of any and all drugs defined as illegal, either by the state of Pennsylvania and/or the United States Federal Government. The use of illegal drugs and/or improper use of prescription or over-the-counter (OTC) drugs may result in immediate dismissal. VFMA&C does not recognize any state’s prescription drug use of marijuana and/or any or all other drugs defined as illegal by the State of Pennsylvania or the United States Federal Government. All those enrolling, parents/guardians and/or enrolling cadets, will do so in acceptance and accordance with this drug policy.

Chemical substances include anything a cadet uses to achieve a mind-altering effect, including alcohols beverages, narcotics, marijuana, K2, synthetic drugs, cocaine, LSD, ecstasy, over-the-counter drugs and prescription drugs not prescribed by the cadet’s physician or not taken as prescribed. They also encompass performance-enhancing substances, such as anabolic steroids and inhalants, such as over-the-counter aerosols, butane and glue. Valley Forge forbids huffing, the very dangerous practice of inhaling substances for a high. Any cadet who does so is in violation of Valley Forge’s chemical substance policy.

Valley Forge cadets are subject to unannounced blood, urine and/or RIAH (radioimmunoassay technology in the analysis of hair) chemical substance screenings. In addition, VFMA&C has and will continue to randomly use the assistance of the local police department canine unit for search and deterrent purposes. A cadet’s refusal to provide test specimens equals a positive test and is grounds for dismissal. Any willful attempt to evade the drug test by shaving, cutting or altering their hair (head or body), in such a way as to destroy the ability to collect or test the sample, will be considered a refusal to test (unless the loss or damage is the result of a diagnosed medical condition.) Cadets are also subject to drug screening for cause. Such testing is at the parents’/cadets’ expense. Cadets who receive mandatory substance abuse counseling through the Counseling Center are also subject to periodic drug testing at the parent’s/cadet’s expense.

Alcohol Policy: Illegal and irresponsible drinking and intoxication are matters of major concern to parents and educators. The consumption of alcoholic beverages by a member of the Corps of Cadets might cause harm physically and mentally and may jeopardize the cadet’s safety and the safety of others.

Specifically:

- No cadet, regardless of age, shall at any time consume, possess, transfer or bring onto campus any intoxicating beverage.
- No cadet shall at any time come to campus under the influence of intoxicating beverages. “Under the Influence” is defined as conduct which would lead staff or faculty to reasonably suspect that a cadet’s ability to function safely and effectively has been impaired by alcohol and/or drugs due to, but not limited to: slurred speech, odor of alcohol, actions or appearance not consistent with normal behavior.
- No cadet under 21 shall at any time consume, possess, transfer or transport any intoxicating beverage or enter a Pennsylvania State Liquor Store or bar.

A violation of this regulation is a Class A offense and may be cause for dismissal from VFMA&C. Cadets suspected of alcohol use may be required to submit to one or more alcohol screening tests (breathalyzer or urine test). Refusal to participate will be considered a positive test result and is grounds for dismissal.

Cadets who violate the alcohol policy and are retained will be enrolled in an alcohol awareness program conducted at the Cadet Counseling Center. Cadets who receive mandatory alcohol counseling through the Cadet Counseling Center are also subject to periodic breath analyzer testing.
Cadet Responsibility/ Eligibility: Cadets are expected to cooperate in all testing efforts. All cadets are eligible for selection each time random testing is conducted. A cadet can also be directed to undergo drug testing when a Staff or Faculty Officer reasonably suspects that the cadet’s ability to function may be impaired by the use of drugs. Alteration of normal appearance, speech or actions is sufficient to constitute reasonable suspicion. The individual testing will be the financial responsibility of the cadet or his or her legal guardians.

Drug Testing—Testing Period: VFMA&C will conduct both random and individual drug testing throughout the school year using a variety of techniques from urinalysis to analysis of hair follicles. Random drug testing will be conducted multiple times from the beginning to the end of the school year. Refusal to participate could result in termination of enrollment.

Use of Breath Analyzers: Cadets are subject to random breath analyzer testing at the discretion of the Commandant of Cadets or Tactical Officer. Cadets will submit to random breath analyzer testing upon return from leave, AWOL, following on/off-campus social activities or as directed when the Commandant of Cadets, or his representative, reasonably suspects that the cadet’s ability to function may be impaired by the use of alcohol. Any alteration of normal appearance, speech, or actions is sufficient to constitute reasonable suspicion.

Refusal to Test: If the cadet, after being chosen for either a random or individual testing, refuses to provide a specimen for drug or alcohol testing within the period of time designated by VFMA&C, the situation will be considered equal to a positive test and is grounds for dismissal.

Positive Readings: Cadets who register a positive reading on the breath analyzer will be required to provide a urine specimen for laboratory analysis. Cadets found to have a positive urinalysis for alcohol will be reported for appropriate disciplinary action for having committed a violation of the VFMA&C Substance Abuse Policy. Upon receipt of the drug test results from the independent testing laboratory, VFMA&C will make these test results available to the cadet tested (or the legal guardians, if under the age of 18) if requested. Any willful attempt to tamper, alter, or mask alcohol screening will be considered a refusal.

Positive Tests: Cadets who provide valid pre-dated prescriptions for the substance(s) for which they test positive, may be required to authorize disclosure of medical conditions.

Test Results Disclosure: To promote confidentiality and privacy, VFMA&C will attempt to ensure that all aspects of the testing process are as private and confidential as reasonably practical. Test results will be provided to the President and the Commandant, to the cadet tested (or the legal guardian when the cadet is under the age of 18), and to any person permitted or required by law or regulation to receive such information.

Sanctions: The following sanctions/punishments are designated for cadets found guilty of violations of the VFMA&C Drug and Alcohol Policy. Additional sanctions remain at the discretion of the administration.

ANY OFFENSE INVOLVING CONTROLLED SUBSTANCES — DRUGS OR ALCOHOL — IS A CLASS A OFFENSE AND MAY RESULT IN DISMISSAL

- If not dismissed, sanctions may include Conduct Probation, Restricted Privileges, Counseling to include attending an on campus Substance Abuse Group and loss of rank (if applicable).
- Cadets who receive mandatory Substance Abuse Counseling through the Cadet Counseling Center are also subject to periodic drug testing at the parents'/guardians'/cadets' expense.
- Cadets will not be disciplined who approach a faculty or staff member and disclose they have a substance abuse issue, but will be sent to the Cadet Counseling Center for assistance. This does not include cadets who know they will be tested, know it will be positive, and then disclose they have an issue.

Treatment: Any cadet who feels he/she may have a substance abuse problem is urged to seek appropriate help and to inform authorities immediately. Valley Forge is committed to maintaining a safe, healthy, and productive school environment. Cadets who admit to a substance abuse problem can request treatment or counseling and will not be subject to disciplinary action. However, the cadet may be withdrawn until such time that the drug abuse problem is treated to the satisfaction of VFMA&C. Such requests for treatment will be kept confidential. Cadets may not, however, escape disciplinary or administrative action by requesting such treatment or leaves after being selected for testing or detected for violating VFMA&C policies and rules.

Medical Amnesty Policy: The Medical Amnesty Policy at VFMA&C represents the school’s commitment to ensuring the well-being of our cadets. Every cadet, as part of the VFMA&C community, has the responsibility to look out for one another. In alcohol or drug related incidents, the primary concern is the health and safety of our cadets.
In order to encourage cadets to seek prompt and appropriate attention for alcohol and/or drug intoxication/poisoning or other ensuing medical emergencies, VMFA&C has instituted this Medical Amnesty Policy applicable to cadets who SEEK medical amnesty, not those who are simply discovered to be under the influence of drugs/alcohol: (Please refer to the Guidon for additional information)

**Tobacco/ Nicotine Products:** To promote good health and general well-being of its cadets, Valley Forge does not permit any cadet to use or possess tobacco products. In addition, Valley Forge Staff and Faculty and guests may not use tobacco or nicotine products on campus except in private residences. Cadets who violate the tobacco policy will be referred to an on-campus Tobacco Cessation Group after their first offense. Cadets who continue to violate the tobacco policy will be subject to disciplinary action. Chronic offenders may be subject to dismissal.

**SECURITY MEASURES IN BARRACKS AND THE HONOR CODE:** “A Cadet will not lie, cheat, or steal nor tolerate those who do.” As stated in the Guidon, Chapter 6 - Cadet Life, Security:

Cadets are directly charged with the responsibility of securing their personal property within their room. Possession of expensive personal items (e.g., high-value wristwatches, cameras, etc.) is discouraged. Sums of money in excess of $30 (Academy) or $50 (College) spending money and allowances will be placed in an account in the Cadet Store. Valley Forge Military Academy & College is not responsible for lost or stolen money or property. A cadet will promptly report all incidents of theft or observed actions of a suspicious nature.

**Serious Offense Statement:** A safe and secure environment and good order and discipline for cadets and Valley Forge are our primary concern. Parents, Guardians and Cadets should understand any cadet may be dismissed from Valley Forge Military Academy & College if they commit any offense listed below (not all inclusive):

- Physical and Mental Conduct Unbecoming a Cadet or such as to Bring Disgrace Upon Valley Forge.
- Scandalous Conduct or Deviant Behavior Which Tends to the Destruction of Good Morals.
- Sexual Harassment, Sexual Assault.
- Evidence of Possession/Partaking of Intoxicants, to include Inhalants used for Intoxicating Purposes.
- Possession or use of Performance Enhancing Substances, such as Steroids, Inhalants, etc.
- Abuse of Over-the-Counter Drugs and Prescription Drugs not Prescribed by the Cadet’s Physician or not taken as Prescribed.
- Possession or Use of Drugs or Drug Paraphernalia.
- Possession or Use of Alcohol.
- Hazing.
- Disrespectful or Threatening Behavior to a Staff or Faculty Officer.
- Multiple Major Violations of the Computer Use Policy.
- Manifest Disregard for Regulations.
- Prolonged Absence Without Authorization (Leave) (AWOL) — over 24 Hours.
- Possession of Dangerous Weapons to include knives, ammunition for weapons, fireworks or items perceived to represent a real weapon.
- Excessive Absence from Class, Study Hall or Periods of Extra Instruction.

**Health and Welfare Inspections:** In addition, in order to maintain a healthy and safe environment for each cadet to live and go to school, there will be periodic health and welfare inspections. They will include the cadet’s person, room, vehicle (if authorized to have one on campus), and personal belongings. These searches and inspections may be conducted by the VFMA&C staff at any time.

I acknowledge that I have read and understand the Disciplinary Code of Valley Forge Military Academy & College as set forth in The Guidon and I agree to be bound by the rules, regulations and disciplinary procedures contained therein.

I have read and understand the Chemical Substances Use and Alcohol Policies of Valley Forge Military Academy & College.

I have read and understand the Sanctions designated for the aforementioned Policies, the Security Measures in Barracks, Honor Code, and Statement of Serious Offenses of Valley Forge Military Academy & College.

Each year cadets and their parents/guardian are required to read and sign the above policies and the following Computer Use Policy.
INTRODUCTION

All students, faculty, and staff are responsible for using Valley Forge Military Academy & College’s (VFMAC) information systems in an effective, efficient, ethical, and lawful manner. Inappropriate use exposes VFMAC to risks, including virus attacks, the compromise of network systems and services, and legal issues. Effective Information Technology (IT) security must be a team effort, involving the participation of every employee, student, and affiliate who deals with information or information systems; therefore, these rules are in place to protect both the employee and VFMAC. Information Technology Services (ITS), on behalf of the academy and college, may restrict the use of its computers and network systems in response to complaints presenting evidence of violations of policies or codes, or state or federal laws. Specifically, the academy and college reserves the right to limit access to its networks through VFMAC-owned or other computers, and to remove or limit access to information contained in VFMAC-owned systems.

1) **Scope** – This policy applies to employees, students, contractors, consultants, temporary employees, and other workers at VFMAC, including all personnel affiliated with third parties. It applies to all equipment that is owned or leased by VFMAC. The following provisions apply to the use of any and all IT systems used by, used on, or associated with VFMAC:
   a) All access to information system will be authorized only through the Information Systems Department.
   b) Computers will be used only for the purpose of academic or other authorized activities.
   c) Information systems will not be used for commercial purposes or non-school-related activities including product advertisement or political lobbying.
   d) Users will not attempt to monitor another user’s activity or delete files residing on any machine other than their own.
   e) Fraudulent, harassing, threatening, libelous, obscene, pornographic, religiously offensive, and other inappropriate materials or messages will not be emailed, printed, requested, displayed, uploaded, downloaded, or stored.
   f) Information systems will not be used in any manner which may constitute criminal activity.
   g) Hacking and attempting to gain unauthorized access and or rights to information systems is not permitted.
   h) No form of harassment or hateful incident will be tolerated. Incidents and practices of cyber bullying will not be tolerated. Cyber bullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, and defamatory personal Web sites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.
   i) Any material posted by a student on YouTube (or other video hosting sites) which brings discredit upon VFMAC or shows Valley Forge in a bad light by exhibiting poor behavior will be considered a violation of the school’s computer policy.
   j) VFMAC reserves the right to filter unauthorized sites or sites that threaten the integrity of the network.

2) **Internet and E-Mail**
   a) Chain letter creation or participation, random distribution, spamming, and other forms of mass e-mailing are prohibited.
   b) Use of e-mail for personal financial gain is prohibited.
   c) Transmitting and receiving e-mail to and from friends, family, faculty, and staff is permitted.
   d) E-mail professionalism dictates that all email contains a subject line and all capital letters not be used. Users should be polite and not use profanity or vulgarity.
   e) Copying information verbatim from the Internet into homework assignments constitutes plagiarism, which is prohibited.
   f) Goods and services may be purchased through the Internet if they are categorized as acceptable by VFMA&C Code of Ethics.

3) **Network Resources**
   a) Software, such as multi-user games, that relies on any Valley Forge Military Academy & College network will not be installed on any computer system on campus unless deemed necessary and approved by the Chief Information Officer.
   b) Computer games will not be played on VFMA&C owned computers, unless as part of an academic program.
   c) No user may deliberately attempt to degrade the performance of any computer system. This is directed toward, but not limited to, the classes of programs known as computer viruses, Trojan horses, and worms. Activity of this nature is considered vandalism.
   d) Network traffic routed through the Internet is subject to any acceptable use policies through which it flows, as well as to the policies in this document.
   e) College students are permitted to use Mobile Internet Devices on campus.
f) Attaching any device other than a personal computer to the campus network without the expressed permission of the information technology staff. This includes (but is not limited to) hubs, switches, routers, webcams, and protocol analyzers.

g) College students are afforded 24-hour internet access while academy resident student Internet services are disabled between 22:00 and 5:30 [M – F].

4) Security Issues

a. If any user discovers faults in system security, it is their responsibility to bring it to the attention of the Information Systems Department immediately.

b. Any copyrighted software is not to be copied to or from any VFMAC computer.

c. A computer, computer account, user password, or e-mail account assigned to an individual will not be used by others. If a user feels that knowledge of their password has been obtained by others or otherwise compromised, they should change their password.

a) Accessing another person’s computer, files or data without permission is not permitted. This includes data in transit on the network.

b) Users may apply password protection, file encryption, and other devices for security, but will not attempt to deprive authorized personnel of any necessary access.

c) Network access to any Faculty or Staff computer is strictly prohibited unless authorized by appropriate Information Systems personnel.

d) Users will not attempt to circumvent system security or disguise themselves or their machine identity for any reason. A user will not change their computer/Internet address or network configuration.

e) Users must log in to their computer when working and log out when finished. Leaving a machine logged in could allow someone else to make use of unauthorized network resources.

5) Violations

a) Violations of the above policies may constitute a criminal offense punishable under Pennsylvania or United States Federal law. As an example, under Pennsylvania law, "...it is a felony punishable by fine up to $15,000 and imprisonment up to seven years for any person to access, alter, or damage any computer system, network, software, database, or any part thereof, with the intent to interrupt the normal functioning of an organization (18Pa.C.C. 3933(a)(1))..." "...Disclosing a password to a computer system, network, etc., knowingly and without authorization, is a misdemeanor punishable by a fine of up to $10,000 and imprisonment of up to five years, as is intentional and unauthorized access to a computer, interference with the operation of a computer or network, or alteration of computer software (18 Pa.C.S.3933(a)(2) and (3))..."

b) Violations of this policy are governed by the Guidon for all students in the Corps of Cadets and in the VFMC Community Standards for Student Conduct for all students not in the Corps of Cadets.

I have read and understand the Computer Use Policy at Valley Forge Military Academy & College:

Note: Signatures would appear here on the original form.
The **Technology Policy** for Academic Year 2014-2015 requires **all** students (new and returning) to purchase or bring their own laptop computer to campus. Almost any current production laptop out in the market will suffice. We recommend investing in a personal printer as well as printer supplies. There is a fee based print service located in Baker Library. Listed below are the minimum requirements for computer support, while attending Valley Forge Military Academy & College.

**Computer Information**: Valley Forge Military Academy & College is committed to the technological development of its students and the continued integration of technology into the curriculum. To support these goals, VFMA&C will provide access to online resources, the Internet and a campus intranet to every cadet room. Cadets are required to possess laptop computers with a wireless card.

By using the Institution’s information technology resources, users agree to abide by the acceptable use and related policies and procedures, as well as applicable federal, state, and local laws. VFMA&C reserves the right to bar access to its network or other information technology resources to those who violate its acceptable use and related policies and procedures. Further, violations may result in disciplinary action, including suspension, dismissal, and legal proceedings.

**Minimum Requirements for Personal Computers**

- Minimum of a Pentium M or Centrino processor; Apple Macintosh G3 PPC, or equivalent processor
- Minimum of 512 MB of RAM, preferably 1024 MB or greater
- Ethernet port
- Wireless PCMCIA or internal card (802.11b or 802.11g)
- Recommended three year extended warranty to cover repairs while at VFMA&C
- Microsoft Office bundle for word processing and presentations (includes Word, Excel, Powerpoint)

**Mandatory** **Requirements for Personal Computers**

- Anti Virus Solution
- USB Flash Drive

**Please Note**: The Information Technology Helpdesk will provide support for problematic connections between notebook computers and the school network. Within this framework, we support a core set of hardware and will make every effort to support network connectivity for computers meeting ALL of the following requirements:

- **Supported notebook computers**: Any IBM compatible notebooks such as HP, Compaq, IBM, Dell notebooks
- **Supported Ethernet adapters**: Any make or model
- **Supported Wireless adapter**: Any make or model that supports the 802.11b/g wireless networking standard
- **Supported Operating Systems**: (English versions only): Windows XP, Vista, 7 & 8.

For further technical assistance, contact your notebook vendor.

*Other operating systems not listed above may or may not work with the School network. The Helpdesk will provide basic support but will not be able to provide configuration assistance or guarantee that you will be able to utilize your system with the necessary services.*

**Network Access**: Network access can be achieved through Ethernet and wireless networking. The wireless network supports both IEEE 802.11b and 802.11g standards, which are cross platform communication protocols. 802.11b can achieve network speeds of 11 Mbps, while the faster standard 802.11g can achieve 54 Mbps data rates. It is strongly recommended when purchasing a wireless card that you choose a quality manufacturer. Linksys, Netgear, and Cisco are all great choices. Dlink, Blit, Trendware, and other lower-end Wi-Fi cards are discouraged and may not be supported. VFMA&C provides e-mail accounts to all students. Returning students will have access to e-mail over the summer. While on campus, e-mail can be accessed through a standard web browser such as Internet Explorer. For better e-mail management, any e-mail program such as Microsoft Outlook or Outlook Express can be configured to check mail. Students who own Smartphones capable of synchronizing with MS Exchange will have the ability to access their VFMA&C email account via Smartphone. Instructions will be provided and the IT department is available for assistance. Students will be required to check e-mail at least twice a day.

**Internet Safety**: We strive to provide reliable Internet services while keeping the cadets safe from inappropriate material by using an Internet filter that blocks these web pages. Technology as an extension of the educational experience at VFMA&C is the primary goal. As an institution we are providing the general guidelines for acceptable usage. However, use
of the computer is a cadet responsibility and cannot be monitored by faculty or TAC Officers. As a community, we will work with cadets to validate appropriate use where possible. The cadet responsibility is to the Honor Code and the five cornerstones of a VFMA&C experience: academic excellence, character development, personal motivation, physical development, and leadership training.

**IMPORTANT INFORMATION ABOUT BROADBAND INTERNET SERVICES:**

“Broadband Internet Services” refers to services that provide the capability to transmit data to and from all or substantially all Internet endpoints. These units work through an independent internet service; and therefore, bypass the firewall we have to protect our cadets. ****** ACADEMY CADETS ARE RESTRICTED FROM USING BROADBAND PORTABLE MOBILE INTERNET DEVICES WHILE ON CAMPUS ****** Mobile Internet devices retrieved from Academy cadets will be confiscated and held until a parent/ guardian can remove it from campus.

If you have any questions about the Technology computing facilities, please contact Computer Helpdesk at (610) 989-1348 or via email at HelpDesk@vfmac.edu
VALLEY FORGE MILITARY COLLEGE MISSION STATEMENT
The mission of Valley Forge Military College is to educate students within an academic and military environment to transfer to academically competitive four-year colleges, universities, or service academies. The College builds leaders of character - for the future, for the community, for the country, for the world. (2010)

COLLEGE ACADEMIC POLICIES AND PROGRAMS

The Academic Program at Valley Forge Military College leads to an Associate in Arts, an Associate in Science, or an Associate in Business Administration degree. The strong core curriculum, developed on the basis of careful analysis of the general education requirements of competitive colleges and universities, is the heart of the degree programs. The degree program is accredited by the Middle States Commission on Higher Education.

The following is a summary of specific policies. For more detailed and updated information regarding College academic policies, please refer to the College Catalog online at [http://college.vfmac.edu/LinkClick.aspx?fileticket=r1O4pmNtH5Y%3d&tabid=258](http://college.vfmac.edu/LinkClick.aspx?fileticket=r1O4pmNtH5Y%3d&tabid=258).

**VFM C Release of Information Policy and Procedures:** The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their educational records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution). These rights include:

- The right to inspect and review the student’s education records within 45 days after Valley Forge Military College (VFMC) receives a request.
- The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
- The right to provide written consent before VFMC discloses personally identifiable information from the student’s educational records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by VFMC to comply with requirements of FERPA.

In accordance with the Family Education Rights to privacy act (Buckley Amendment), no information pertaining to a student’s education record will be released without the written consent of that student. An education record consists of Academic Records, Disciplinary Records, Financial Records and Health Records. Students are informed of their rights via the “Annual FERPA notification” that is posted to the VFMC website and provided during Registration and Orientation.

**Exceptions to Written Consent:** VFMC may release personally identifiable information from a student’s education record without the student’s written consent, if the disclosure meets one of the following:

1. School official with a legitimate academic interest. A school official has a legitimate academic interest if the official needs to review an educational record in order to fulfill his or her responsibility for VFMAC. A school official is a person employed by VFMAC in:
   - an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff)
   - a person or company with whom VFMAC has contracted as its agent to provide a service instead of using VFMAC employees or officials. This includes our legal counsel, auditors, and collection agencies
   - a person serving on the College Oversight Committee or the Board of Trustees

2. If the information has been designated by VFMC as directory information.
3. Officials of another institution of postsecondary education in which a student seeks to enroll or is already enrolled, so long as the information is for purposes related to the student’s enrollment or transfer.
4. Authorized representatives of federal, state or local educational authorities.
5. Persons in connection with financial aid for which the student has applied or the student has received.
6. Organizations conducting studies for, or on behalf of, the institution, relating to a state higher education authority's ability to make disclosures on behalf of VFMC.
7. To accrediting agencies.
8. To parents of a dependent student.
9. To comply with a judicial order or lawfully issued subpoena.
10. To persons in connection with a health or safety emergency.
11. To the student.
12. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense concerning the final results of a disciplinary hearing with respect to the alleged crime.
13. To a third party the final results of disciplinary proceedings relating to a crime of violence or non-forcible sex offense (if the students been found in violation of VFMC’s rules and policies).
14. To the parent of a student concerning the student’s violation of any Federal, State or Local law or policy regarding the use or possession of alcohol (if under the age of 21) or a controlled substance.
15. The disclosure concerns sex offenders and other individuals required to register under state and or federal law.

VFMC makes a reasonable attempt to notify each student of these disclosures.

Directory Information is not normally considered a violation of a person’s privacy. Students have the right to “block” the institute from distributing directory information.

VFMAC also has the right to release directory information without a student’s written consent. The following is considered directory information by VFMC:

- Student’s Name
- Honors
- Field of Study
- Dates of Attendance
- Enrollment Status (full time/ part time)
- Degrees Awarded
- Participation in recognized athletic activities and extra-curricular activities
- Rank in Chain of Command
- Student Photograph
- Weight and Height of Members of Athletic Teams

Directory Information CAN NEVER include a student’s:

- Race
- Gender
- Social Security Number
- Grades
- GPA
- Class schedule
- County of Citizenship
- Religion
- Disciplinary Action
- Academic Status (Dismissal/ Probation)

This information CAN NEVER be released without the written permission of the student.

A VFMAC employee does not have permission to disclose any personally identifiable information regarding a student, to a third party, without the written consent of the student.

Personally identifiable information includes:
1. Name of student, student’s parent, or any other family member
2. Student’s campus or home address
3. A personal identifier (social security number, student ID number)
4. A list of personal characteristics or other information which would make the student’s identity traceable.

Procedures for Release of Information: At the beginning of a student’s first term at VFMC, they are required to sign a FERPA Waiver for Academic and Disciplinary Information. The student has the right to sign the waiver indicating that no information can be released without their written permission. If the student signs the form allowing VFMC/VFMAC (for disciplinary records) to release information to a third party, they will include the third party(s) name and the relationship of the third party(s) to them. Information is only released per request by that third party, no information will be automatically sent to the third party. Information pertaining to grades is only released in writing, not over the phone or in an email. Faculty and staff will be provided access to a spreadsheet of current students, and whether or not they have given permission for information pertaining to their education records to be released and to whom we may release the information. If a faculty or staff member is contacted by a third party trying to gain access to information contained in a student’s educational record, that the student has not given VFMC/VFMAC permission to release, the faculty or staff member is to automatically inform the individual that they cannot release any information and to contact the Registrar’s Office. The Registrar will forward that individual to the correct overseer of the various section of the student’s educational record. Each part of the student’s educational records is administered and the release of that information is controlled by a specific office. The Offices which are responsible for release of specific information:

- Academic Records: Office of the Registrar (College)
- Disciplinary Records: Commandant’s Office
- Health Records: Health Department
- Financial Records: Bursar’s Office
- Financial Aid Records: Financial Aid Office
- Counseling Records: Counseling Center
- Accommodations for Learning Disabilities: Learning Assessment and Support Center (LASC)
Once a student has graduated, withdrawn or been dismissed from VFMC, their educational record is sealed and the FERPA waiver is no longer valid. All information from a student’s educational record, that is requested to be released after they are no longer a current student, must have the written permission of the student. If a request is made by a third party to release information from a former student’s education record, that student must give permission in writing to release the information requested. All correspondence must be in writing, signed and the document must be notarized. No email correspondence for the release of information will be accepted. If a student signs their written request in the presence of the responsible party releasing the information, notarization of the document is not necessary, and the responsible party will sign document as a witness.

**Requesting copies of educational records:** Both current and former students may request copies of their educational records. The “Request for Access to Student Records Form” must be requested by student. This form pertains to Academic and Disciplinary and LASC information only. Copies of health and financial records must be processed directly through those offices. The form must be completed and returned to the appropriate office (Registrar, Commandant, and LASC). The Office has 15 business days to copy the records. A fee can be requested.

**Satisfactory Academic Progress Policy 2014:** The Valley Forge Military College (VFMC) Academic Progression Policy requires all students to achieve a cumulative GPA of 2.0 and at least 20 college credits by the conclusion of their second semester. In order to earn an Associate of Arts, an Associate of Science, or an Associate in Business Administration, students are required to attain a cumulative grade point average of 2.0 and a minimum of 60 credits in Core, program, and elective courses. Developmental course work in math and English does not fulfill graduation credit requirements.

**Academic Warning**—At the end of the first semester, any student who does not achieve a minimum 1.75 GPA and earn at least 50% of credits attempted will be placed on Academic Warning. The following conditions apply:

1. Weekly mentoring sessions with Academic Advisor
2. Peer tutoring at the LASC (as indicated by Academic Advisor)
3. Restriction on course load for the following semester to 12 credit hours or 4 academic courses (excludes Military Science credits).
4. No participation in athletic competitions or extra-curricular activities. Students may still participate in practice sessions.

**Academic Probation**—At the end of the second semester, any student who does not achieve a cumulative GPA of 2.0 and earn at least 20 credits (excluding MS courses), will be placed on Academic Probation. The following conditions apply:

1. No participation in athletics, extracurricular activities and leadership positions. Students may still participate in practice sessions.
2. Restriction on course load to 12 credit hours or 4 academic courses exclusive of Military Science courses.
3. Create an academic plan with Academic Advisor
4. Attend weekly sessions with Academic Advisor to monitor progress of the academic plan

**Failure to maintain satisfactory academic progress towards graduation will affect continued eligibility for Title IV funds (see Financial Aid Office for further details).**

**Academic Dismissal**—At the end of the third semester, a VFMC student who has earned at least 30 credits and a cumulative GPA of a 2.0 has been shown satisfactory academic will be Academically Dismissed from the College. Students may appeal the academic dismissal by completing the Academic Reinstatement Appeal Form and submitting it to the Appeal Committee. The Appeal Committee will evaluate the students’ ability to progress toward successful completion of an Associate Degree in 150% time (6 semesters). Appealing an academic dismissal does not guarantee reinstatement. Any student for whom an appeal is approved, may return to VFMC on an Academic Probation semester (Academic Probation rules apply).

If a student chooses not to return to VFMC the term following their academic dismissal and is considering reinstatement at a later date, they will need to complete the following: six (6) credits at another College or University; earn a grade of C or better in all courses; forward official transcripts to the Office of the Registrar at VFMC; contact VFMC College Admissions.

**Academic Achievement Policy:** In order to recognize academic excellence at VFMC, a system of awards, which will be awarded by the Office of the Dean based on term GPA and at least 12 credits earned toward graduation requirements (per semester). The recognition is a star—Gold, Silver, or Red, which is worn on the student uniform. Additional privileges will be awarded to the star recipients as outlined below. Stars are based on academic performance throughout an entire semester and the award is worn during the following semester.

**Gold Star (Dean’s List):** Awarded to students who earn a grade point average of 3.5 or higher. Leave for Gold Star recipients is one additional long weekend leave (after last duty Friday until 6:00 PM on Sunday), to be taken during the semester immediately following the award. Leave dates must be coordinated with the Company TAC Officer. Walkout leave on Wednesday for Gold Star students is extended until 10:00 PM.
Silver Star (Honor Roll): Awarded to students who earn a grade point average of 3.0 to 3.49. Silver Star recipients receive one additional short weekend leave (after last duty on Saturday until 6:00 PM on Sunday), to be taken during the semester immediately following the award. Leave dates must be coordinated with the Company TAC Officer. Walkout leave on Wednesday is extended until 9:00 PM.

Red Star (Merit List): Awarded to students who earn a grade point average of 2.7 to 2.99. Walkout leave on Wednesday for Red Star recipients is extended until 8:00 PM.

Degrees and Graduation Requirements: To qualify for the Associate in Arts, Associate in Science, or Associate in Business Administration degree, students must complete:

- Designated Core Curriculum
- All degree specific courses
- All concentration requirements
- Earn a minimum of 60 credits
- Achieve a cumulative grade point average (GPA) of 2.0 (excluding developmental course work)
- Transcripts of students who successfully complete the requirements outlined for one of the academic fields of study will be annotated to indicate their concentration.

The awarding of retroactive college degrees for former students will only be authorized by the Office of the Registrar. VFMC confers degrees three times throughout the year: May, September and December. Degrees will be verified once all requirements are met. Diplomas will be processed according to the conferral dates.

Academic honors are awarded to students who have achieved excellence in academics throughout their VFMC careers as indicated by their cumulative GPA. The following honors are indicated by cumulative grade point average; students graduating with a cumulative grade point average of those specified or higher, receive the following honors:

<table>
<thead>
<tr>
<th>GPA Range</th>
<th>Honors</th>
<th>With</th>
</tr>
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<tbody>
<tr>
<td>3.7 or higher</td>
<td>Summa Cum Laude</td>
<td>The Highest Honor</td>
</tr>
<tr>
<td>3.5 to 3.69</td>
<td>Magna Cum Laude</td>
<td>With High Honor</td>
</tr>
<tr>
<td>3.3 to 3.49</td>
<td>Cum Laude</td>
<td>With Honor</td>
</tr>
</tbody>
</table>

Valedictorian: Honorary title awarded to the graduating student who has earned the highest cumulative GPA in the graduating class, and who has completed their last three semesters in residence at VFMC.

Salutatorian: Honorary title awarded to the graduating student who has earned the second highest cumulative GPA in the graduating class, and who has completed their last three semesters in residence at VFMC.

Commencement Participation: In order to participate in a College commencement ceremony, a student must have a cumulative GPA of at least a 2.0, at least 54 credits completed, and financial clearance through the VMFA&C Business Office to include clearance from the TAC Officer.

Tutoring: Tutoring Services are available on an individual basis from faculty and peer tutors are located in the LASC in the May H. Baker Memorial Library.

Final Examinations: Cadets may not depart Valley Forge until their Company TAC Officer releases them following their last scheduled examination. Failure to complete a final examination may result in a failure for that particular course. The College approves examination schedule changes only in the case of a legitimate emergency. The College will not approve requests for schedule changes for any other reason, particularly to accommodate early travel arrangements. Cadets and parents of cadets should not make travel plans during scheduled examination or scheduled class time. Such requests, unless a clear personal emergency, will not be favorably considered by the College Dean of Academic Services for approval.

Academic Advising: Valley Forge Military College assigns each college student an Academic Advisor. The Academic Advisor, which is a full time faculty member, is assigned to the student after the initial registration process is completed. The Academic Advisor assists students in keeping track of their degree requirements, registering for courses, and general advising on program development. Students are encouraged to meet with their Academic Advisor on a regular basis throughout each term to ensure the academic progress.

Transfer Advising: The process of preparing to transfer successfully to a competitive college or university at the completion of the sophomore year of VFMC begins with the student’s first semester commitment to academic achievement. The Dean of Academic Services and College Transfer Officer have the responsibility of assisting students in identifying and selecting colleges/universities compatible with their academic objectives and capabilities. Information is provided to each student throughout the year via individual and group sessions with the transfer officers.
ACADEMY PROGRAMS

General: Valley Forge Military Academy offers courses that lead to a high school diploma. The diploma and program is accredited by the Middle States Association of Colleges and Schools.
(The information listed below is subject to change. Contact the Head of School for specific course and graduation requirements or for a copy of the applicable course catalog.)

Academic Honesty: The Academic Honesty policies of Valley Forge Military Academy are directly linked to the Cadet Honor Code of “I will not lie, cheat, steal nor tolerate those who do.” Covered in the Honor Manual which every cadet receives, no level of academic dishonesty will be tolerated. Academic integrity is vital to every educational institution; cadets receive grades for projects, assignments and homework because their professors want them to learn from their work. Cadets who take work, ideas or grades from other students are in fact stealing from those students and misrepresenting their own academic achievement. Academic Dishonesty includes cheating, fabrication, unauthorized assistance, plagiarism, internet cutting and pasting, submitting the same work in multiple classes without approval, unsanctioned collaboration, misrepresenting oneself or another’s actions to an instructor, forging a signature on any paperwork, taking credit for group work in which a student did very little, pirating computer software, stealing or damaging library books, violating Federal Copyright laws and stealing books or parts of books without just compensation and not purchasing required textbooks. (This is an implied violation due in part because the student must be taking projects, readings and assignments from another source without just compensation or credit.)

All students accused of violating any of the aforementioned policies will be referred to the Head of School for possible academic penalties in addition to being referred to the Cadet Honor Council for disciplinary action as referenced in the Honor Manual.

ACADEMY ACADEMIC POLICIES

Academy/Parent Communication:

Questions/Concerns—If you have a question or concern about an academic issue, please contact the teacher first. If further assistance is needed, you may contact your cadet’s guidance counselor.

Failure Notification—PowerSchool is set up so that parents’ are able to monitor their cadet’s academic progress at home. Within PowerSchool, parents are encouraged to set up e-mail alerts to receive notification when their cadet’s grades have fallen below a set number. If you would like to receive communication when your cadet is placed on the Academic Probation List, please contact his guidance counselor. If a cadet fails a course or courses for the year that satisfy a graduation requirement, he will be required to make that course up over the summer. Valley Forge Military Academy does not offer summer school courses, but your cadet’s guidance counselor can provide you and your cadet with the information needed about options if a course needs to be remediated.

Academic Probation List—If a cadet is failing (average <65) two or more courses, or has an overall academic average below 70, he is placed on the Academic Probation List. This list is updated weekly. If a cadet is failing one course, and has an overall academic average above 70, he will be counseled by his coach and/or guidance counselor and encouraged to improve the grade in the class that is lacking. If the cadet earns a failing grade at the end of a term marking period (1Q, 2Q, 1S, 3Q, 4Q, 2S, YE [Final Grad]) he is placed on the Academic Probation List and subject to applicable restrictions.

Report Cards—Academy report cards will be issued electronically for the first and third quarters and also for the first semester. Report cards will be sent home for the year end grades. Final year end report cards will be sent home approximately two weeks after the completion of the academic year.

Academic Support:

Teacher Help—Teachers are available to provide individual help daily during Academic Support Period or at other times mutually arranged between the cadet and the teacher. Faculty members are also available during evening supervised study.

Guidance Counselors—The Academy Guidance Department gives continual assistance and counseling to each cadet. Guidance counselors follow each cadet’s academic progress and keep in contact with parents. The department also coordinates college testing and college placement.

Student-Peer Tutors—Volunteer student tutors are available for many subjects. Cadets interested in tutoring, or being tutored, should register in the Guidance Office.
Supervised Study—On all evenings preceding class days, cadets are required to study in the designated place at the designated time for evening Study Hall. Faculty members are present during these evening periods to maintain an atmosphere conducive to study. Students may also use the library during supervised study to individually pursue research and to access library resources.

Professional Tutors—Students and/ or parents may contact the Guidance Department for assistance in locating a private tutor. Contracting and payment for private tutorial services is the responsibility of the individual cadet and his parents.

Academic Eligibility for Extra-Curricular Activities and Athletics: The Academic Probation list (APL) is published on each Friday and reviewed to determine eligibility on a weekly basis. Cadets who appear on the APL will be ineligible to participate in extra-curricular and athletic events from Sunday through the following Saturday. At the end of each academic quarter and/ or semester, cadets failing any course for the quarter and/ or semester or who have an overall cumulative grade percentage average of less than 70 will be ineligible for a minimum of 15 in class school days. At the end of the 15 day period, these cadets could become eligible to participate on a week-to-week basis if they are no longer failing any course(s) and have raised their overall cumulative grade percentage average to a minimum of 70. At the end of the school year, underclass cadets failing any course(s) or with an overall cumulative grade percent average below 70 for the 4th quarter, 2nd semester, or final grade will begin a period of ineligibility for at least 15 school days with the beginning of classes in the next academic year. While ineligible to participate in events, cadets may continue to practice with their respective teams, or engage in extra-curricular groups, provided they do not interfere with scheduled academic class and support time.

Graduation Requirements: To qualify for a Valley Forge Military Academy diploma, cadets must earn a minimum of 21.50 academic credits. One credit is given for each year-long course and one-half credit for a semester course. Cadets must satisfactorily complete courses in the following areas:

- **English**- 4.0 credits
- **Mathematics**- 4.0 credits
- **Social Studies**- 3.0 credits (One year each of World History and United States History, plus one other course)
- **Science**- 3.0 credits (Two years of laboratory sciences, plus one other course)
- **World Language**- 2.0 credits (Two consecutive years of one language)
- **Electives**- 3.0 credits

Cadets will be required to take an Information Literacy/ Computer Technology course accumulating 2 credits over 4 years. In addition to the academic subjects, all cadets must take Athletics and Health programs as follows:

- Athletics—Health Education- 0.50 credits
- Athletics—Cadets will participate during each season in either an interscholastic sport or Company level athletics.

As students transfer to Valley Forge Military Academy from other high schools, credits transferred from previous courses are applied to the appropriate VFMA subject area.

Algebra, geometry and world language classes taken before 9th grade count toward graduation requirement only if they were taken at Valley Forge Military Academy grade 7 or grade 8 classes. They may have an effect on placement. All academic courses may also fill elective requirements once all the graduation requirements are met in that subject area. All elective courses go toward elective requirements only.

Placement in Honors and AP level courses will be determined without weight to a course and each course may have specific requirements, including but not limited to, prior year average in the content area, PSAT/ SAT/ACT scores, or required summer preparation. Students enrolled in an AP level course are required to take the associated AP exam.

Students typically take 5.75 to 6.75 credits per year. In addition, they may be scheduled for non-credit courses such as Driver Education, Applied Music, TOEFL Preparation and SAT Preparation.

One unit of credit reflects approximately 120 clock hours of instruction, or a course that meets one period daily for a full year. One-half unit of credit reflects approximately 60 clock hours of instruction. Courses taken for remediation or for acceleration at other schools must meet these standards to be approved. The Guidance Department provides approval for courses taken for both remediation and acceleration.

Students who fail a course fulfilling a graduation requirement must make up the failure at a summer school, with a private tutor, online, or repeat the course the following year or semester. Parents/ guardians are notified if their son is failing or has failed a course along with proper documentation for summer school enrollment. Parents must seek the Guidance Department’s approval for these courses.

Seniors are required to pass all courses required for graduation in their senior year, regardless of the number of credits previously earned. A failure of a semester course required for graduation in the first semester of the senior year must be repeated either in the second semester, if possible, or during the summer prior to the cadet being permitted to graduate.

Juniors and Seniors who are eligible have the opportunity to take one to two college courses in each semester. Requirements for taking a college course are as follows:
• 90% or higher in the subject area of the college course
• No grade lower than an 85% at the end of the prior year.
• Cadet meets the course pre-requisites as listed in the catalogue.

Cadets will follow a registration process similar to college students, will complete an orientation on policies, and complete online placement testing when necessary. Cadets are registered in courses that have available seating and no guarantee is provided to any senior interested in taking a college course. Cadets are required to indicate their intentions for course credit, to include College Credit Only or High School and College Credit (Dual Credit). College courses used for Dual Credit will calculate into the Academy GPA, weighted at 1.10, the same as an Advanced Placement course. Cadets who desire to take a college course but do not meet the above requirements, will be reviewed on a case by case basis by the Dean for approval. All Academy cadets enrolled in a college course are bound by college and course specific policies including but not limited to attendance and academic honesty.

**Academic Achievement:** The most prominent and traditional awards are academic stars. Academic stars are awarded for the following levels of unrounded GPA. All cadets must maintain a minimum grade of an 80 in all courses, to include a passing grade in all Pass/Fail (P/F) courses.

- **Gold Stars:** 93 percent or higher average
- **Silver Stars:** 88 percent or higher average
- **Red Stars:** 85 percent or higher average

Stars are awarded for the following periods: first quarter, first semester, third quarter and year end. Star cadets receive special leave and other privileges. The Headmaster’s Medal is awarded for earning Gold Stars for both the first and second semesters of the previous academic year. In addition to Stars and the Headmaster’s Medal, there are numerous other awards given by various disciplines and organizations to honor scholarly achievement.

**Unauthorized Class Absences:** Unauthorized absences from the Academy or Middle School classes or athletics will be handled promptly to avoid a cadet getting behind in studies. Academy and Middle School cadets will report to the Assistant to the Head of School per Daily Routine Orders (DROs) and TAC Officer notification of the daily Unauthorized Absentee List. The Assistant to the Head of School will determine if the absence is excused or unauthorized. Failure to report for the explanation will result in an automatic unauthorized absence and the cadet will be issued Restricted Privileges (RPs). If the unauthorized absence is substantiated, the cadet will serve detention the next day. When a cadet fails to attend an assigned detention, the cadet appears at a Headmaster’s Hearing in Shannon Hall. If a cadet accumulates three unexcused absences, he is immediately referred to the Commandant for a Regimental Board Hearing. If a cadet continues to incur unexcused absences after a Regimental Board Hearing, he may be referred to the Commandant for an Academy Board Hearing.

**Detention—** Cadets can be assigned detention by Faculty for minor in-class issues. If a cadet fails to report to the detention, he will appear before the Assistant to the Head of School. The Assistant to the Head of School may impose up to three days of penalty detention. Cadets will serve the detention the day it is received. Exemptions will be rare.

**If the cadet fails to meet these conditions, he will be immediately referred to the Commandant’s Department for an Academy Board or Regimental Board for Class A Disciplinary Violation.**

**The Valley Forge Day (VFD) Student Program**

**VFD Cadets** are bound by Guidon and other VFMA&C Regulations. Their schedule is different in part from the traditional seven-day boarding cadet, but their obligations are virtually the same. The VFD program will be supervised by the Academy Head of School. **Note:** VFD is an option available to families who live relatively close to the VFMA&C campus and is available for Middle School and Academy cadets only. PGs are excluded from this program.

**Transfer—** As a matter of practice, boarding Old Cadets will not be allowed to transfer to VFD status during the school year, unless extraordinary circumstances develop, i.e., death in the family, medical considerations, etc. Boarding New Cadets will be given more latitude to transfer to VFD status. However, the transfer should take place during the first marking period, and staff and faculty should weigh all the ramifications and carefully approve this decision. The Student Success Committee (SSC) will provide a recommendation to the Commandant on the desirability of transfer.
**Plebe Training**— VFD Plebes will report to campus at 7:30 AM to 5:00 PM Monday through Friday.

**Uniforms**— VFD cadets will check the Daily Routine Orders (DROs) sent to their cadet e-mail account each evening in order to confirm the Uniform of the Day for the following morning and will wear same when arriving on campus.

**Athletics and Drill**— VFD cadets will participate in the afternoon VFMA drill, Athletic Program or physical conditioning, to include the Middle School athletic and intramural programs.

**Rank**— Cadet Leaders have significant leadership responsibilities on evenings and weekends; therefore, VFD cadets will remain as Privates. In truly exceptional cases, VFD Old Cadets may be promoted.

**Transportation**— VFD cadets are responsible for arranging transportation so as to be at their appointed place of duty.

**Disciplinary Obligations**— VFD cadets will be referred to the Academy Dean of Cadets for disciplinary actions.

**Band and Scholarship Athletes**— Band cadets and scholarship athletes are eligible for the VFD program; however, they will need to meet all musical and athletic obligations. Failure to meet these obligations will result in dismissal from the appropriate program and a re-evaluation of the cadet’s scholarship.

**Automobile Privileges**— VFD cadets possessing a driver’s license may drive a vehicle to and from school. The vehicle must have a VFD school parking permit. A VFD cadet may ride to and from campus in the vehicle of another VFD cadet with the permission of both parents. Only after providing parental permission to a TAC Officer and solely for the purpose of departing and returning for leave, will a VFD cadet provide transportation to a boarding cadet.

**Tuition and Fees**— VFD cadets will be charged a lower rate of tuition and fees than boarding cadets. VFD cadets who desire to live on campus for a short period of time will be assessed a per diem charge.

**Special Events**— VFD cadets will attend special events as determined by the President.

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**The Valley Forge Five-Day (VF5D) Boarder Program**

**VF5D Cadets** are bound by the Guidon and other VFMA&C Regulations. Their schedule is different in part from tradition seven-day boarding cadets, but their obligations are virtually the same. The VF5D program will be supervised by the Commandant of Cadets and TAC Team Leaders. **Note:** VF5D is an option available to families who live relatively close to the VFMA&C campus and is available for Middle School and Academy cadets only. PGs are excluded from this program.

**Transfer**— As a matter of practice, boarding Old Cadets will not be allowed to transfer to VF5D status during the school year, unless extraordinary circumstances develop, i.e., death in the family, medical considerations, etc. Boarding New Cadets will be given more latitude to transfer to VF5D status; however, the transfer should take place during the first marking period, and staff and faculty should weigh all the ramifications and carefully approve this decision. The Student Success Committee (SSC) will provide a recommendation to the Commandant on the desirability of transfer.

**Plebe Training**— VF5D Plebes will be boarding cadets seven days per week from their reporting date until the Recognition Day Ceremony, 2 November.

**Uniforms**— VF5D cadets will check the Daily Routine Orders (DROs) sent to their VFMAC cadet e-mail account during the weekend in order to confirm the Uniform of the Day for the following Monday morning and will wear same when arriving on campus.

**Assignment and Billeting**— VF5D cadets are eligible for assignment to any of the Academy units. They will be provided a room in barracks required to have the basic issue and personal items to set up the room according to standard for the Plebe Training period. VF5D cadets will be inspected and held to the same standard as other rooms in the unit in terms of orderliness and cleanliness.

**Weekday Schedule**— Per normal routine. VF5D cadets will be on campus by 7:30 AM Monday morning to attend a unit formation and Morning Colors. VF5D cadets will follow the regular tactical and class schedule, Monday through Friday.
Weekend Schedule:

**Saturday**— After Recognition, VF5D New Cadets are exempt from Saturday requirements (see “Disciplinary Obligations”). VF5D Old Cadets are exempt from Saturday requirements unless they have disciplinary sanctions.

**Sunday**— VF5D cadets are not required to be present Sunday, unless they desire to attend Chapel or Parade. If they so desire, they may report to their unit for 1st Mess at 8:20 AM or report at 10:00 AM to their unit, or 12:00 PM to attend Parade. VF5D cadets may be required to be present for selected Regimental or Chapel Parades.

**Rank**— Cadet Leaders have significant leadership responsibilities on evenings and weekends; therefore, VF5D cadets will remain as Privates. In truly exceptional cases, VF5D Old Cadets may be promoted.

**Transportation**— VF5D cadets are responsible for arranging transportation, so as to be at their appointed place of duty. There may be instances where lack of transportation may prevent a VF5D cadet from being present for school, training, or meeting disciplinary obligations. These instances will be handled on a case by case basis, between the VF5D cadet’s parent and the Commandant or TAC Team Leader.

**Duty**— VF5D cadets will be rostered for the same duties as their boarding counterparts, to include Charge of Quarters in barracks and Guard Duty at Lee Hall, Monday through Friday.

**Disciplinary Obligations**— VF5D cadets may incur restricted privileges like any other cadet. However, VF5D cadets must serve these punishments on Saturday. The VF5D cadet with restrictions must make arrangements with his family to be present fifteen minutes prior to formation on Saturday (1:30 to 4:30 PM) and/or regimental restrictions Saturday (7:00 to 9:00 PM). In the event the number of restriction privileges cannot be satisfied on Saturdays, the Commandant may direct a VF5D cadet to report on Sunday(s).

**Band and Scholarship Athletes**— Band cadets and scholarship athletes are eligible for the VF5D program; however, they will meet all musical and athletic obligations, e.g., weekend practices, concerts, or games. Failure to meet musical and athletic obligations will result in dismissal from the appropriate program and a reevaluation of the cadet’s scholarship.

**Automobile Privileges**— VF5D cadets possessing a driver’s license are prohibited from using their vehicles during the week. They may drive a vehicle solely to depart for weekend leave and return to campus. The vehicle must have a VFD school parking permit. Only after providing parental permission to a TAC Officer and solely for the purpose of departing and returning for leave, will a VF5D cadet provide transportation to a boarding cadet.

**Tuition and Fees**— VF5D cadets will be charged at the same rate as boarding cadets. There will be no tuition refund for transfer to Day Cadet status.

**Special Events**— VF5D cadets will attend special events as determined by the President.

**Athletic Programs**

**General**— The Athletic Program is under the supervision of the Director of Athletics. The program falls into two categories for the College: Intercollegiate Men’s and Women’s sports; and two categories for the Academy: Interscholastic/Varsity & Junior Varsity and Middle School sports. The goal of the Athletic Program at Valley Forge is “every cadet on a team...every cadet an athlete” and, to receive a quality experience both in the classroom and in their athletic pursuits. To ensure that each student-athlete reaches this goal, the Athletic Department is committed to the academic and financial requirements of our athletic programs by exercising well-founded institutional control. It is the responsibility of the institution and the Department of Athletics to adhere to all eligibility regulations set forth for the governance of interscholastic/intercollegiate athletics by the PIAA/ NJCAA. Nowhere else can a young person learn the lifelong lessons of teamwork and sportsmanship, nor does any other activity lend itself so completely to the development of the will to win.

**Intercollegiate**: The College football team competes in the [Seaboard Conference](#) and in the [National Junior College Athletic Association](#) for volleyball (women’s), cross-country (men’s and women’s), basketball (men’s and women’s), and Track & Field for both men and women. Depending on the level of interest, club sports (women’s softball, men’s lacrosse, and men’s baseball) may be formed with the approval of the President, Athletic Director, and Director of Student Activities.
Interscholastic: The Academy offers the following sports as part of the athletic program for cadets in grades 9th through 12th: football, soccer, JV soccer, cross-country, basketball, JV basketball, swimming, wrestling, lacrosse, and baseball. Each of the sports listed above are governed by District 1 in the (PIAA) Pennsylvania Interscholastic Athletic Association.

Special Note for all athletes. Please refer to these links:

NCAA Banned Drug List | NCAA.com

Middle School Athletics: The Middle School will compete in intramural activities.

Physical Development: Cadets must be sound in both body and mind. Valley Forge integrates athletics, physical training, and a cadet’s personal fitness program to help students achieve fitness levels exceeding national norms. The program focuses on flexibility, muscular strength, muscular endurance, cardio-respiratory endurance, and body composition. The physical training program is designed to meet the individual needs of cadets, while placing emphasis on daily fitness and wellness as an essential aspect of their future well-being and ability to accomplish their goals and objectives.

THE DEPARTMENT OF STUDENT ACTIVITIES (DSA)

The DSA is committed to ensuring that each cadet at Valley Forge has the opportunity to participate in a myriad of extra-curricular activities. Cadets will have the opportunity to take part in DSA program and event offerings once all daily academic and TAC duties and responsibilities have been fulfilled.

DSA Programs, Events and Activities:

Boy Scouts of America (BSA)— Troop 971 at Valley Forge is organized to provide cadets, new to the BSA or those already established, the best opportunity possible to advance in rank within the BSA. The best way to do this is to get out into the wilderness and get active on campus and in the surrounding community. Scouts will meet weekly and will be required to have a complete Scout Uniform with Troop 971 numerals and a Scouting Handbook. Participants are encouraged to bring camping and backpacking equipment from home. All gear will be inventoried and stored in the Scout Room on the 3rd floor of Mellon Hall.

Cadet Advisory Board (CAB)— The CAB is composed of a cadet from each barracks in both the Academy and the College. This group of cadets meets on a bi-weekly basis and helps to set the schedule of activities, trips, and brainstorm new ideas for DSA.

Clubs and Organizations— Clubs and organizations at Valley Forge provide a venue for the special interests of all cadets. Each year club leaders will have the opportunity to re-register their club or organization with the DSA. Cadets interested in creating a new club that is not currently offered should obtain a registration packet from the DSA. Any new club idea suggestions are appreciate.

Ice Hockey— Players will practice and play games at Center Ice located in Oaks, Pennsylvania. The season will run from September to February. The participation fee includes professional coaching and instruction, ice time, travel, game jerseys, socks, and membership with USA Hockey. All other equipment must be purchased by the cadet.

Judo— The DSA offers an option for cadet participation in Judo. Currently, cadets have the opportunity to participate year round in our Judo Program and can even compete in tournaments off campus. Judo meets three times a week for the cadets on our campus. The class lasts for an hour and a half each session.

Red Cross Lifeguard Certification and CPR/First Aid— Any cadets interested in becoming a certified lifeguard through the Red Cross may sign up for this course in the Fall and in the Spring. A minimum of six cadets are required for program operation. Participants must be able to pass a rigorous swim test on the first day of class. Those who complete the course will be lifeguard and CPR/First Aid Certified by the Red Cross. First Aid Certification is also available as a course option for cadets.

Scuba Diver Certification— Participants in this program will earn PADI Basic Open Water Scuba Diver Certification. For those who have previously been certified for Basic Open Water, they may continue their training by participating in Advanced or Rescue Driver Certification. Certifications are good for a lifetime of underwater exploration world wide. Course usually last for four weeks and include an overnight dive at Dutch Spring Quarry about 45 minutes from our campus.
Extra-Curricular Events, Trips and Activities:

Mixers—Cadet Mixers for the Academy and the College will be held once per semester, typically on a Friday or Saturday evening in the Mellon Hall Ballroom or the Boodle in Bower Hall. For on campus Mixers, we provide a DJ with sounds, video, and light displays; as well as refreshments. We do provide additional opportunities for cadets to participate in off campus mixers with local schools as well. Cadets are encouraged to invite friends to attend these events.

Formals—Each year there will be two formal dances sponsored by the Department of Student Activities. The first is the Ring Presentation and Dance (for Academy Seniors and College Sophomores) and the Winter Ball (open to all cadets). The events require formal attire (Full Dress/ Black Tie/ Gowns) for all cadets and guests in attendance. Cadets are encouraged to invite dates. In most cases, leave will be granted following the event.

Off Campus Trips—Trips off campus will be organized through the DSA office. Examples of trips include bowling, skiing, amusement parks, and rafting. Primarily, these events will take place on weekends following all academic and tactical responsibilities. Cost will be associated with many of these events. In some cases space will be limited. Cadets may visit the DSA Office for more information. Cadets who are academically or tactically deficient will not be able to participate in any off campus trip.

On-Campus Events and Activities—Throughout the school year, the DSA will organize events and activities on campus. Examples of these events include holiday parties, barbecues and bonfires, paintball tournaments, festivals, carnivals, themed parties, dances, and movies. Cadets are highly encouraged to attend these events. Often these programs will be sponsored by student clubs or by a particular class.

Ski Club—The ski club will plan one weekend ski trip to Vermont as well as three day trips to go skiing in the Pocono Mountains. All cadets are required to take a lesson if they have never skied before. Cadets can bring their own equipment or rent for each trip. Cost will be associated with this trip but will vary depending on the trip location and amount of participation.

Other Information:

Boodle Activities Center—Located in Bower Hall on the second floor. The Student Center will be open Monday through Friday 3:30 PM to 7:00 PM, in addition to a few days during the week for lunch from outside food vendors. On the weekends, the Boodle opens for the additional hours of 7:00 to 10:00 PM on Friday, 1:00 to 10:00 PM on Saturday, and 1:00 to 6:00 PM on Sunday (times are subject to change based on training and weekend schedules). Cadets are welcome to watch television, play video games, watch movies in the Cadet Theater, or play ping-pong, air hockey, foosball or a game of pool.

Federal Work Study Program—The Federal Work Study Program (FWSP) is an on-campus employment program open to qualified College cadets through the Financial Aid Office. Each year the DSA hires cadets to work/support operations. For more information visit the DSA Office.

Price Hall Gymnasium—Will be open for cadets to use in their free time to lift weights, play basketball, and socialize with other cadets. The hours will vary based on sports seasons but will typically be open Monday to Friday from 3:30 to 6:00 PM and Saturday and Sunday from 1:00 to 5:00 PM.

*Cadets wishing to enroll in any Special Activity must register through the Department of Student Activities. For cadets under the age of 18, parental/guardian permission for participation is required.

*For more information regarding Student Activities, please contact Mrs. Lauren Wochok at 610-989-1262. For information regarding Summer Camp, please contact Mr. Joeaughey at 610-989-1253.
The Commandant’s Department is commanded by the Commandant of Cadets and organized to supervise the Corps of Cadets as an organization and each cadet as an individual. The Commandant of Cadets is specifically charged with the reception, equipping, character and general well-being of the Corps and of its discipline, social training, housing, close order drill instruction, ceremonies, internal security and organization. The Commandant’s Department is assisted by TAC Officers assigned to each company, whose responsibility is the actual operation, training, discipline and overall supervision of the cadets assigned to his organization.

At the heart of the Military Model is the TAC Officer. The TAC Officer is the common thread that can be traced through all the functions, goals and objectives that effect cadets at Valley Forge. TAC Officers are responsible for tying together the Five Cornerstones throughout a cadet’s experience setting the conditions to achieve the ultimate outcome: an ethically-minded, citizen-leader of character. The Unit TAC Officer is akin to a Company Commander in a Military Unit and is responsible for everything his unit does or fails to do; but above all, the TAC is there to Teach, Advise and Council/Coach.

The TAC Officer is:

- Responsible and accountable for the sustained operation, training, discipline, leadership, management and overall supervision of the cadets assigned to their unit.
- Sets the conditions outside the classroom and to make cadets successful in the classroom.
- Is the principal point of contact for all problems associated with the cadets in their unit and is the primary counselor and role model for their cadets.
- Leads by precept and example and is the embodiment of all the school stands for.
- Develops, counsels, and mentors cadets into self-sufficient, self-confident, ethically minded leaders of character.

TAC is an acronym which stands for **TEACH, ADVISE and COUNSEL**:

- **TEACH**: As a teacher, the TAC Officer must be the resident expert in all matters that pertain to the cadet and their support. The TAC Officer will be knowledgeable of all phases of drill and capable of instructing School of the Soldier, Manual of Arms, Saber and Sword Manual and Physical Training. Responsible for the drill proficiency of their unit and will supervise and correct their unit’s drill at every opportunity. Responsible for the selection, training and development of the cadet leaders in the unit, ensuring each of them know what is expected of them and how they may successfully meet their leadership obligations. Will submit semi-annual Leadership and Personal Efficiency Reports on all the cadets in their unit. Teaching is a principle that occurs each and every day, whether that be formal or informal. TAC’s must know what right looks like and be able to articulate it to their subordinates to achieve.

- **ADVISE**: The TAC Officer has a huge influential impact over the cadets in his/her charge; therefore, the TAC is seen as a mentor and role model to their subordinates. One of the areas that are rudimental is the ability to advise and give sound advice to cadets and recommend an appropriate course of action or direction in their endeavors. To offer suggestions, make proposals and highlight a plan of attack to assist the cadet in ensuring they are successful in their designated personal quest. Advising requires the skill and patience to not just provide an answer, but to develop one from your cadets. This is where the explanation and understanding of the “why” behind actions becomes your strongest tool.

- **COUNSEL/COACH**: Representing the institution assumes all the duties, liabilities and responsibilities of the lawful parent. Looks after the welfare of the cadets in their unit as a parent looks after the welfare of the children in their family. Works to maintain an open relationship with both cadets and their parents. Is the primary counselor for the cadets in their unit and is responsible for giving them guidance in dealing with personal, academic and cadet-life problems. Works closely with the Chaplain’s Office, Guidance Department and Health Center, as well as with other members of the Staff and Faculty, to provide the proper direction in a cadet’s life. Remember that counseling is not limited to only negative actions. TAC Officers must be experts on all types of counseling, such as performance and developmental. The goal in counseling is to make a cadet more effective as applied to our Five Cornerstones and Mission.
CHARACTER DEVELOPMENT

At Valley Forge, we are dedicated to the moral and character development of our young cadets. Through our Character Development Program, we seek to educate the cadets to be ethically minded citizen leaders of character. We strive to teach them to live in today's changing world while adhering to those changeless values that develop moral strength leading to honorable living. The tenets of the Honor Code and System are reinforced in training. The Chain of Command is fully versed in the Honor Code and System and is prepared to teach its subordinates as well as ensure that they adhere to the stated policies of this cadet-owned and cadet-run system.

The Character Development Program is built upon a foundation of Honor and each month a different Honor Trait is emphasized. Honesty, Trustworthiness, Respect, Service, Courage, Self-Discipline, Responsibility, Caring and Perseverance are examples of monthly virtues. Character Development also occurs in the classroom and in the cadet company. In preparing their course curriculum, instructors integrate character education into their academic disciplines and they lead their classes through a discussion of the Character Education Virtue at least once a month. This “hands on” approach enables cadets to participate in developing their own value system for handling challenging moral situations. The expectation is that the cadet will develop a process of thinking in order to make intelligent and responsible moral decisions. Such active involvement helps the cadets develop a deeper understanding of their moral obligations and encourages them in the words of the Cadet Resolution, to “aspire to a life of honorable service.”

Community service plays an important role in character development. As an expression of civic responsibility, Academy and College cadets are engaged in a variety of projects and activities at schools, nursing homes, churches, food banks and worksites where they can contribute to the betterment of the community.

The Commandant’s Department dedicates time on a regular basis to reinforce an aspect of character development. These lessons, co-taught by a TAC Officer-Cadet Team, range from the way the Honor System works to discussions of recent honor cases and lessons learned, to dealing with diversity and treating all with respect and dignity. Faculty members and other subject matter experts will often add to this vital facet of character development. At Valley Forge, we strive to create a character building environment that integrates Academic, Military, Leadership, Physical and Spiritual activities that best fulfill the development of the whole person and their character.

Religious Life: Chapel service will be held on designated Sunday mornings. Please consult the campus calendar for specifics. It is singular in its beauty, grandeur and inspiration, and is centrally significant to cadet life. It is a blending of the religious, patriotic and military traditions conceived to motivate, inspire and undergird our Character Development Program. While Christian in nature and format, the service is nondenominational. Speakers focus on the Core Virtue for that month and refer to them in their sermons. Selected speakers include prominent clergy of various faiths, leaders in civic, educational, corporate and national affairs and our own Staff and Faculty. Their addresses emphasize the Core Virtues of our Character Development Program. Visitors are always welcome at the Sunday morning worship service.

A Priest from the Archdiocese of Philadelphia celebrates Catholic Mass on campus every Sunday. Arrangements are also made for Catholic, Muslim and Jewish cadets to observe holy days on campus or at an appropriate nearby location. Along with an alternative service during Chapel Service on Sundays, Jewish cadets may attend services on designated Saturday mornings at a local synagogue and Muslim cadets may attend services at a local mosque on designated Friday afternoons.

Fellowship Groups: Fellowship Groups for Jewish, Muslim, Protestant, and Catholic cadets are available to further their religious education. Religious instruction is also available for Catholic cadets preparing for the Sacraments.
The Plebe System

The Plebe System: To become a recognized member of the Corps of Cadets at Valley Forge Military Academy & College, one must successfully complete a period of training known as the “Plebe System.” It is a period of training and adjustment that every cadet who attends Valley Forge undertakes. It is a time honored “right of passage” that binds all those who attended Valley Forge in a common bond of brotherhood. Every cadet admitted to Valley Forge has been carefully screened before they attend. It has been determined that each has the requisite skills, traits, and attributes to achieve success in all programs at Valley Forge. It is the Chain of Command’s responsibility using all assets available to develop these skills, traits, and attributes to the highest level capable by each cadet. The Plebe System is an outstanding opportunity for leadership development in a State of the Art, 21st Century Leadership Development Laboratory.

Goals: The goals of the Plebe System and New Cadet year are:

- **Teach** cadets to be loyal and effective followers as part of the leadership development experience.
- **Introduce** Cadets to the daily operations and rules and regulations of Valley Forge.
- **Instruct and train** each New Cadet in the standards and conduct expected of a member of the Corps of Cadets.
- **Introduce cadets to the customs and traditions** of Valley Forge.
- **Instill** confidence, teamwork, loyalty, respect, responsibility, selflessness, a sense of duty and service, and self-discipline in a standards based, values focused system.
- Begin to set the foundation for development of the cadet as a future **citizen-leader of character**.
- **Inspire** all cadets to strive for excellence in all they do.
- Provide a powerful and inspirational leadership experience for the Cadet Chain of Command and all upper class cadets through their positive, inspirational leadership by example.

Duties and Responsibilities: Responsibility for the development of the New Cadet and the execution of the Plebe System resides with the Commandant’s Department, the Staff and Faculty, and the Cadet Chain of Command. The Commandant delegates authority for the administration and execution of the Plebe System to the Cadet Regimental Commander and the Chain of Command, led, coached, mentored, and over-watched by the TAC Officers and guided by the principles of The Cadet Resolution, the Leader’s Pledge, and the Guidon. These establish the principles and guidelines expected of every leader entrusted with the responsibility of training, maintaining, leading, and caring for cadets.

**Duration:** A cadet’s first year (Plebe and New Cadet period) is a time of learning and preparation for the day when he or she, as an Old Cadet, assumes a leadership position in the Corps of Cadets. A cadet’s first year (first semester for College cadets) is divided into two phases:

- The Plebe System— From his or her reporting day to Recognition.
- The New Cadet or Post Recognition Phase— The remainder of the semester for College cadets and the remainder of the school year for Academy and Middle School cadets.

Plebes can expect to have increased privileges after the first five weeks of Plebe Training.

The Plebe System begins when a cadet reports to Valley Forge and continues until Recognition Day. Besides being responsible to adhere to the rules and regulations that govern all cadets at Valley Forge, Plebes are required to adhere to additional rules and to accomplish additional requirements prior to being recognized as a New Cadet.

Plebes will adhere to all VFMA&C regulations as well as the below listed rules and requirements.

Plebes will:

- March smartly about their business, moving at a cadence of 120 paces per minute, swinging arms 9” to the front and 6” to the rear when outside the barracks.
- March at a cadence of 120 paces per minute in barracks corridors, swinging arms 9” to the front and 6” to the rear.
- Be required to repeat informational sound-offs assigned them by Cadet Officers.
- Stand at attention behind their chairs upon entering the Regimental Mess.
- Sit at attention while in the Mess Hall, keeping their heads erect, eyes to the front and maintain good table manners.
- Request permission for all actions from their Table Commandant while in the Mess Hall.
- Carry all towels draped over the left forearm.
- Address all Old Cadets as Sir, Ma’am, or by their rank.
• Double-time on their company areas.
• Only use their computer for academic work.
• March together in a formation with one Plebe calling cadence when there are 3 or more.
• Backpacks will be worn on their backs as designed and carry all other bags in their left hand.
• Plebes will maintain a “0” military style standard haircut.

Plebes will not:
• Use Old Cadet Walk.
• Play computer games.
• Use cell phones. The cell phone ban may be lifted at the discretion of the Commandant.
• Initially be allowed to communicate with their families or the outside via the Internet until after Recognition Weekend.
• Initially be allowed any leave privileges.
• Use the phone, watch television, listen to music or use vending machines.
• Sit on any benches on main campus.
• Enter any of the Company day rooms.
• Talk in the hallways or in the Mess Hall without permission.
• Enter Old Cadet rooms.
• Enter any barracks but their own except on official business.

Once a Plebe receives his/ her Cap Shield they will have access to the Boodle Shop, and the Cadet Store. Prior to receiving a Cap Shield, Plebes will not be allowed access to the Boodle Shop and may access the Cadet Store under the supervision of a Chain of Command member to purchase basic issue items, make up shortages in their personal inventory, purchase personal hygiene items, school supplies, water, sports drinks and power bars.

Retraining:  Plebes who fail to meet the requirements of the Plebe System because of poor attitude, lack of cooperation or evidence of maladjustment will be subject to retraining and possible disciplinary action. The first action taken will be to ensure that the Plebe understands the task, conditions, and standards and is trained to standard so that he or she can successfully complete the task.

Disciplinary Action:  If the Plebe is fully trained to standard and still refuses to complete the task, the Cadet Company Commander will recommend to the TAC Officer that disciplinary action be taken. TAC Officers may order deficient Plebes to work details or march spot tours on the unit area.

Cap Shield:  The Cap Shield is a time-honored tradition that focuses the Cadet on the basic “tenets” that are the hallmark of being a Valley Forge cadet and alumnus. It is one of the “threads of continuity” that binds all Valley Forge graduates to each other and their Alma Mater. Before a Plebe may be recognized as a member of the Corps of Cadets and be entitled to wear the School Cap Shield, that cadet must successfully complete the Crucible and complete all Cap Shield requirements to include being able to recite the Mission, Honor Pledge, Anti-Drug Pledge and Anti-Bullying Pledge.

Plebes will earn their Cap Shield in the following manner:
• Plebe Cap Shield requirements are published in the Cap Shield Record book received by all new cadets. The last page of the Cap Shield Chapter is a formal record of requirements.
• As each requirement is successfully stated to the Squad Leader, formal record will be dated and signed off on by the Squad Leader.
• If the Plebe passes the Cap Shield exam, the Company Commander will immediately congratulate the Plebe on “Earning their Cap Shield” and on becoming a member in good standing of their Company. They are still Plebes until Recognition Weekend, but can wear the Cap Shield. The Commander will sign the bottom of the Plebe’s Cap Shield record as COMPLETED, DATE, SIGN.
• The TAC Officer will put the plebe on the phone ASAP to tell his or her parents the good news!!
• The Plebe will be awarded his/ her CAP SHIELD at the next Company formation.
• If the Plebe is not successful, the TAC Officer will immediately tell the Plebe he/ she did not complete the Cap Shield and specify why. The Plebe will report to his Squad Leader and correct the deficiency and retake the Cap Shield exam after a minimum of 24 hours.

Communication:  Cadets may not initially use cell phones and computers other than for academic purposes. Computers will not be used for e-mail or instant messaging during the Plebe System. Plebes are encouraged to write letters home and may receive letters from family and friends. Upon earning their Cap Shield, which can be accomplished prior to Recognition Day, Plebes may be authorized to call to their parents and may then begin using the Boodle Shop (cadet snack bar) during their free time.
Recognition Day (Saturday, 2 November 2014): Valley Forge invites New Cadet parents back to campus for this event which consists of a formal Joining the Ranks Ceremony followed by company ceremonies during which Old Cadets accept the Plebes as full-fledged Corps members who are entitled to all New Cadet privileges.

After successfully completing the Plebe System, a cadet progresses to the post-recognition phase of the cadet system and becomes a “New Cadet.” The post-recognition phase encompasses the remainder of the first school year for Academy cadets and the first semester for College cadets.

Post Recognition: Recognition of a Plebe officially marks the end of the Plebe System. A cadet is then considered to be a member of the Corps of Cadets and is entitled to take advantage of all privileges of a New Cadet in the Corps. New Cadets will maintain good posture while seated in the Mess Hall. New Cadets will not use Old Cadets’ Walk. As with all cadets, a New Cadet’s personal conduct is governed and judged by The Honor Code, The Cadet Resolution, and The Guidon. After Recognition the New Cadet is still challenged, but this challenge becomes increasingly easier as he or she develops greater self-discipline, dedication to duty, loyalty, and understanding of the Five Cornerstones of Valley Forge. The main impetus for this growth comes from the personal example he or she observes in his or her cadet Chain of Command and “Old Cadets.”

Cadet Disciplinary Policies and Procedures

General: Valley Forge accepts cadets for admission with the definite understanding they possess the skills, traits and attributes to be successful in this standards based, values focused environment. We expect cadets to come prepared to “do the right thing – always,” to obey the lawful orders of those appointed over them (cadets and Staff and Faculty); and to abide and live by the rules and regulations of the school in all matters. Cadets are expected to be ladies and gentlemen; to treat each other and all Staff, Faculty and people with whom they come in contact with respect and dignity. VFMA&C steadfastly reserves the right not to let one person’s disturbing behavior disrupt any other cadet’s educational experience. VFMA&C may employ a mandatory leave policy for an emotionally distressed student. This policy is designed to get the best possible help for an emotionally distressed student.

Disciplinary System: In order to allow for the successful development of cadets, Valley Forge established a disciplinary system that is focused on establishing the “standards and values” expected to be followed by all cadets. The disciplinary system strives to achieve the following goals:

- Maintain good order and discipline by enforcing the rules and regulations.
- Provide a safe and healthy environment for every cadet.
- Provide an atmosphere conducive to learning and one that fosters harmonious group living.
- Encourage courteous and well-mannered behavior.
- Stimulate and nurture the development of self-discipline.
- Promote a strong sense of personal responsibility.
- Augment and support the Honor Code and System.

In cases of major rule violations, Valley Forge attempts to notify the Academy cadets’ parents or legal guardian before disciplinary proceedings begin. However, Valley Forge will not delay proceedings in cases where parents are unavailable or unwilling to accept the notification. While cadets remain responsible for notifying their parents about disciplinary action, Valley Forge will attempt the following:

- Telephonic notification of pending action for Honor Code violations.
- Telephonic notification of appearances before the Regimental Board.
- Written notification when the cadet is placed on the Conduct Deficient List.
- Telephonic notification of appearances before the Academy Board.
- Written notification of punishment awarded as a result of appearance before an Academy Board, Regimental Board or Honor Board.
- Written notification when a cadet is placed on the Conduct Probation List (CPL) or the Academic Probation List (APL).

While College cadets remain responsible for notifying their parents about disciplinary actions, Valley Forge can not inform the parents or guardian unless the cadet has signed a FERPA waiver allowing disciplinary information to be made available to a parent or guardian.

Valley Forge recognizes that we are dealing with a diverse population of young people at a time when young men and women of this age often “test the system.” We also realize that people are not perfect and will make mistakes. The “key” to overcoming such mistakes is for the young person to realize the impact of the choices made, to take responsibility for the actions, to accept the consequences, and to learn from this so as to make the right choice in the future. When a cadet
commits an infraction he/she will always be given the opportunity to explain why. If adjudged to have committed the offense, appropriate disciplinary action (a broad spectrum of options) will be taken. In all disciplinary actions we will always apply four tenets – to remediate (the offender); to educate (the offender and all cadets); to deter (the offender and all cadets); and to punish, as appropriate in accordance with our system.

**Categories of Offenses:** Offenses are grouped into three categories: Class A, Class B and Class C. Parents and cadets will be required to complete a “Serious Offense Statement” as part of the admissions procedure. A sample copy of this statement is provided for your reference in the back of this booklet.

**Class A Offenses:** Are those by which a cadet’s conduct as a cadet and gentleman or lady is challenged to the extent that the desirability of his or her remaining in the Corps of Cadets is questionable. Class “A” Offenses are punishable by recommended Dismissal, placement on Conduct Probation, Restricted Privileges, Company Restrictions, at home suspension, loss of rank, community service, or a combination of any of these or other such penalty as recommended by the Academy Board. In the case of recommended Dismissal, the decision must be approved and promulgated by the President or a designated representative.

**Class B Offenses:** Are offenses of a serious, but lesser nature. Class “B” Offenses are punishable by Restricted Privileges, Company Restrictions, loss of rank, loss of privileges, placement on Conduct Probation, or a combination of any of these, or other such penalty as recommended by the Chain of Command or appropriate Boards, TAC Summary or Regimental, and approved and promulgated by the Commandant or his designated representative.

**Class C Offenses:** Are the least serious in nature. Such offenses are punishable by Company Restrictions, or, in the case of repeated violation, referral to a higher-level disciplinary board.

**Upgrade of Offenses:** If through Chain of Command investigation circumstances warrant or because of repeated violations, charges may be upgraded to a Class “A” Offense.

**Disciplinary Boards:** There are four levels of boards used to adjudicate offenses at Valley Forge:

**The Academy Disciplinary Board:**
- The Academy Board will be chaired by the Commandant of Cadets.
- The Academy and College will provide a senior representative to be a member of the Board. A designated cadet will sit on the Board.
- The cadet under review has the right to request the presence of an advisor.
- Level of adjudication will be Class “A” Offenses as listed in the Guidon.
- The Academy Board may recommend any type of punishment up to and including a recommendation of dismissal.
- The Commandant of Cadets will be the Approval Authority for punishment awarded by the board. A punishment recommendation of Dismissal will be forwarded to the President for approval.

**The Regimental Disciplinary Board:**
- The Regimental Board will be chaired by the Training Officer or designated representative.
- Level of adjudication will be for Class “B” Offenses or multiple Class “C” offenses as listed in the Guidon.
- The Regimental Board may recommend any type of punishment up to a recommendation for dismissal.
- The Commandant of Cadets will be the Approval Authority for punishment awarded by the Board.

**TAC Officer Summary Board:**
- The TAC Officer Summary Board will be chaired by a Lead TAC Officer.
- Level of adjudication will be Class “B” Offenses or multiple Class “C” offenses listed in the Guidon.
- The TAC Officer Summary Board may recommend any type of punishment up to but not including a recommendation for Dismissal.
- The Lead TAC Officer will be the Approval Authority for punishment awarded by the Board.

**Commander’s Board:**
- A Commander’s Board will be chaired by the Company Commander and supervised by a TAC Officer.
- Level of adjudication will be multiple Class “C” offenses as listed in the Guidon.
- The Commander’s Board is considered negative performance counseling, and should include action steps to educate and correct behavior.
- The Commanders Board may recommend any type of punishment from Details to Company Restrictions (not to exceed 15 hours).
- The approving authority is the Lead TAC Officer.
**Progressive Stick System (Form 5):** Stick Forms (Form 5) are written on cadets for a breach of discipline or a violation of rules and regulations. Not every breach of discipline or violation need result in a report. Minor offenses are usually handled through “on the spot” corrections and follow-up to ensure the cadet corrected the offense. If the offense manifests blatant disregard for the standard, then a Stick Form should be written. Any cadet can report a violation of the rules and regulations and place a cadet on report. Cadets wishing to report violations of regulations will make a verbal report to a Cadet Officer in their Chain of Command or to their TAC Officer. Any Faculty or Staff Officers, Cadet Officers, and Senior Noncommissioned Officers may write delinquency reports. Cadet Junior Noncommissioned Officers will have delinquency reports countersigned by their immediate Cadet Officer. All delinquency reports are forwarded to the cadet’s TAC Officer for adjudication. The TAC Officer may reprimand, assign restrictions, or refer the cadet to a formal disciplinary board. In all cases, the TAC Officer will counsel each cadet for each reported delinquency.

**Disciplinary Record:** The Unit TAC Officer maintains a monthly disciplinary record for each cadet. A cadet’s disciplinary record is a permanent part of a cadet’s record and determines, in part, the cadet’s leadership or personal efficiency grade and are taken into consideration in all personnel actions involving promotions and awards.

**Physical Training:** Given for minor infractions (Class C Offenses) similar to the policy for push-ups and running. Physical training is supervised by the Training Officer of the Commandant’s Department on Saturday and Sunday mornings.

**Restricted Privileges:** All Board actions will result in weekend Restricted Privileges (RPs) to be assigned by hours of drill. For example - 5 hours of drill. RP Tour hours will be conducted by the Corps Duty Officers and overseen by the Barracks Duty TAC Officer during the following hours:

- **Friday:** 7:30 PM — 9:30 PM
- **Saturday:** 1:30 PM — 4:30 PM
- **Saturday:** 6:30 PM — 9:30 PM
- **Sunday:** 2:30 PM — 4:30 PM

Tour hours will be assigned by the President of the Board. Cadets will be restricted to campus until they complete their assigned number of RP Tour hours. Once their assigned number of Tour hours are completed the Cadet is removed from the Restricted Roster(s). Tour supervision will be conducted by the Duty TAC Officer. Cadets will march for no more than fifty (50) minutes straight, at which point they will be given a ten (10) minute break.

**Conduct Probation:** Conduct Probation is the highest form of disciplinary probation at Valley Forge. It indicates retention in the Corps on a probationary status. Violations of the terms of probation imposed by the Conduct Probation may result in dismissal. Cadets who violate the Rules and Regulations and go before an Academy Disciplinary Board may be placed on Conduct Probation and the Conduct Probation List as recommended by their TAC Officer or a Board, and reviewed and approved by the Commandant of Cadets. Cadets placed on the Conduct Probation List have no leave privileges and may not participate in interscholastic or intercollegiate athletics, competitions (home or away games), dances or Corps extracurricular functions of a social nature. This restriction does not include academic assemblies, intramural athletics or use of on-campus recreational facilities.

When a cadet’s conduct is such that he or she meets the criteria for placement on the Conduct Probation list, the following actions will be taken:

- The cadet will be notified that he or she is being recommended for placement on the Conduct Probation List.
- The cadet’s TAC Officer will call the parents/guardian and notify them of this recommendation and the consequences. The Commandant will follow this with written notification.

The cadet will be counseled. At a minimum, he or she will be counseled by the TAC Officer, the Cadet Counseling Center and the Commandant of Cadets. At a minimum, the cadet will fully understand:

- The reason for his or her placement on Conduct Probation.
- The assets available to help the cadet remediate his or her behavior and be removed from Conduct Probation.
- The criteria/goals and objectives a cadet must achieve to be considered for removal from Conduct Probation (must be written).
- The minimum period on the Conduct Probation List is 30 days.
- Once the cadet’s standards have improved and he/she has completed all counseling, the Lead TAC will recommend to the Commandant that the cadet be removed from the Conduct Probation List and will be done once endorsed by the Commandant.

**Spot Corrections:** Marching of short duration that is conducted on the company area. When performing corrections, the length may not exceed 60 minutes during Plebe period or 120 minutes after Plebe period and for all other cadets. The length of
time for marching should fit the offense and can be any length up to the maximum. Unit TAC Officers are authorized to increase the length of time up to 180 minutes. The punishment must be marched correctly and supervised by the leader imposing the correction.

**Cadet Administered Disciplinary Action:** Leaders have several remediative actions they can take when a cadet violates published rules and regulations. The “immature/ unseasoned/ uncertain” leader automatically resorts to punishment. However, before resorting to punishment/ disciplinary action, the cadet leader should first determine what caused the cadet to not adhere to the standard and then take action as appropriate. The leader must always determine the outcome he or she wants to achieve when making corrections. Most violations can be handled with an “on the spot correction” and if appropriate, and as necessary, follow-up and retraining. This should always be the first choice. As a matter of principle, disciplinary action should not be used for public humiliation particularly in front of the outside community.

If “on the spot” correction is not appropriate, cadet leaders have several forms of punishment they can administer themselves or recommend. These include report (Form 5 “sticks”), fatigue details, spot tours, written reprimand, and physical correction such as push-ups or short runs around the Main Parade Field.

This policy applies to all cadets. Every cadet leader has a sworn duty to properly execute their duties and not abuse their rank or position especially when dealing with subordinates. Any cadet leader who violates the spirit of this policy and abuses it will be dealt with in accordance with established rules and regulations.

Cadet Company Commanders or above may withdraw all or part of this privilege from a cadet leader for failure to follow these guidelines. The goals of this policy and its judicious application are to empower the cadet leadership to take responsibility for the enforcement of standards in the Corps of Cadets, to expedite adjudication of minor violations of standards, and streamline the adjudication of the overall disciplinary system.

**Written Reprimand:** When written up on a cadet by a member of the Chain of Command: A copy of the written reprimand will be provided to the cadet and to the TAC Officer. Each reprimand must state why the cadet is being reprimanded and what corrective action must be taken. Use of the written reprimand will be approved by the TAC Officer. The copy provided to the TAC Officer will annotate the date the reprimand was given to the cadet and that counseling took place at the time of delivery.

**Work Project Restrictions (in lieu of Form 5):** Small work project identified and approved by the unit TAC Officer. Execution and completion of the assigned task must be supervised by the senior leader assigning the punishment, preferably the Cadet Chain of Command, and accomplished in a minimum amount of time and not carried over to another day or time period. It is accomplished only during cadet free time and must not conflict with higher priorities of the individual cadet, i.e. academic day, scheduled activities such as intramural athletics, athletic team practices, study halls, etc. Cadets performing the work must be in a complete uniform suitable to the nature of the work.

**Health, Welfare, and Safety:** In all instances of cadet administered punishment the health, safety, and welfare of the cadet executing the punishment will be foremost. All Cadet Leaders who supervise the above policy and who implement it are responsible to ensure that no personal harm or injury comes to any cadet. Physical punishments and details will be executed only under favorable conditions. The leader will do a “risk assessment” and take into account all conditions such as rain, temperature, and their impact on the individual, as well as the conditions of the terrain. For example, if it is too hot and the asphalt is too hot to touch, then push-ups on the unit area will not be executed. Also, each leader will be aware of the physical condition of each cadet prior to and during the execution of the punishment and insure that his or her participation does not cause personal injury or additional harm to an already existing one. Cadets will never be required to violate the restriction of any medical excuses. Cadets being punished may request alternate means of discipline if they believe they are incapable of executing the punishment, or the punishment will cause them to be injured, or violate a restriction imposed by competent medical authority.

**Loss of Privileges:** Cadets can be placed in an administrative status that will either limit or remove some or all privileges and leave. The TAC Officer may impose a company sign-in and muster as the situation warrants.

- **Conduct Probation or Academic Support List (CPL or ASL):** Cadets placed on the CPL or ASL are barred from all privileges and leave. The TAC Officer may impose a company sign-in and muster as the situation warrants.
- **Cadets with Disciplinary or Honor Council Restrictions:** Cadets with Class A, B, C or Honor Council restrictions are ineligible for leave or pass until they have completed their obligations.
- **Limited Duty:** Cadets on the excuse squad are restricted to campus and may not take leave or pass without TAC Officer approval.
Restriction: As part of their punishment, cadets can receive restriction. This is a more severe consequence than loss of leave/ pass or other privileges. Cadets who are placed on restriction must remain on campus during the period of their restriction and are required to answer periodic muster/ roll calls to account for their whereabouts. Cadets who are restricted to campus may receive visitors to campus during periods specified on page 16 of this manual provided there is no conflict with other assigned duties such as guard or academic support study halls. Cadets on restriction may not depart the campus for any reason. Violations of cadet regulations can carry a weekend restriction as part of the punishment.

Dismissal: When a cadet is dismissed for disciplinary issues, the parents or guardians (or cadet if attending the College) may appeal the decision through the following process:

Dismissed cadets may appeal in a letter or memorandum submitted to the Commandant of Cadets who will forward the appeal to the President of VFMA&C. The burden is on the appealing cadet and the parents (Academy cadets) to demonstrate why the finding of dismissal should be altered. Appeals may be based only on the following grounds:

- Denial of due process,
- Significant and relevant new evidence was not available at the time of disciplinary board, and/ or
- Sanctions which are unduly harsh or arbitrary.

Appeal requests will be processed as follows:
- Deliver the appeal to the Commandant, for forwarding to the President.
- The President will review the appeal memorandum and the entire record of the case.
- Based upon a complete review of the merits of the case and the appeal, the President may do any of the following:
  - Determine the dismissal is warranted and affirm the results.
  - Alter or suspend the original decision of dismissal.
  - Refer the case to a new hearing authority for a rehearing.
  - Dismiss the case.

The President, who is the final authority for any disciplinary action taken within the Corps of Cadets, will provide a written response to the appealing cadet and parents, or just the cadet if he attended the College and has not signed a FERPA (Privacy) release.

Written appeals must be supplied within seven days of the date of notification. In the interest of time, a fax may be sent to the Commandant at 610-989-1260. Please send the original copy via mail.

**Leave Policy and Procedures**

Being able to go on leave contributes to the overall morale of the Corps of Cadets. Valley Forge has a generous leave policy focused on rewarding performance and achieving a proper balance so as to allow cadets to have opportunities to relax, interact with the community, and attend to personal requirements. Book bags, laundry bags or back packs will not be worn or carried on leave. Proper decorum and military bearing will be observed at all times. Academy cadets will remain in complete uniform at all times. College Cadets in good standing may wear civilian clothes consistent with the common civilian attire approved by TAC Officer.

Leave must be understood as a privilege and not a right. A cadet must be in good standing both tactically and academically and must not be bound by duty or other official obligations to take advantage of routine leaves. It should also be kept in mind that a certain level of attendance will be maintained to meet academic requirements and ceremonial obligations. For example, not more than 10% of a unit may be on Special Leave during parade season and on important VFMA&C weekends (e.g. Recognition Weekend, Alumni Weekend, Parent’s Weekend, etc.) the Corps is expected to be at full strength.

Cadets walking to Wayne on any type of leave are required to walk only on sidewalks and to use only the authorized route. The authorized route is as follows: Lower Gate (E-3) near Regimental Mess to South Campus, to gate near faculty homes (R-8), to East Beech Tree Lane, to Oak Lane, to Walnut Avenue, Walnut Avenue to North Wayne (under Railroad Bridge), to Wayne.

The Unit TAC Team Leader is the granting authority for all leaves. Early departures or late returns without TAC Officer approval are considered unauthorized absences.

There are two categories of individual leave that Cadets may avail themselves of:

- The first category is Routine Leave and includes Walkout Leave, Dinner Leave, Star Leave and Leadership Leave.
- The second category is Special Leave and includes Special Event Leave, Emergency Leave, and Medical Leave. In the case of Academy cadets, all Special Leave is initiated in writing or through e-mail by the cadet’s parent or legal guardian and addressed to the unit TAC Team Leader.
Routine Leave

Walkout Leave

- Academy cadets are authorized Walkout Leave within the geographic boundaries of Wayne, to include the King of Prussia Mall Complex. Leave times will be from after last duty until 2130 hours Friday; from after last duty until 2200 hours Saturday; and from after last duty until 1800 hours on Sunday. The Walkout Leave Uniform will be worn. There is no automobile authorization. Cadets going to and from the mall complex must utilize school transportation.

- Middle School cadets are authorized Walkout Leave within the geographic boundaries of Wayne, to include, with written parental permission, the King of Prussia Mall Complex. Leave times will be from after last duty until 1930 hours Friday and Saturday and from after last duty until 1800 hours on Sunday. The Walkout Leave Uniform will be worn. There is no automobile authorization. Cadets going to and from the mall complex must use school transportation.

- College cadets have no geographic limits for taking Walkout Leave. Leave for cadets in their first semester of attendance will be on Wednesday from after last duty until 1900 hours. Leave on Friday and Saturday will be from after last duty until 2359 hours. The uniform is appropriate civilian attire. Privately owned and authorized vehicles may be used for transportation.

Star Leave & Tutor Leave

- Middle School Star cadets may take advantage of Star Leave on Wednesdays within the geographic boundaries of Wayne unless accompanied by parent or legal guardian. The Walkout Leave uniform will be worn and the cadets will follow the authorized route to Wayne. Middle School Tutor are from after last duty until 1930 hours. Gold Star Leave times are from last duty until 1930 hours.

- Academy Star cadets may take advantage of Star Leave within the geographic boundaries of Wayne. The Walkout Leave uniform will be worn and cadets will follow the authorized route to Wayne. Red and Silver Star Leave times are from after last duty until Study Hall on Wednesday only. Academy Tutor last duty until 2030 hours on Wednesday only. Gold Star Leave times are from after last duty until Study Hall on Wednesday and Thursday.

Special Leave

- Special Event Leave. Cadets may request leave for a special event such as a religious holiday, bar mitzvah, christening, wedding, reserve duty, graduation, etc. Such a leave will be from last duty on the day of departure until that time specified by the TAC Officer. The uniform is approved civilian attire for all cadets.

- Emergency Leave. Cadets will be authorized Emergency Leave for a bona fide and substantiated emergency only. Examples of such emergencies include a death in the family or a life threatening illness of an immediate family member. Such a leave will be from last duty on the day of departure until that time specified by the TAC Officer. The uniform is approved civilian attire for all cadets.

- Medical Leave. Requests for Medical Leave will be submitted to the TAC Officer who, while the final approving authority for the leave, will forward the request to the Health Center for verification and coordination. The length of the leave will include travel time to and from the doctor's office and the visit itself. Cadets will sign out and sign in from the Health Center. Cadets will submit all medical documentation to the Health Center upon return.

Regimental Leave: All academic and tactical restrictions are lifted during Regimental Leave periods. A memorandum of instructions will be published by the Commandant's Office which will provide specific guidance and requirements for the Corps to depart and return for each leave periods. The Regimental Leave periods are: Corps Weekend (Fall), Thanksgiving Leave, Winter Holiday Leave, Corps Weekend (mid-winter), and Spring Leave. All cadets must make arrangements with their families to clear campus for all Regimental Leaves except Corps Weekends since the campus is closed and no students are allowed to remain on post.

Procedural Requirements - Signing Out On Leave:

- Routine Leaves - All Cadets will sign out and in with the Duty TAC Officer on Walkout Leave. Cadets signing out on Star Leave and those authorized Tutor Leave on Wednesdays will sign out with their TAC Officer on a sign-out sheet in the TAC Office.

- Special Leaves - Cadets desiring to take a Special Leave will submit a Special Leave Request Form to their TAC Officer at least seven days in advance. Along with the request, Academy cadets must provide a letter or communiqué from their parent or legal guardian initiating the request. The letter must state the purpose of the leave and the time frames being requested.

- Regimental Leaves - Published leave order will direct sign-out procedures to be followed.
Routine Corps Leave Periods: All academic and tactical restrictions are lifted during the following periods to allow all cadets to take advantage of leave.

- **College Weekend Leave in October**: Leave begins after last duty but not earlier than 6:00 PM for all College cadets on Friday, 17 October 2014, and ends at 6:00 PM on Monday, 20 October 2014. **Cadets are encouraged, but not required, to leave campus.**
- **Academy Cadet Thanksgiving Leave** begins after Tattoo Performance on Friday, 21 November 2014, no earlier than 7:00 PM, and ends at 6:00 PM on Sunday, 30 November 2014. **All Academy cadets must depart campus.**
- **College Cadet Thanksgiving Leave** begins after last class or last duty, (whichever is later) Tuesday, 25 November 2014 and ends at 6:00 PM on Sunday, 30 November 2014. **All college cadets are encouraged to depart campus.**
- **College Winter Holiday Leave**: Leave begins after last duty or last exam on Saturday, 13 December 2014, and ends at 6:00 PM on Sunday, 11 January 2015. **Cadets must leave campus.**
- **Academy Winter Holiday Leave**: Leave begins after the last duty but not earlier than 4:00 PM on Thursday, 18 December 2014, and ends at 6:00 PM on Sunday, 4 January 2015. **Cadets must leave campus.**
- **College Spring Leave**: Leave begins after last duty but not earlier than 6:00 PM for all cadets on Friday, 27 February 2015, and ends at 6:00 PM on Sunday, 8 March 2015. **Cadets must leave campus.**
- **Academy Spring Leave**: Leave begins after last duty but not earlier than 6:00 PM for all cadets on Friday, 27 March 2015, and ends at 6:00 PM on Monday, 6 April 2015. **Cadets must leave campus.**
- **College Weekend Leave (Easter Leave)**: Leave begins after last duty but not earlier than 6:00 PM for all cadets on Thursday, 2 April 2015, and ends at 6:00 PM on Monday, 6 April 2015. **Cadets are encouraged, but not required, to leave campus.**

Leave Restrictions: Cadets will not be permitted to take overnight leave on the following occasions:

- Recognition Weekend (31 October 2014—2 November 2014). As an exception, a local overnight pass with parents on Saturday evening, 1 November, until 9:30 AM Sunday morning, 2 November, will be permitted.
- Formal Room Inspection Saturday (one per semester—dates to be announced).

Travel Arrangements: The services of an experienced and reliable travel agency are available to help parents make travel arrangements for cadets. This agency is familiar with our schedule and its staff can assist you in ensuring your cadet departs and arrives on time at Valley Forge. Should you want to use this service to make travel arrangements, please contact WORLD TRAVEL, INC. at 1-800-341-2014 or visit their Website at www.worldtravelinc.com. Parents should be aware that each airline has different rules regarding travel of unaccompanied minors. The airlines and rail services charge a fee for this service. VFMA&C may also charge a fee to transport unaccompanied minors to and from the airport or train station if the departure and/or return times are outside the authorized leave periods. Please consult your travel agent, the airline’s customer service department or their website for specific rules and fees for travel of unaccompanied minors.

**Cadets are encouraged to schedule airline flights to and from the Philadelphia International Airport, which is a 40 minute drive by taxi from our campus. If arriving at Newark in New Jersey, LaGuardia or JFK in New York, please use the SuperTrans Philly Shuttle Transportation, reservations required (Phone 800-593-6560 or their website is http://supertranspa.com/jfkandnewarkairport.aspx), which provides transportation for your Cadet to Philadelphia for approximately $65.00. Your Cadet can then take a taxi to Valley Forge. Another link to a shuttle service that transports to and from Newark, LaGuardia and JFK is http://www.priorityshuttle.com/**

Travel by Rail: Please check the www.amtrak.com website for travel into Philadelphia’s 30th Street Station. To arrive at the Wayne Railroad Station from 30th Street Station in Philadelphia, take the SEPTA Rail Line — Paoli/Thorndale. For more information, please go to the SEPTA website at www.septa.org, then click on Service and Schedules, then on Regional Rail.

**Taxi and Limo Services:** The following companies provide taxi and limo services in the local area and to the Philadelphia International Airport and the 30th Street Station (Train/Bus Terminal).

- Accurate Transportation: (888) 522-2878
- American Coach: (610) 825-9110
- American Limo: (610) 226-7441
- Bennett Taxi/Transportation Co.: (610) 525-1770
- Crystal Limousine: (610) 353-4324
- King Limousine: (800) 245-5460
- Trinity Limo: (610) 586-6005
- Tropiano Transportation: (800) 559-2040
HEALTH AND WELLNESS

General: The health, welfare, and safety of all cadets is of primary importance to the Staff and Faculty of Valley Forge Military Academy & College. We understand the need for a healthy cadet in all areas physical, psychological, spiritual, ethical, and social fitness/wellness. All are part of facilitating a cadet to strive for excellence and achieve success in every program.

Insurance: All cadets must be covered by active medical health insurance. A copy of both sides of your child’s insurance card must accompany the completed physical exam annually. Coverage through the plan at VFMA&C is available to cadets who fail to show proof of valid medical insurance. All international cadets must purchase health insurance through VFMA&C. Please contact the Business Office for more information.

Health Center: Valley Forge’s Health Center provides outpatient treatment for minor illnesses and injuries on a 24 hour per day, 7 days per week basis. There are twelve inpatient beds for cadets with more serious medical needs. The Health Center general fee will include all nurse and physician visits throughout the school year. This fee will also cover all inpatient overnight stays at the Health Center. The facility also bills parents for medications, special procedures, and laboratory services. If the Health Center staff feels a cadet needs additional treatment, they will be referred to the school physician or an appropriate outside consultant. Parents are responsible for the cost of off campus treatment. The Health Center transports cadets who need hospitalization to nearby Bryn Mawr Hospital in most cases.

Care and Treatment: The Health Center treats cadets with routine illnesses or minor injuries at sick call. Medical emergencies are handled at any time. Health Center personnel notify parents of hospital and outside consultation referrals.

Off Campus Treatment: The Health Center will contact parents if a cadet requires treatment or a diagnostic evaluation with a consultant off campus. It is the parent’s responsibility to obtain/complete any insurance requirements or referrals and to coordinate off campus care. The Health Center will arrange transportation that is timely, safe, and cost effective. For evening emergencies, the Officer-in-Charge will assist with transportation. Transportation costs are a parental responsibility.

Hospitalization: Cadets who need hospitalization are generally referred to nearby Bryn Mawr Hospital. Parents will be notified immediately.

Physical Examination and Dental Exams: It is mandatory that every cadet have a physical examination each school year prior to reporting. Valley Forge medical forms may be obtained from the VFMA&C website. Physical examinations must be completed and documented on the Valley Forge forms. These must be on file with the Health Center 30 days PRIOR TO YOUR CADET’S ARRIVAL ON CAMPUS. A dental exam is required prior to reporting to VFMA&C. Your child will be held from ALL sports and physical training until the physical examination is completed.

Immunizations: Valley Forge requires that all cadet immunizations be current and meet all the designated requirements by the Pennsylvania Department of Health and VFMA&C Medical Director. The Health Center must receive immunization records prior to your cadet reporting to campus. Please do not assume that a previous school or physician’s office has forwarded immunization records or that immunization requirements are the same among states. Please note that if your cadet is in need of immunizations they may not be covered by your health insurance plan if administered at the VFMA&C Health Center. A fee will be charged for each immunization that is administered.

Medications/Health Supplements: At Valley Forge, our goal is the development of cadets through education. This extends to education and training in the area of personal health care and medication management. The policy outlined below reflects our efforts to maintain a responsible and safe environment. All medication for Academy cadets taken on a daily basis will be managed through the Medication Management Program.

Sources of Medication: There are essentially two sources of medication for a cadet: (1) the Health Center and (2) a physician. In the case of the latter, prescriptive medicine must be reviewed and accounted for by the Valley Forge Health Center and final disposition as to possession or retention will be determined by the Health Center. Academy cadet parents should not send or give any medications or health supplements to their cadet for use while on campus. Physician documentation must accompany each prescription drug and should include diagnosis, outline of usage and dosage, and any monitoring needed during the medication course.
Possession of Medication in the Barracks:

Academy Cadets may not retain any medicine in the barracks. All medication for Academy cadets, even vitamins, will be issued by a member of the Health Center Staff or authorized representative.

Exclusion—This policy excludes small quantities of other types of medicines that, in the judgment of VFMA&C Health Center, may be appropriate for an Academy cadet to retain. This may include items such as inhalers, nose sprays, ear or eye drops, and/or topical preparations such as anti-fungal creams, powders, Epi Pens, and diabetic supplies. Cadets authorized to keep medicines in the barracks may not transfer/substitute any medicine for another. They may not retain medicine past the prescribed period. Any medicine found in an Academy cadet’s possession that does not have current authorization will be removed and turned into the Health Center. Periodic inspections will be conducted by TAC Officers. Cadets may not give any medicine or supplements of any type to any other cadet.

Academy cadets may not order any medication or supplements over the internet or via mail. ALL MEDICATION MUST BE IN ITS ORIGINAL PACKAGING. VFMA&C Health Center uses one local pharmacy to package all prescription medication. This ensures safety, continuity of care, and no medication lapses due to prescription outdated. The pharmacy will establish a relationship with the prescribing doctor to ensure medications are always in supply at the Health Center. This is suggested for MMP (Medical Management Program) participants.

College Cadets are responsible for their own prescription medication and may also retain non-prescriptive medicine for personal use. They are fully responsible for all refills.

Medication Distribution: All prescribed medicines, supplements, and vitamins will be available for routine distribution during the following periods if the cadet is enrolled in the MMP (Medication Management Program):

- Following 1st, 2nd, and 3rd Mess at the Health Center
- Before Taps (between 9:30 PM and 10:00 PM) at the Health Center
- Saturday, Sunday and Holidays at the Health Center

During leave periods, it is the collective responsibility of the cadet and his/her parents/guardians to maintain the appropriate medication regimen during the absence from campus. The Health Center will retain medications for only one week at the completion of the school year or from your cadet’s departure from VFMA&C.

Medical Leave: Cadets should schedule routine medical and dental appointments, including elective procedures, during holiday breaks and cadet leave time. Please do not schedule an appointment for your cadet during school hours. If you want your cadet’s personal physician or dentist to treat your cadet, you must forward a request for medical leave to the TAC Officer for initial review one week prior to the leave. Once the TAC Officer approves the leave, the request will be forwarded to the Head of School or Dean of Student Academic Services at the College. Following the process, the Health Center will review the request for final approval. Cadets must sign in and out from the Health Center for all medical leaves. At the time of departure, the cadet will obtain a consult request form. All medical documentation from that visit must be submitted to the Health Center upon return.

Local Appointments: VFMA&C attempts to schedule local appointments for cadets after classes, if available.

The Cadet Counseling Center

The Cadet Counseling Center is available to all cadets in the Academy and the College. We are committed to the success and personal growth of each cadet by providing effective, professional, and confidential counseling on issues which may inhibit a cadet’s ability to grow intellectually, emotionally, socially and spiritually while at VFMAC. The Counseling Center supports VFMAC’s emphasis on Character Development by offering ethically-minded, culturally sensitive individual and group counseling, as well as leadership opportunities for cadets. Valley Forge recognizes that adjustment problems, anxiety, depression, and identity issues can be a part of adolescent and young adult development. The Counseling Center provides opportunities for cadets to explore these and other issues in a confidential setting. Counselors can also assist cadets in enhancing their interpersonal relationships skills. Counselors at the Counseling Center are knowledgeable in the areas of adolescent depression, anxiety, motivation, attention deficit and hyperactivity disorder, anger management, stress, time management and other pertinent issues. The Counseling Center seeks to promote a healthy balance between the academic, emotional, and physical demands of being a cadet.
Cadets may refer themselves for counseling by contacting the Counseling Center via phone, email or dropping by. In addition, referrals may be made by the Commandant, Faculty, Guidance Counselors, Health Center or TAC Officers. Parents and guardians who are concerned about their cadets’ behavior are welcome to contact the Counseling Center 610-989-1225 or 610-989-1226.

**Services:** In addition to individual counseling sessions, the following services are offered by the Counseling Center:

- Group Counseling: Tobacco Cessation, Drug and Alcohol, Anger Management, and other topics on an as needed basis.
- Assessment and Referral: Recommendations are available for off campus specialists and for cadets who require long-term intensive counseling.
- Training: Sessions are scheduled with Cadet Leaders and Staff and Faculty on pertinent topics; i.e., suicide prevention, sexual harassment, how to recognize a troubled cadet.
- Educational Programming: Presenters address the VFMAC community on a variety of mental health topics. Brochures and books are available to cadets in the Counseling Center as well as at informational tables on campus during key dates throughout the academic year; i.e., National Depression Screening Day and Collegiate Alcohol Awareness Week.
- Leadership Opportunities: Cadets are encouraged to promote healthy lifestyle choice amongst their peers by assisting with Counseling Center events, becoming Certified Peer Educators, serving on campus wide committees such as the Health & Wellness Committee, and applying for work study positions within the Counseling Center (College cadets).

**Partnerships:** Counselors are available to partner with parents or guardians in order to ensure a successful experience at VFMAC. We can listen to your concerns. If you are worried about your cadet’s behavior, please recommend they contact the Counseling Center. If you are not sure how to approach your cadet, we can help you with the wording you might want to consider using. We can reach out to your cadet if he/she is struggling and they have not sought out services on his/her own. Due to the confidential and sensitive nature of counseling, we need to obtain a cadet’s consent if they are 14 years of age or older to speak with a parent or guardian about a cadet’s counseling. If a cadet is in imminent danger of harming him/herself or others, we are certain able to share that with parents or guardians; similarly, we would hope you would communicate similar concerns with us.

We can assist with recommendations and referrals for your cadet who may need ongoing services and support while he/she is at home.

**Student Success Committee ( SSC):** Occasionally, a cadet experiences problems while at Valley Forge that leads to difficulty in adhering to one or more of the five Cornerstones. In accordance with established VFMAC Philosophy, Vision and Mission, a coordinated effort will be made to determine what issues and challenges the cadet is experiencing, the reasons for those challenges, and setting up support services, in order to assist the cadet in adjusting or readjusting to the environment and pursuing excellence and success. The SSC will assess cadets whose history and record indicate that they should be able to be successful in the VFMAC environment with added guidance and encouragement.

The focus of the SSC is on prevention, early intervention, and support strategies to enable the cadet to be successful. Any cadet, staff or faculty member may refer a cadet to the SSC. The purpose of the SSC is to serve as the coordinating hub of a network of existing resources, focused on cadet success. The team will serve as the central body to which concerning cadet behavior may be referred for consultation or action. The team will meet weekly to review and assess these situations and recommend further actions, as needed.
PARENTS ASSOCIATION

The Parents Association is an organization of parents, guardians and grandparents. One of its major purposes is to involve families in the school’s extracurricular activities. These activities include athletic events, cadet dances, fund-raising activities, school trips and the many special events that occur on the Valley Forge campus. By volunteering in some capacity, families not only develop a better understanding of school life, but also form close associations with other families. Working together, they provide many services that benefit cadets and the school.

Fund-raising is an important association function. Through the annual Silent and Live Auctions and other events throughout the year, parents can support special one-time, student-related programs.

The Association serves as a support group for new and returning parents. Its major focus is to help all parents to enjoy the positive experience of participating in their cadet’s development and personal growth. Education at Valley Forge extends far beyond the classroom and into the much larger Valley Forge community. The Parents Association affords families the opportunity to be active players in their cadets’ education. It is an experience to treasure for years to come. Please call 610-989-1328 for additional information.

ALUMNI ASSOCIATION

The Alumni Association and Alumni Relations Office are proud of the numerous opportunities for alumni to actively volunteer and give back to the VFMA&C community. Whether an alumnus lives a short drive from the school or across the globe, he or she can participate in the current and the future of VFMA&C. The Alumni Association supports Valley Forge and the cadet experience through various organized activities and projects including, but not limited to, the semi-annual Stars Dinners; TAC Dinner; Graduation Dinners and other cadet appreciation events. In addition, the alumni support each other through career guidance and visit with one another at regional Regiment gatherings throughout the country.

The highlight of each academic year is the Alumni Homecoming Weekend which is scheduled for the last weekend in April each year. Major five-year reunions take place over this weekend and the traditions of the brotherhood/sisterhood of the Long Line of Gray are highlighted at this time. The benefits of being an active alumnus last a lifetime.

THE FORGE FUND

The Forge Fund: Surrounding every independent school are generous people whose support and confidence ensure its success. At Valley Forge, parents play an especially prominent role in that support. Many provide a yearly gift to the Forge Fund. In addition, parents are asked to support the Parents’ fundraiser, the Parents’ Association, and general scholarship. During the school year, you may provide volunteer assistance and financial support to Valley Forge. By responding to our Forge Fund appeal, you help Valley Forge preserve its tradition of educational excellence. Your gift benefits the current program and enhances cadet life. Members of the Development and Alumni Relations Office staff (610-995-6008, Forge Fund) as well as the Director of the Parent Relations and Special Events (610-989-1328) can answer questions you may have regarding volunteer opportunities and gifts to the school.

MAY H. BAKER MEMORIAL LIBRARY

The May H. Baker Memorial Library serves as the focal point of a cadet’s academic life at Valley Forge Military Academy & College, acting as a gateway for both independent and collective learning, research, and discovery. Located in the center of campus, the Library is dedicated to the memory of May Hagenbuch Baker, wife of Valley Forge’s founder, Lieutenant General Milton G. Baker. The contemporary library is a forum in which students, facilitated by teachers and librarians, come to take part in the academic traditions of the past while engaging the present, ever-changing world in which they live, seen through new methods and technologies. Only through the understanding and synthesis of the past and present, the old and new, and the physical and the virtual, can students truly be prepared for the future.

Librarians interact with students and teachers in meeting information needs and achieving instructional goals. The Faculty members of the Academy and College collaborate with the Library Staff to fulfill and support research-based curricula. Students become literate in the new ways in which information is accessed, evaluated, organized, and may be presented and utilized, especially concerning the navigation of online academic databases and the internet as a whole.
The Library Collection itself contains over 80,000 print volumes, including the best fiction and nonfiction, classic and contemporary works. Notable collection strengths include American and World History, Military History and Technology, Geopolitics, and English and French Literature. Students also have access to 5,000 plus volumes from 3,000 plus libraries and regional librarian consortia in Pennsylvania through Interlibrary loans. Students also have access to periodical and newspaper subscriptions available through the research databases, which may be accessed in the Library, in the barracks, or at home available through the VFMA&C webpage.

The library computer services are fully networked to the web. The Computer Learning Lab contains 15 PC’s, faculty and Smart Board for classes to receive formal Information Literacy and research skills instruction. The Library also houses the Learning and Support Centers (LASC), which are open six days a week and is staffed by a dedicated team which includes a full time Director, several work-study students, and peer and professional tutors. The LASC center is fully equipped with computer stations, Smart Board, technology and resources to maximize the full academic potential of our college cadets. The Library Commons Area provides open access to computer stations but cadets are encouraged to bring their own laptops for academic research in the library. The Moore, Stein, Weller Naval Room is a conference room located in the East Wing of the Library and is available for reservation upon request. The Cadet Counseling Center is located on the second floor of the Baker Library and is an integral part of the Character Development program at VFMA&C. Working with the academic and Commandant’s Departments, the Counseling Center helps cadets address social and emotional issues.

The library is open week days from 7:45 AM to 9:30 PM and part-time on weekends.

**GENERAL CAMPUS INFORMATION**

**Valley Forge Military Academy & College Website:** There is a special section within the VFMA&C website devoted to the parents of cadets. The function of this area of the website is to provide parents with news, photos and other information on both day-to-day and special events taking place on campus. Pages included in this area of the VFMA&C website feature Parent News, Photo Scrapbook, Cadet Achievements, Cadet Terms, Campus Calendar and Get Involved. The Cadet Achievements page highlights promotions, awards, athletic accomplishments and other successes achieved by cadets. Any parent with the internet can utilize the LeagueMinder public website www.viewmyschedule.com found in the “Athletics” portion of the VFMA&C website to obtain up-to-date home and away athletic events and schedules. Cadet Terms provides you with expressions used by cadets and what they mean. Get Involved provides information on how you can contribute to your cadet’s experience at the Forge. Campus Initiatives describes campaign drives that are currently underway and working to improve cadet life. Please visit the Valley Forge Military Academy & College website at www.vfmac.edu

**Parking:** Parking is available in the General Parking Lot and Kucncl Parking Lot. Please help us maintain good relations with our neighbors by parking only in these designated parking areas. We specifically ask that you not park on Fariston Road (the street directly across from the main gate). There is no parking on this street, and the local police will ticket any automobile parked there. Special parking information and assistance for handicapped or elderly visitors can be arranged by contacting the Office of Parent Relations at (610) 989-1328.

When you return your cadet to campus, please use the General Parking Lot or Kucncl Parking Lot as your drop-off point. Pedestrian access to campus along Radnor Street Road is limited to the Chapel Gate. We urge you not to stop on Radnor Street Road for this purpose. We have locked the remaining gates along Radnor Street Road for the safety of our cadets and guests. The road is heavily traveled, and unfortunately, drivers do not heed the posted speed limits. Our past experience indicates that traffic backs up quickly, creating a potentially dangerous situation when cadets attempt to cross the road, particularly after dark.

**Dress Code:** Cadets must be neatly and appropriately dressed for every occasion. To support this regulation, we ask parents, families and friends to set an example by wearing proper attire when visiting campus. Appropriate dress for Chapel Service includes coat and tie. We reserve the right to refuse admittance to those who do not honor this request. The Office of Parent Relations office can answer questions concerning proper dress.

**Visits to Campus:** All visitors must check in at Medenbach Hall and receive a visitor’s pass Monday through Friday 8:00 AM until 4:00 PM. After hours, visitors must check in at Lee Hall and receive a visitor’s pass from the Officer-in-Charge. Visiting hours are Friday, Saturday and Sunday from the time the Corps is released from duty until 6:30 PM. While a cadet’s parents or guardians may visit during the week (Monday–Friday) from after school until one-half hour prior to Study Hall, cadets may not entertain other visitors during the week. Valley Forge will not excuse cadets from official duties or obligations to see visitors. Cadets will meet with their visitors at their assigned barracks or at the Boodle Shop. Cadets may escort visitors to Mellon Hall’s Sara O. Crawford Reception Room or to the Boodle Shop. Cadets may not loiter
with visitors in the vicinity of the barracks. Cadets may not meet visitors at the parking lot. All barracks are OFF LIMITS to visitors unless the visitor has an appointment to meet with the unit TAC Officer in his or her office.

Tobacco Policy: Valley Forge endorses the Surgeon General's report concerning the dangers of smoking and discourages tobacco use. The Valley Forge campus has been tobacco-free for all cadets, Staff, Faculty and visitors since 1 July 1997. Cadets may not smoke, use or sell any form of tobacco products. Valley Forge greatly appreciates your cooperation and demonstration of leadership by not smoking or using tobacco products while on campus.

Restroom Facilities: Facilities for ladies and gentlemen are available in Mellon Hall, Eisenhower Hall, the Boodle Shop and Shannon Hall when all buildings are open for school functions. Mellon Hall restrooms are always available during visiting hours on weekends.

Birthday Cakes: You may order a birthday cake for your cadet. Someone will deliver it during meal hours in the Regimental Mess. Contact the Sodexo Company at (610) 989-1534. Please check with your cadet before ordering a cake; some do not wish to receive one.

SERVICES

Cadet Store: Sodexo, a private commercial vendor, operates the Cadet Store. As such, Cadet Store billings are separate from the Valley Forge Business Office. The store carries typical college bookstore and convenience store items. It also provides New Cadets with their basic clothing issue, including footwear, hats and personal items. Tuition covers the cost of this basic clothing issue, but not textbooks.

Old Cadets must bring the previous year's basic clothing issue back to school with them. Valley Forge replaces basic clothing issue items that cadets have worn out or outgrown. Cadets must replace lost items at their own expense.

Line of Credit (required) - This account is set up for the initial purchase of textbooks, replacement uniform items, school supplies, and other supplies available at the Cadet Store and Website. The minimum initial deposit is $1,000.00. Cash CAN NOT be released from Line of Credit Account to a cadet. Please note: Cadets have the ability to purchase food items, including snacks and beverages, as well as hygiene products and gift items using cash, credit card or money from their allowance account. Additional funds may be placed into the line of credit account at any time. Line of credit accounts may be placed on hold by parent/guardian request. Please contact the Cadet Store at 610-989-1540 with questions and concerns.

Allowance Account (optional) - This account is to be set up so your Cadet can have access to cash on a weekly basis during the Academic year. A one-time $25 fee will be charged for creating this account. The parent/guardian will choose the weekly allowance amount the cadet will receive i.e. $10/week. If additional funds are needed, please notify the Cadet Store at 610-989-1540.

Order Form for Personal Items—Required: All cadets are required to have the items listed on the Cadet Store Personal Item order form. These items do not have to be purchased from the Cadet Store. If you are ordering these items from the Cadet Store, please fill out the form and submit for processing. Remember to include sizes when completing the form. You may mail this form to the Cadet Store with payment. Please include a telephone number where you can be reached in the event we have a question regarding your order. Your order will be prepackaged and ready for pickup on Move In Day. We request that you return the form filled in with cadet name and sizes. We use this information to prepare Basic Issue items for in-processing.

Basic Issue—New Cadets: Upon arrival on campus, New Cadets will receive a full issue of necessary uniform and supply items. The first issue is paid for out of tuition dollars. Lost, stolen, or damaged items must be paid for by the individual cadet throughout the year. This is usually done by charging the items to the Line of Credit account.

Basic Issue—Returning Cadets: Cadets returning to Valley Forge as “Old Cadets” must bring back all basic issue items to minimize the need to purchase replacement items. Cadets should bring items back even if they are worn, too small, etc., as they may be replaced at the school's expense. Items replaced in this fashion are referred to as “Fair Wear and Tear.” Cadets will be expected to have all items on the Cadet Basic Inventory List. If the cadet is returning to school without any of the items listed, the cadet will need sufficient funds to cover the cost of replacement. These purchases can be made with cash, check, credit card, or can be charged to Line of Credit.
Parade Gear: The school requires the following items for each cadet. They are the parade gear inventory that is on loan to each cadet. Any item not returned, or returned in need of repair, is charged directly to the cadet and must be paid in full:

- Shako or Pith helmet
- Officer Baldric Box
- Small Baldrich Box
- Cartridge Box
- Shako or Pith Helmet Box

It is the responsibility of the cadet to ensure that these items are maintained and secured throughout the school year. Turn-in of these items is the responsibility of the individual cadet. Another cadet may not turn in these items. Parade gear turn-in is scheduled towards the end of the year and will be announced to cadets in advance.

Textbooks: All cadets will be responsible to pay for their textbooks. This purchase will be covered by the Line of Credit account established before arrival on campus.

Cadet Store Textbook Buyback Program:

College:

Textbook buyback happens twice a year for the (Fall and Spring). You may bring your used textbooks back to the cadet store during the buyback period. If your textbook was adopted and will be used again for the next semester/year, we will buyback your textbook for cash.

Academy:

Textbook buyback happens every spring. You may bring your used textbooks back to the cadet store during the buyback period. If your textbook was adopted and will be used again for the next year, we will buy back your textbook. The money will be put into your cadet store line of credit. No cash will be handed out.

Additional Services Available at Cadet Store: (Telephone (610) 989-1540 or Fax: (610) 341-1905; E-mail: bookstore@vfmac.edu)

- Class Rings
- Varsity Jackets
- Diploma Frames

Internet and Credit Cards: Access to the Internet is through the cadet network via the on-campus server. Parents are strongly discouraged from allowing their cadet credit card access to the Internet.

Automated Teller Machine (ATM): There is an ATM in Bower Hall for cadet use. Access to the ATM is limited to Bower Hall’s operating hours. Parents are encouraged to set limits to the amount of cash a cadet can withdraw. Academy cadets may only have $30 in their possession at any time. College cadets may have $50.
GLOSSARY OF CADET EXPRESSIONS

Over time Military Schools developed their own language. Valley Forge is no different. This language is both a reflection of traditions and short cuts to communication within the Corps, among cadets and members of the staff and faculty. Listed below are some of the more common and the currently accepted definitions.

1st Class 12th grade. A high school senior in the Academy.
1st Mess First meal of the day or breakfast.
2nd Class 11th grade. A high school junior in the Academy.
2nd Mess Second meal of the day or noon meal or lunch.
3rd Class 10th grade. A high school sophomore in the Academy.
3rd Mess Third meal of the day or evening meal or dinner or supper.
4th Class 9th grade. A high school freshman in the Academy.
5th Class An 8th grade cadet in the Middle School.
6th Class A 7th grade cadet in the Middle School.

AB: The initials stand for Academy Board. The Academy Board is the highest Disciplinary Board at Valley Forge consisting of the Head of School and College President and other senior officers appointed by the President. The Academy Board reviews cases in which a cadet’s conduct is challenged to the extent that the desirability of remaining in the Corps of cadets is questionable. These offenses may be punishable by dismissal.

Academy: The Academy is composed of cadets in the Academy (grades 9-12, PG) and Middle School (grades 7-8).

Academy Middle School: 5th and 6th Classmen; 7th and 8th Grades.

Academy: The initials stand for the Academic Probation List. Cadets are placed on the Academic Probation List for failing two or more subjects. The intent is to remove the cadets from other activities so that the cadet can devote full time to studies. This list may also include cadets who have not demonstrated effort, cooperation or proper work habits.

Barracks: Is the military term for dormitory and is the location of a cadet’s room and the TAC Officer’s office.

Chain-of-Command: Every military organization has a chain-of-command and it defines who works for whom. The chain starts with the Regimental Commander and proceeds through the Battalion Commander, the Company Commander, the Platoon Leader, the Platoon Sergeant, the Squad Leader, and the individual cadet.

CO: The initials for the Commanding Officer. Every Cadet Company Commander is referred to as the “CO.”

College Hill: The campus location of the College administration building and classroom buildings.

Commandant: Is the Commandant of Cadets or the same as the Dean of Students at civilian schools. He supervises the quality of life and discipline within the Corps and is assisted by TAC Officers.


CPL: The initials stand for the Conduct Probation List. This is the highest form of behavioral probation at Valley Forge. It includes those cadets who manifest a disregard for authority and are retained in the Corps only in a probationary status. Violation of the terms of probation imposed by the Conduct Probation List may be basis for immediate dismissal. Cadets on CPL lose leave privileges and are prohibited form participating in athletic and social functions.

CQ: The initials stand for Charge of Quarters. The Charge of Quarters is charged with standing watch over the barracks and relays messages and assists in the maintenance of order and security. Duty is rotated among cadets.

Drill: A drill is defined as one hour of supervised marching, special physical training or work. Cadets may be assigned drill for committing a serious violation of Academy regulations or may earn them by accumulating an excessive number of Restricted Privileges or Company Restrictions.

DRO: Daily Routine Orders sent to the cadets via e-mail daily.

Form 5: See Sticks.

Guard Duty: Guard duty is an obligation of every cadet and is one of the most important military duties assigned to a cadet. The Daily Guard consists of the Staff Duty Officer, Staff Duty Noncommissioned Officer, and Bugler.
Guidon: The Cadet Regulation Book.

High Speed or Strack: This is a term used to describe a very sharp cadet or used to describe an action accomplished to a high standard. For example, he is a strack cadet or the shine on his shoes is “high speed.”

Latrine: Military term for bathroom and shower room.

Limited Duty: Cadets who are excused from performing certain physical tasks such as marching due to injury or illness are placed on limited duty under the supervision of the Cadet Health Center staff.

Main Area: The asphalt area in front of Wheeler Hall and Lee Hall. It is the place where tours are marched and where most critical corps-wide formations are executed.

Mess Hall: The name given to the dining hall. Also referred to the Regimental Mess.

New Cadet: A cadet is considered a “New Cadet” from Recognition Day through the remainder of the semester for College students and the remainder of the school year for Academy cadets.

Old Cadet: An Old Cadet is a College cadet in his/her second semester of attendance at Valley Forge or an Academy cadet in his second or subsequent years of attendance.

Old Cadet’s Walk: The paved walkway leading from the Baker Memorial Library to the Main Area. Only Old Cadets are permitted to use this walkway; Plebes and New Cadets are not.

One-Bell: When “one-bell” is sounded in the Mess Hall, cadets come to the position of attention. Cadets standing will stop where they are and remain at attention; cadets seated at tables will stop eating and sit at attention.

Pips: Is the nickname for the Cadet Officer Ranks and comes from the British tradition or because the rank when worn on the collar looks like a “pip.”

Plebe: The term “Plebe” designates a “New Cadet” at a military academy. A cadet’s Plebe period is a time of learning and preparation for the day as an Old Cadet assumes a leadership position in the Corps of Cadets. The Plebe system begins shortly after arrival and continues until Recognition Day. The Plebe system encompasses New Cadet reception, processing and training.

Platoon: A group of three or four squads commanded by a Platoon Leader and assisted by a Platoon Sergeant.

Press Shop: The place where cadets take their uniforms to be tailored, dry-cleaned and pressed.

Provost: Is the shortened name for Provost Marshal/ military police. Cadet Provost assist in control of movement and enforcement of cadet appearance standards when not otherwise under control of the Cadet Chain-of-Command.

PT: The initials stand for physical training. Physical training consists of calisthenics, conditioning exercises, running, and weight training.

RB: The initials stand for Regimental Disciplinary Board. The Regimental Disciplinary Board deals with offenses of a less serious nature than by the Academy Board.

Recognition: Recognition of a Plebe officially marks the end of the Plebe System. A cadet is then considered to be a member of the Corps of Cadets. Before a Plebe may be recognized as a member of the Corps of Cadets and be entitled to wear the school Cap Shield, the Plebe must memorize and demonstrate a series of requirements.

Restricted Privileges (RPs): Given for major infractions. Punishment is assigned by a Disciplinary Board or by the TAC Officer. Cadets are restricted to campus for the weekend.

Restriction: Cadets who are placed on restriction must remain on campus during the period of their restriction.

SDO/SDNCO: The initials stand for Staff Duty Officer/Staff Duty Noncommissioned Officer. The SDO/SDNCO are part of the daily cadet guard detail. They assist the Commandant, Regimental Commander and Officer-in-Charge (Campus Security Officer) and are the senior cadets on duty during leave periods. They have direct responsibility for the efficient conduct of all Corps tour formations and optional meals in the Mess Hall.

Sergeant Major: The Senior Noncommissioned in the Corps of Cadets and in each battalion.

Sick Call: The Health Center treats cadets with routine illness or minor injuries at sick call.

Squad: A squad is a collection of 8 to 10 cadets lead by a Squad Leader. A squad is the smallest sized unit within the Corps of Cadets. Three or four squads combine to form a platoon.
SSC: The Student Success Committee will assess cadets whose history and record indicate that they should be able to be successful in the VFMAC environment with added guidance and encouragement.

Stars: Valley Forge rewards academic achievement in a variety of ways. The most visible and traditional awards are academic stars. Gold stars, silver stars and red stars are awarded based on achieving specific academic averages. All star students earn special privileges as outlined in The Guide.

Steady-Up: An informal command given to cadets who are not standing at the proper position of attention while in formation. It requires a cadet to stop extraneous movement and stay in proper position.

Sticks: Slang for Delinquency Report, commonly called “sticks” or “Form 5.” Sticks will be entered against cadets for breach of discipline or a violation of rules and regulations. Only staff or faculty officers and cadet officers may place a cadet on report. All delinquency reports are forwarded to the cadet’s TAC Officer for adjudication. The TAC Officer may reprimand, assign disciplinary tours or refer the cadet to a formal Disciplinary Board.

TAC: TAC (Teach/ Advise/ Counsel) Officer. The adult on the staff responsible for the overall supervision of a cadet’s daily activity. The TAC Officer is the primary point of contact for parents regarding a cadet’s overall performance. There is usually a Day TAC Officer (primary) and Night TAC Officer (assistant) per unit or barracks.

Two-Bells: Cadets are permitted to depart the Mess Hall when two-bells are sounded.

Upper Fields: The athletic fields around the VF Athletic Field House where both varsity and intramural sports teams conduct their practices and play their contests.
WHERE DO I CALL?

We welcome your questions. Do not hesitate to call any member of the Valley Forge Staff or Faculty on any issue relating to your cadet. Refer concerns relating to academic policy, placement in classes and progress to the Head of School or President of the College. Questions concerning your cadet’s account can best be answered by the Bursar. Discuss questions concerning housing, uniforms, discipline, leaves, and adjustments to the routine of the institution with your child’s TAC Officer. Discuss all health concerns with the Director of Health Services.

TELEPHONE DIRECTORY

(Area Code 610)

ACADEMY ACADEMIC OFFICE (Shannon Hall) .......................................................... 1-800-234-VFMA
Head of School—Mrs. Sandra Young ................................................................. 989-1360
Interim Assistant to Head of School—Mr. Aaron Barkley ........................................ 989-1382
Director of Guidance—Ms. Megan Sullivan ....................................................... 989-1384
Registrar—Ms. Kathryn Ford ........................................................................... 989-1380
Administration Assistant—Mrs. Claire Reynolds ............................................... 989-1381
Guidance Counselor—Mr. Paul Noon ................................................................ 989-1287

ACADEMY ADMISSIONS OFFICE (Shannon Hall) .................................................. 1-800-234-VFMA
Director of Academy Admissions ..................................................................... 989-1213
Associate Director and International Coordinator—CPT Erica Díaz, VFMAC ....... 989-1561
Academy Financial Aid Coordinator—Ms. Kristen Greener ............................... 989-1471

ALUMNI OFFICE (Mellon Hall)
Director of the Alumni Office—Mr. Tom Goldblum, ’69 ................................. 989-1329/1330

ATHLETIC OFFICE (Athletic Field House)
Director—Mr. Rich Casey .................................................................................. 989-1491
Assistant to the Director of Athletics—Mr. Michael A. Muscella ......................... 989-1492
Assistant to the Director of Athletics—Mr. John P. Linehan ............................... 989-1494
Athletic Trainers Office ....................................................................................... 989-1495

BUSINESS OFFICE (Mellon Hall, Second Floor)
Chief Financial Officer and Chief Operating Officer—Mr. Vince Vuono ............... 989-1232
Controller—Mr. Chuck Steinmetz .................................................................... 989-1229
Bursar/Cadet Account Manager—Mr. Stephen Berezansky ................................. 989-1236
Accounts Receivable Administrator—Ms. Dany Ly ........................................... 989-1230

CADET COUNSELING CENTER (Baker Library)
Director—Mrs. Ruth Conboy ............................................................................. 989-1225
Counselor—Mr. Joseph Kelly ............................................................................. 989-1226
Counselor—Danielle Turk Bieber ..................................................................... 989-1227

CADET STORE (Bower Hall)
Manager—Mr. Josh Konoza, Sodexo ................................................................ 989-1540

CHAPLAIN (Chapel)
Chaplain—CAPT Gerald L. Hale, USCG (Ret.) .................................................... 989-1506

COLLEGE ADMISSIONS OFFICE AND FINANCIAL AID (Medenbach Hall) ............ 1-800-234-VFMC
Director of College Admissions—Ms. Kristen Rose ............................................. 989-1301
Assistant Director of College Admissions—ILT Dawn Dreese, VFMAC .............. 989-1307
Assistant Director of College Admissions—Dr. George Anderson ....................... 989-1302
Assistant Director of College Admissions—ILT John Brennan, VFMAC .......... 989-1305
Financial Aid Officer—Ms. Michelle Molina ...................................................... 989-1306
Financial Aid Officer—Mr. Edward Flocco ....................................................... 989-1383

COLLEGE ACADEMIC OFFICES (Sorley House)
Dean—COL William J. Gallagher, USA (Ret.) .................................................. 989-1460
Chief Academic Officer/Dean of Academic Services—COL Nan S. Hood, VFMAC 989-1456
Dean of Student Service—MAJ Robert Wood, VFMAC .................................... 989-1257
Assistant Dean of Academic Services/Registrar—Ms. Maureen Latta 8 9 - 1 4 5 3

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COMMANDEANT’S DEPARTMENT (Lee Hall)
Commandant of Cadets— COL Richard Pascal, USA (Ret) ..................................................989-1276
Adjutant— COL Ken Seitz, VFMAC .......................................................... 989-1254
Operations Office/ Training Officer— Sgt Thomas Miller, USMC ................. 989-1422
TAC Officers— Hooker Hall, E-Mail HHTAC@vfmac.edu ....................... 989-1286
TAC Officers— Von Steuben Hall, E-Mail VSTAC@vfmac.edu .................. 989-1248
TAC Officers— Lafayette Hall, E-Mail LHTAC@vfmac.edu ....................... 989-1273
TAC Officers— Martin Hall, E-Mail MHTAC@vfmac.edu ......................... 989-1280
TAC Officers— Younghusband Hall, E-Mail YHTAC@vfmac.edu .............. 989-1271
Officer-in-Charge/ Security .......................................................... 989-1258

DEVELOPMENT (Mellon Hall)
Vice President of Institutional Advancement— Mr. Douglas Hasbrouck .......... 989-1342
Director of the Forge Fund— Mrs. Holly Cheshire ................................... 995-6008

FACILITIES/ OPERATIONS
Vice President of Facilities Management— COL Bryan Geiling, VFMAC .......... 989-1350
Assistant Director, Services, Ms. Pearl Allen ........................................ 989-1353

FOOD SERVICE (Regimental Mess)
Manager— Mr. Tim Flynn, Sodexo ......................................................... 989-1534

HEALTH CENTER (Rose Hall)
Director— Mrs. Patricia Quinn, R.N ......................................................... 989-1517

HOUSING DEPARTMENT (Stables)
Director— Ms. Sarah Palmer .......................................................... 989-1502

INFORMATION TECHNOLOGY (Mellon Hall, Second Floor)
Director of Information Technology— Mr. Michael Brock ................. 989-1246
Computer Help Desk .......................................................... 989-1348

LIBRARY (May H. Baker Library)
Director of Library Services— LTC Jean L. Smith, VFMAC .......... 989-1364

MUSIC PROGRAMS (Shannon Hall)
Director of Music— WO2 Phil Evans, R.M. (Ret) .. .......................... 989-1252

PARENT RELATIONS (Mellon Hall)
Director— Mrs. Lini Stevens ......................................................... 989-1328

POST OFFICE (Bower Hall)— MCS ......................................................... 989-1538

PRESIDENT’S OFFICE (Wayne Hall)
President— Stacey R. Sauchuk, Ph.D .................................................. 989-1203
Vice President Enrollment Management and Marketing— Mr. Jamieson Bilella .......... 989-1206
Creative Design and Student Outreach Coordinator— Ms. Annette Musloski .. 989-7913

ROTC (Shannon Hall)
Professor of Military Science— Maj David Key, USA .................................. 989-1440
Senior Military Science Instructor— MSG John Cuevas, USA ................ 989-1387

STUDENT ACTIVITIES AND SUMMER CAMP (Bower Hall)
Director of Student Activities— Ms. Lauren Wochok ........................................ 989-1262
Director of Summer Camp— Mr. Joe Haughey ........................................ 989-1253
Fax Numbers (Area Code 610)

Academy Admissions........................................................................................................ 340-2194
Alumni Relations.............................................................................................................. 989-1332
Athletic Field House........................................................................................................ 989-1496
Business Office (Mellon Hall)......................................................................................... 989-1486
Cadet Counseling Center................................................................................................. 989-1579
Cadet Store (Sodexo)....................................................................................................... 341-1905
College Admissions......................................................................................................... 688-1545
Commandant and TAC Officers (Lee Hall).................................................................... 989-1260
Development.................................................................................................................... 989-1332
Eisenhower Hall................................................................................................................ 989-1575
Facilities & Services/ Vice President for Operations..................................................... 989-1352
Health Center.................................................................................................................. 989-1516
Horsemanship Department.............................................................................................. 995-0146
Library............................................................................................................................. 989-1365
Marketing and Communications..................................................................................... 989-1332
Music Programs .............................................................................................................. 989-1268
Parents Association.......................................................................................................... 989-1332
President (Wayne Hall).................................................................................................. 975-9642
Regimental Mess (Sodexo Dining Service)..................................................................... 975-0623
Senior ROTC.................................................................................................................... 687-1205
Shannon Hall (Academy Head of School and Guidance)............................................. 989-1595
Sorley House (Dean of the College and College Registrar).......................................... 989-1550
Student Activities............................................................................................................ 989-1260

Electronic Mail (e-mail)—You may reach the Staff and Faculty Officers listed above via e-mail using the following address convention: first initial, last name followed by @vfname.edu.
**SIGNIFICANT CALENDAR DATES FOR ACADEMIC YEAR 2014-2015**

As of 28 July 2014

*(Dates, times and locations of events are subject to change.)*

<table>
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<tr>
<th>Date Range</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>12 May to 13 June 2014</td>
<td>Online VFMC College Courses (Session #1)</td>
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<tr>
<td>16 May 2014</td>
<td>Online VFMC College Courses (Session #1) - Drop Period Ends</td>
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<tr>
<td>12 June 2014</td>
<td>Online VFMC College Courses (Session #1) - Last Day to Withdraw</td>
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<tr>
<td>13 June 2014</td>
<td>Online VFMC College Courses (Session #1) - Last Day of Classes</td>
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<td>16 June 2014</td>
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<tr>
<td>16 June to 18 July 2014</td>
<td>Online VFMC College Courses (Session #2)</td>
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<td>20 June 2014</td>
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<tr>
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<tr>
<td>23 - 27 June 2014</td>
<td>VFMAC Football Day Camp</td>
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<td>23 - 27 June 2014</td>
<td>&quot;76ers Day Basketball Day Camp - 8:00 AM to 4:00 PM</td>
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<tr>
<td>23 - 27 June 2014</td>
<td>&quot;76ers Day Dance Camp - 8:00 AM to 4:00 PM</td>
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<td>3 - 8 July 2014</td>
<td>SROTC Pre-Leader's Training Course (LTC)</td>
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<tr>
<td>6 July to 1 August 2014</td>
<td>&quot;76ers Overnight Basketball Camp</td>
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<td>17 July 2014</td>
<td>Online VFMC College Courses (Session #2) - Last Day to Withdraw</td>
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<tr>
<td>18 July 2014</td>
<td>Online VFMC College Courses (Session #2) - Last Day of Classes</td>
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<tr>
<td>19 July 2014</td>
<td>Summer Boarding Camp Ends</td>
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<tr>
<td>21 July 2014</td>
<td>Online VFMC College Courses (Session #2) - Grades Released</td>
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<tr>
<td>20 July 2014</td>
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<td>21 July to 15 August 2014</td>
<td>VFMAC English Language Learner Summer Program</td>
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<td>25 July 2014</td>
<td>Online VFMC College Courses (Session #3) - Drop Period Ends</td>
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<tr>
<td>28 July to 6 August 2014</td>
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<td>1 August 2014</td>
<td>Summer Day Camp Ends</td>
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<td>3 - 6 August 2014</td>
<td>&quot;76ers Overnight Dance Camp</td>
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<td>4 August 2014</td>
<td>Band and College Football Team Report (Location: Athletic Field House)</td>
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<td>7 - 15 August 2014</td>
<td>College Leadership Detail</td>
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<td>TBD</td>
<td>Leadership Detail Graduation Ceremonies</td>
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<tr>
<td>7 August 2014</td>
<td>College Leadership Detail and Academy Football Team Report (Location: Eisenhower Hall)</td>
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<tr>
<td>7 - 10 August 2014</td>
<td>Heat Acclimatization for Academy Athletes</td>
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<tr>
<td>9 August 2014</td>
<td>BG Sanelli Alumni Regiment BBQ / Swim Party (College Hill)</td>
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<tr>
<td>Date</td>
<td>Event</td>
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<tr>
<td>11 August 2014</td>
<td>College Faculty Reports (Assist with Academic Registration on 11 and 12 August - Return for duty on 21 August)</td>
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<tr>
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<td>Academy Guidance Counselors Report</td>
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<td>11 August 2014</td>
<td>SROTC Orientation at 8:00 AM (Mellon Hall)</td>
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<td>11 August 2014</td>
<td>All New College Freshman and Academic Postgraduates Report (Location: Eisenhower Hall)</td>
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<td>11 August 2014</td>
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<td>New College Cadet Orientation (Supervised by College Faculty/ Staff)</td>
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<td>Academy Leadership Detail Reports (Location: Eisenhower Hall)</td>
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<td>15 August 2014</td>
<td>Last Day of VFMAC English Language Learner Summer Program for non Valley Forge Students</td>
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<td>15 August 2014</td>
<td>SROTC Registration Day for MS 100 students (Freeman Auditorium)</td>
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<td>16 August 2014</td>
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<td>16 - 24 August 2014</td>
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<td>18 August 2014</td>
<td>Last Day of VFMAC English Language Learner Summer Program for matriculating Valley Forge Cadets</td>
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<tr>
<td>19 August 2014</td>
<td>Academy New Cadets Report (Location: Eisenhower Hall)</td>
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<td>20 - 22 August 2014</td>
<td>New Academy Cadet Orientation (Supervised by Academy Faculty/ Staff)</td>
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<td>21 August 2014</td>
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<td>22 August 2014</td>
<td>Online VFMC College Courses (Session #3) - Last Day of Classes</td>
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<tr>
<td>22 August 2014</td>
<td>Returning College Sophomores and Academy Cadets Taking College Courses Report (Location: Eisenhower Hall)</td>
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<tr>
<td>23 Aug - 3 Sep 2014</td>
<td>Initial Session of Academy Plebe Training</td>
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<td>25 August 2014</td>
<td>Online VFMC College Courses (Session #3) - Grades Released</td>
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<tr>
<td>25 August 2014</td>
<td>First Day of Classes for College Cadets</td>
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<td>29 Aug, 2 - 3 Sep 2014</td>
<td>Academy Faculty Training Seminar</td>
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<td>30 Aug - 1 Sep 2014</td>
<td>Corps Adventure Training (Labor Day Weekend)</td>
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<tr>
<td>31 August 2014</td>
<td>Practice Chapel Service at 11:00 AM</td>
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<tr>
<td>1 September 2014</td>
<td>Labor Day (No Classes)</td>
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<td>2 September 2014</td>
<td>Add/ Drop Ends for College Cadets</td>
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<tr>
<td>2 September 2014</td>
<td>Remainder of Returning Academy Cadets Report (Location: Eisenhower Hall)</td>
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<td>4 September 2014</td>
<td>Board of Trustee Meeting</td>
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<td>4 September 2014</td>
<td>1st Day of Academy Classes</td>
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<td>4 September 2014</td>
<td>Opening Day Ceremony at 5:00 PM in the Chapel and Reception at 6:00 PM in Eisenhower Hall</td>
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<tr>
<td>7 September 2014</td>
<td>Honor Sunday - Chapel Service 11:00 AM</td>
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<tr>
<td>19 September 2014</td>
<td>Add/ Drop Ends for Academy Cadets</td>
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<tr>
<td>21 September 2014</td>
<td>Radnor Fall Festival (Cadet Unit Support - Band/ College)</td>
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<tr>
<td>26 September 2014</td>
<td>Founders Day</td>
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<td>Date</td>
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<tr>
<td>26 - 27 September 2014</td>
<td>SROTC Field Training Exercise</td>
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<tr>
<td>27 September 2014</td>
<td>Academy Back to School Day</td>
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<tr>
<td>1 October 2014</td>
<td>Last Date for New Academy Cadets to Register</td>
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<td>1 October 2014</td>
<td>College Winter Sports Practices Begin</td>
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<td>6 October 2014</td>
<td>Executive Committee Meeting</td>
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<td>10 October 2014</td>
<td>College Withdrawal Period Ends</td>
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<td>12 October 2014</td>
<td>College and Academy Open House Events</td>
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<td>13 - 17 October 2014</td>
<td>College Midterm Examinations</td>
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<td>17 - 20 October 2014</td>
<td>College Weekend Leave (Leave begins after last duty, no earlier than 6:00 PM, on 17 October and ends at 6:00 PM on 20 October)</td>
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<tr>
<td>18 October 2014</td>
<td>Fall Athletics Homecoming Event &amp; Tailgate</td>
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<td>18 - 19 October 2014</td>
<td>Academy Adventure Training Weekend</td>
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<td>24 October 2014</td>
<td>Academy 1st Marking Period Ends</td>
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<td>24 - 25 October 2014</td>
<td>SROTC Field Training Exercise</td>
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<td>26 October 2014</td>
<td>Plebe Crucible Event</td>
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<td>26 - 28 October 2014</td>
<td>AMCSUS Military Junior College (MJC) Conference</td>
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<tr>
<td>27 October 2014</td>
<td>Academy 2nd Marking Period Begins</td>
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<tr>
<td>28 October 2014</td>
<td>College Fair Hosted at VFMAC</td>
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<tr>
<td>30 October 2014</td>
<td>Academy Halloween Parade</td>
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<tr>
<td>31 Oct – 2 Nov 2014</td>
<td>Recognition Weekend – Friday evening Parents’ Reception; Saturday morning classroom visitations followed by a home College Football Game, Sunday Breakfast, Chapel Service, Joining the Ranks Ceremony and Reception for International Cadets</td>
</tr>
<tr>
<td>TBD</td>
<td>SROTC Ranger Challenge Competition</td>
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<tr>
<td>5 November 2014</td>
<td>Board of Trustee Meeting</td>
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<tr>
<td>8 November 2014</td>
<td>Ring Presentation Ceremony, Dinner and Ring Dance in Mellon Hall beginning at 5:00 PM</td>
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<tr>
<td>10 November 2014</td>
<td>Gold and Silver Star Dinner in Eisenhower Hall at 6:30 PM</td>
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<td>11 November 2014</td>
<td>Veterans Day/ Community Service Day for All Cadets - No Classes</td>
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<tr>
<td>11 November 2014</td>
<td>New York City Veterans Day Parade - Band &amp; Designated Cadet Companies</td>
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<td>14 November 2014</td>
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<td>SROTC Field Training Exercise</td>
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<td>15 November 2014</td>
<td>Academy Open House in Eisenhower Hall</td>
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<td>20 November 2014</td>
<td>Corps Holiday Meal from 11:00 AM until 1:30 PM</td>
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<td>21 November 2014</td>
<td>College Withdrawal Period Ends (WP/WF)</td>
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<tr>
<td>21 November 2014</td>
<td>Military Tattoo in Price Hall Gymnasium at 4:30 PM (All Cadets are required to attend)</td>
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<tr>
<td>21 November 2014</td>
<td>Golden Sword Event in Eisenhower Hall following the Tattoo Performance</td>
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<tr>
<td>21 - 30 November 2014</td>
<td>Academy Cadet Thanksgiving Leave begins after Tattoo Performance on Friday, 21 November, no earlier than 7:00 PM, and ends at 6:00 PM on Sunday, 30 November. (All Academy Cadets must depart campus)</td>
</tr>
<tr>
<td>Date Range</td>
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<td>------------------------------------------------------------------------------------</td>
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<tr>
<td>25 - 30 November 2014</td>
<td>College Cadet Thanksgiving Leave begins after last class or last duty, (whichever is later) Tuesday, 25 November and ends at 6:00 PM on Sunday, 30 November. (All College Cadets are encouraged to depart campus)</td>
</tr>
<tr>
<td>5 December 2014</td>
<td>Executive Committee Meeting</td>
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<tr>
<td>5 December 2014</td>
<td>Last Day of College Classes for the Fall Semester</td>
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<tr>
<td>5 December 2014</td>
<td>Winter Holiday Concert in Mellon Hall at 5:00 PM</td>
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<td>5 December 2014</td>
<td>Corps of Cadets Holiday Tree Lighting Ceremony</td>
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<td>7 December 2014</td>
<td>Christmas Vespers in the Chapel at 6:00 PM</td>
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<td>8 December 2014</td>
<td>Advising/ Study Day for College Cadets</td>
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<td>11 December 2014</td>
<td>Corps Holiday Meal from 11:00 AM until 1:30 PM</td>
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<td>11 December 2014</td>
<td>Wreaths Across America Event (Tentative)</td>
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<td>12 December 2014</td>
<td>College Midyear Graduation in Eisenhower Hall at 1:00 PM</td>
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<td>13 Dec 2014 - 11 Jan 2015</td>
<td>College Winter Holiday Leave begins after last exam on 13 December and ends at 6:00 PM on 11 January 2015</td>
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<tr>
<td>18 Dec 2014 - 4 Jan 2015</td>
<td>Academy (includes Postgraduates) Winter Holiday Leave begins after last duty, no earlier than 4:00 PM, on 18 December 2014 and ends at 6:00 PM on 4 January 2015</td>
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<td>20 Dec 2014 - 31 Jan 2015</td>
<td>College On-Line Winter Courses</td>
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<td>4 January 2015</td>
<td>Academy (includes Postgraduates) Winter Holiday Leave Ends at 6:00 PM</td>
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<td>4 January 2015</td>
<td>Winter Holiday Leave Ends for College Cadets involved in training College Midyear Plebes</td>
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<td>4 January 2015</td>
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<td>6 January 2015</td>
<td>College Midyear Cadets Report for Registration</td>
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<td>11 January 2015</td>
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<tr>
<td>12 January 2015</td>
<td>In-Class Review Day for Academy Cadets (Prep for Exams)</td>
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<tr>
<td>12 January 2015</td>
<td>College Advising Day/ College Spring Semester Begins</td>
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<tr>
<td>13 January 2015</td>
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<tr>
<td>12 January 2015</td>
<td>Academy Midyear Cadets Report for Registration</td>
</tr>
<tr>
<td>12 - 18 January 2015</td>
<td>Academy Midyear Orientation &amp; Initial Plebe Training</td>
</tr>
<tr>
<td>13 - 16 January 2015</td>
<td>Academy Semester Exams</td>
</tr>
<tr>
<td>19 January 2015</td>
<td>Dr. Martin Luther King, Jr. Day of Service (No College Classes)</td>
</tr>
<tr>
<td>19 January 2015</td>
<td>Academy 3rd Marking Period Begins</td>
</tr>
<tr>
<td>20 January 2015</td>
<td>College Add/ Drop Period Ends</td>
</tr>
<tr>
<td>23 January 2015</td>
<td>Executive Committee Meeting</td>
</tr>
<tr>
<td>24 - 25 January 2015</td>
<td>Non-Training Weekend</td>
</tr>
<tr>
<td>30 January 2015</td>
<td>Last Report Day for Academy Midyear Cadets</td>
</tr>
<tr>
<td>31 January 2015</td>
<td>29th Annual Cadet Invitational Wrestling Tournament in Price Hall Gymnasium</td>
</tr>
<tr>
<td>Date Range</td>
<td>Event Description</td>
</tr>
<tr>
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<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>6 - 7 February 2015</td>
<td>SROTC Field Training Exercise</td>
</tr>
<tr>
<td>9 February 2015</td>
<td>Gold and Silver Star Dinner in Eisenhower Hall at 6:30 PM</td>
</tr>
<tr>
<td>14 February 2015</td>
<td>Winter Ball for the Corps of Cadets in Mellon Hall at 7:00 PM</td>
</tr>
<tr>
<td>14 February 2015</td>
<td>Manual of Arms Competition in Price Hall</td>
</tr>
<tr>
<td>16 February 2014</td>
<td>College and Academy Open House</td>
</tr>
<tr>
<td>19 - 22 February 2015</td>
<td>Military School Band Festival at St. John’s Northwestern Military Academy (Tentative)</td>
</tr>
<tr>
<td>22 - 24 February 2015</td>
<td>AMCSUS Annual Conference in Alexandria, Virginia</td>
</tr>
<tr>
<td>23 February 2015</td>
<td>Board of Trustee Meeting</td>
</tr>
<tr>
<td>23 - 27 February 2015</td>
<td>College Midterm Exams</td>
</tr>
<tr>
<td>25 Feb - 4 Mar 2015</td>
<td>Chapel Mission Trip to Jamaica (Tentative)</td>
</tr>
<tr>
<td>27 February 2015</td>
<td>Anthony Wayne Legion GuardListing Released (Tentative)</td>
</tr>
<tr>
<td>27 Feb - 8 Mar 2015</td>
<td>College Cadets Spring Leave. Leave begins after last duty, no earlier than 6:00 PM, on Friday, 27 February and ends at 6:00 PM on Sunday, 8 March.</td>
</tr>
<tr>
<td></td>
<td>Midyear Cadet Crucible Event</td>
</tr>
<tr>
<td></td>
<td>Recognition Ceremony for Midyear Cadets</td>
</tr>
<tr>
<td>15 March 2015</td>
<td>Academy Open House in Eisenhower Hall</td>
</tr>
<tr>
<td>17 March 2015</td>
<td>New York City St. Patrick’s Day Parade – Band</td>
</tr>
<tr>
<td>20 - 21 March 2015</td>
<td>SROTC Field Training Exercise</td>
</tr>
<tr>
<td>20 March 2015</td>
<td>Academy 3rd Marking Period Ends</td>
</tr>
<tr>
<td>23 March 2015</td>
<td>Academy 4th Marking Period Begins</td>
</tr>
<tr>
<td>24 March 2015</td>
<td>Executive Committee Meeting</td>
</tr>
<tr>
<td>27 Mar - 6 Apr 2015</td>
<td>Academy Cadets Spring Leave. Leave begins after last duty, no earlier than 6:00 PM, on Friday, 27 March and ends at 6:00 PM on Monday, 6 April</td>
</tr>
<tr>
<td>2 - 6 April 2015</td>
<td>College Corps Weekend Leave. Leave begins after last duty, no earlier than 6:00 PM, on Thursday, 2 April and ends at 6:00 PM on Monday, 6 April</td>
</tr>
<tr>
<td>11 April 2015</td>
<td>4th Annual 1LT Theinert Five Cornerstone 5K Run</td>
</tr>
<tr>
<td>12 April 2015</td>
<td>Welcome Day for Accepted College Students (Eisenhower Hall/ Parade Field)</td>
</tr>
<tr>
<td>12 April 2015</td>
<td>Academy Open House in Mellon Hall</td>
</tr>
<tr>
<td>12 April 2015</td>
<td>Order of Anthony Wayne Induction Ceremony in the Chapel at 11:00 AM</td>
</tr>
<tr>
<td>15 April 2015</td>
<td>Dunaway Oratorical Competition (Junior Division), Mellon Hall Ballroom</td>
</tr>
<tr>
<td>16 April 2015</td>
<td>Dunaway Oratorical Competition (Senior Division), Mellon Hall Ballroom</td>
</tr>
<tr>
<td>16 - 19 April 2015</td>
<td>SROTC Joint Field Training Exercise</td>
</tr>
<tr>
<td>22 April 2015</td>
<td>International Day in Mellon Hall</td>
</tr>
<tr>
<td>23 April 2015</td>
<td>Versailles Foundation Fundraiser in New York City - Cadet Unit Support Event</td>
</tr>
<tr>
<td>23 April 2015</td>
<td>Board of Trustee Meeting</td>
</tr>
<tr>
<td>24 - 26 April 2015</td>
<td>Alumni Weekend (No Special Leaves Authorized)</td>
</tr>
<tr>
<td>30 April 2015</td>
<td>College Awards Ceremony (Non Academic Awards) (Tentative)</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
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<tr>
<td>--------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>1 May 2015</td>
<td>Last Day of College Classes</td>
</tr>
<tr>
<td>2 and 3 May 2015</td>
<td>College Reading Days</td>
</tr>
<tr>
<td>4 May 2015</td>
<td>College Review Sessions</td>
</tr>
<tr>
<td>5 – 9 May 2015</td>
<td>College Spring Semester Final Exams</td>
</tr>
<tr>
<td>8 – 10 May 2015</td>
<td>Academy Parents' Spring Festival Weekend (Friday, 8 May, Academy Academic Awards Convocation at 4:30 PM; Spring Concert at 6:30 PM; Saturday morning, 9 May, Academy Classroom Visitations; Sunday, 10 May, Continental Buffet followed by a Chapel Service and Parade)</td>
</tr>
<tr>
<td>9 May 2015</td>
<td>College Freshmen depart following last exam</td>
</tr>
<tr>
<td>11 May 2015</td>
<td>Graduating Classes Dinner in Eisenhower Hall</td>
</tr>
<tr>
<td>12 – 13 May 2015</td>
<td>SROTC Pre-Leadership Assessment Course (LDAC) – Joint Base McGuire/ Dix/Lakehurst</td>
</tr>
<tr>
<td>13 May 2015</td>
<td>College Graduation Event (Tentative)</td>
</tr>
<tr>
<td>14 May 2015</td>
<td>College Graduates Garden Reception at Crossed Sabres</td>
</tr>
<tr>
<td>15 May 2015</td>
<td>SROTC Commissioning at 10:00 AM, and SROTC “Pinning” Ceremony at 11:00 AM for newly Commissioned Second Lieutenants in Eisenhower Hall</td>
</tr>
<tr>
<td>15 May 2015</td>
<td>College Graduation in the Chapel at 1:30 PM</td>
</tr>
<tr>
<td>16 – 17 May 2015</td>
<td>Non-Training Weekend for Academy Cadets</td>
</tr>
<tr>
<td>19 May 2015</td>
<td>Last Day for College Faculty/ Annual Report/ Professional Development</td>
</tr>
<tr>
<td>25 May 2015</td>
<td>Memorial Day Wreath Laying Ceremony at 8:30 AM</td>
</tr>
<tr>
<td>25 May 2015</td>
<td>Memorial Day (Corps of Cadets participates in the Radnor Township Memorial Day Parade, 9:45 AM)</td>
</tr>
<tr>
<td>28 May 2015</td>
<td>7th Grade Cadets depart after last exam and prior to 8:00 PM</td>
</tr>
<tr>
<td>29 May 2015</td>
<td>Academy 4th Marking Period ends</td>
</tr>
<tr>
<td>29 May 2015</td>
<td>Middle School Promotion Ceremony in the Chapel at 10:00 AM</td>
</tr>
<tr>
<td>2 June 2015</td>
<td>Laying up of the Colors Ceremony (Chapel)</td>
</tr>
<tr>
<td>2 – 4 June 2015</td>
<td>Academy Final Exams</td>
</tr>
<tr>
<td>4 June 2015</td>
<td>Senior Class Trip to the Spirit of Philadelphia, 4:30 PM</td>
</tr>
<tr>
<td>4 June 2015</td>
<td>Academy Underclassmen depart following their last exam and prior to 8:00 PM</td>
</tr>
<tr>
<td>5 June 2015</td>
<td>1:00 to 3:00 PM – Academy Graduation Rehearsal</td>
</tr>
<tr>
<td></td>
<td>3:00 to 4:00 PM – Prepare Barracks for Departure</td>
</tr>
<tr>
<td></td>
<td>4:30 to 5:00 PM – Academy Graduates Tree Planting Ceremony</td>
</tr>
<tr>
<td></td>
<td>5:00 to 7:00 PM – Academy Graduates Garden Reception at Crossed Sabres</td>
</tr>
<tr>
<td>6 June 2015</td>
<td>8:30 to 9:30 AM – Graduates Coffee for Graduates and Families</td>
</tr>
<tr>
<td></td>
<td>9:00 AM – Graduates Move to Main Area</td>
</tr>
<tr>
<td></td>
<td>9:30 to 11:00 AM – Graduation (Parade Field)</td>
</tr>
<tr>
<td></td>
<td>11:00 AM to 1:00 PM - Final Clearance Procedures</td>
</tr>
<tr>
<td>12 June 2015</td>
<td>Executive Committee Meeting</td>
</tr>
<tr>
<td>12 June 2015</td>
<td>Last Day for Academy Faculty</td>
</tr>
<tr>
<td>13 June 2015</td>
<td>Academy Open House in Eisenhower Hall</td>
</tr>
</tbody>
</table>
NOTES:

Athletic Events will be announced on a separate schedule for both home and away contests.

Chapel services will be held on the following Sunday mornings: 7 September 2014 (Honor Sunday), 28 September 2014, 12 October 2014 (Open House), 2 November 2014 (Recognition Weekend), 18 January 2015, 8 February 2015, 15 March 2015, 12 April 2015 (College Welcome Day), 26 April 2015 (Alumni Weekend) and 10 May 2015 (Academy Parents’ Weekend)

Parades are scheduled as follows:
  Recognition/ Joining the Ranks Ceremony– 2 November 2014
  Regimental Reviews – 28 September 2014, 12 October 2014 (Open Houses), 12 April 2015 (College Welcome Day), 25 April 2015 (Alumni Review) and 10 May 2015 (Academy Parents’ Weekend)


Academy Shadow Days: 13 October 2014

College Open Houses: 12 October 2014, 10 November 2014 and 16 February 2015

College Saturday Visits (Medenbach Hall): TBD

College Accepted Student Day: 12 April 2015

HOTELS AND MOTELS IN THE VFMA&C AREA

Several of the hotels listed below offer special rates for guests affiliated with Valley Forge Military Academy & College. Be sure to announce your affiliation when making reservations. All hotels/motels listed are within 20 minutes driving distance of the school. We recommend that you contact the hotel for specific driving directions. Links to the hotel information can be accessed through the Valley Forge Military Academy & College website at http://www.vfmac.edu/visiting_hotelinfo.html

<table>
<thead>
<tr>
<th>HOTEL/MOTEL NAME &amp; ADDRESS</th>
<th>PHONE NUMBER</th>
</tr>
</thead>
</table>
| ACE CENTER  
800 Ridge Pike, Lafayette Hill, PA | (610) 825-8000  
(800) 523-3000 |
| BEST WESTERN: THE INN AT KING OF PRUSSIA  
127 South Gulph Road, King of Prussia, PA | (610) 265-4500 |
| COMFORT INN  
550 West DeKalb Pike, King of Prussia, PA | (610) 962-0700 |
| COURTYARD BY MARRIOTT  
762 W. Lancaster Avenue (Devon Square Shopping Center), Wayne, PA  
1100 Drummers Lane, Wayne, PA | (800) 321-2211  
(610) 687-6633  
(610) 687-6700 |
| DESMOND HOTEL  
One Liberty Boulevard, Malvern, PA | (800) 575-1776  
(610) 296-9800 |
| DOLCE VALLEY FORGE HOTEL  
251 W. DeKalb Pike, King of Prussia, PA | (800) 445-8667  
(610) 337-1200 |
| DOUBLETREE GUEST SUITES HOTEL  
640 W Germantown Pike, Plymouth Meeting, PA | (800) 222-TREE  
(610) 834-8300 |
| FAIRFIELD INN VALLEY FORGE  
258 Mall Boulevard, King of Prussia, PA | (610) 337-0700 |
| GREAT VALLEY HOUSE OF VALLEY FORGE (B&B)  
1475 Swedesford Road, Malvern, PA | (610) 644-6759 |
| HAMPTON INN HOTEL  
530 W. Dekalb Pike, King of Prussia, PA | (610) 962-8111 |
| HAMPTON INN AT GREAT VALLEY  
635 Lancaster Avenue, Frazer, PA  
2055 Chemical Road, Plymouth Meeting, PA | (610) 699-1300  
(610) 567-0900 |
| HOLIDAY INN OF KING OF PRUSSIA  
260 North Gulph Road, King of Prussia, PA | (888) 465-4329  
(610) 768-9500 |
| MAINSTAY SUITES  
440 American Avenue, King of Prussia, PA | (484) 690-3000 |
| MARRIOTT PHILADELPHIA WEST  
111 Crawford Avenue, West Conshohocken, PA | (610) 941-5600 |
| MCINTOSH INN OF KING OF PRUSSIA  
260 N. Gulph Road, King of Prussia, PA  
1 Morehall Road, Frazer, PA | (800) 444-2775  
(610) 768-9500  
(610) 651-0400 |
RADNOR HOTEL
591 E. Lancaster Avenue, St. Davids, PA (800) 537-3000 (610) 688-5800

RESIDENCE INN BY MARRIOTT
600 West Swedesford Road, Berwyn, PA (610) 640-9494

SHERATON GREAT VALLEY HOTEL
707 E Lancaster Avenue, Routes 202 & 30, Frazer, PA (800) 598-1753 (610) 524-5500
480 N. Gulph Road, King of Prussia, PA (610) 337-1800

SONESTA SUITES
Routes 29 & 30, Malvern, PA (610) 296-4343

VILLANOVA CONFERENCE CENTER
601 County Line Road, Radnor, PA (610) 523-1776

WAYNE HOTEL
139 E. Lancaster Pike, Wayne, PA (800) 962-5850 (610) 687-5000

WYNDHAM VALLEY FORGE HOTEL
888 Chesterbrook Boulevard, Wayne, PA (800) 228-9290 (610) 647-6700

DIRECTIONS TO VFMA&C

North (From Northern Pennsylvania, New York and Northern New Jersey)
Take the Northeast Extension of the Pennsylvania Turnpike (I-476 South), or the New Jersey Turnpike to the Pennsylvania Turnpike (West), to exit 333A Mid-County (indicating I-476 South toward Chester/Philadelphia). Pay toll.

South (From Washington DC, Maryland, Delaware, and Southern New Jersey via the Commodore Barry Bridge)
Take I-95 North to Exit 7 for I-476 North (Plymouth Meeting).

East (From New Jersey and Eastern Pennsylvania)

West (From Ohio and Western Pennsylvania)
Take the Pennsylvania Turnpike East to Exit 326, which essentially is taking I-76 East to I-476. Pay toll. Follow I-76 East–Philadelphia to Exit 331A for I-476 South (Chester).

From the Philadelphia International Airport
Take I-95 South to Exit 7 for I-476 North (Plymouth Meeting).

From Philadelphia
Take the Schuylkill Expressway (Route I-76) west toward Valley Forge. Take exit 331A, which will be on the left, for I-476 South (Chester).

Conversely, you go left on I-476 South toward Chester/Philadelphia to Exit 13 for Route 30 (St. David’s/Villanova). Turn left onto Route 30 West, then right at first traffic signal onto Radnor-Chester Road. Go to the end of the street and turn left at traffic signal onto King of Prussia Road. Drive to the second traffic signal and turn left onto Eagle Road. Proceed approximately one mile to first traffic signal and turn right onto Radnor Street Road. Drive past the Chapel (on the right) and the apartments (on the left) to the General Parking Lot (on the left).

Continue on I-476 North to Exit 13 for Route 30 (St. David’s/Villanova). Turn left onto Route 30 West, then right at second traffic signal onto Radnor-Chester Road. Go to the end of street and turn left at traffic signal onto King of Prussia Road. Proceed to second traffic signal and turn left onto Eagle Road. Drive approximately one mile to the first traffic signal and turn right onto Radnor Street Road. Pass the Chapel (on the right) and the apartments (on the left) to the General Parking Lot (on the left).
The following information may be of help in deciding whether to bring home your cadets’ belongings over the summer months or choose to store items locally:

**SCHOOLSTORAGE.COM**

SchoolStorage helps beat the challenge of deciding what to do with all of the school “STUFF” that doesn’t need to come home for the summer including: winter clothes, trunks, ski’s, fridges, computers, stereos, school supplies, etc. Our firm provides all the necessary packing materials (boxes, tape, and labels) pick-up and delivery to your door including 4 months of storage all for one low price. In fact, when comparing us to other options including shipping, self storage, or doing it yourself, our service is safer and more affordable.

Airlines charge premium prices for all baggage not just for extra luggage anymore. Travel light and let us hold your things until you return. In most instances, it can be more economical to store with us than taking your stuff home. For students, we relieve the stress of moving and packing during the most important time of the year, Finals.

The personnel that collect your storage are all subject to background police check. School Storage Services trains our personnel to be polite to our customers and treat their belongings with care. All warehouses are completely climate controlled and secure assuring each and every item is sitting safe awaiting your return. Our commitment is to provide each and every client with the highest level of customer service and satisfaction. We invite you to store with us and join thousands of happy clients!