VALLEY FORGE MILITARY ACADEMY & COLLEGE

COMMANDANT’S DEPARTMENT
REGISTRATION INSTRUCTIONS
FOR MIDYEAR CADETS
SCHOOL YEAR 2013-2014
Welcome to Valley Forge!

We are proud and pleased to welcome you to the 86th Corps of Cadets. We are dedicated to your development and achievement of success in our Five Cornerstones. For 86 years, Valley Forge Military Academy & College has educated young people intellectually, physically, tactically, spiritually and morally and ethically to take their place in our society as citizen-leaders of character. As you pursue success, I assure you every member of the Valley Forge Staff and Faculty are available to lead, coach and mentor you to maximize your efforts.

The attached packet is provided to facilitate your smooth start at Valley Forge. Please read it carefully, complete it accurately, and return it in accordance with the accompanying instructions. If you have any questions, please call the respective point of contact or the Commandant’s Office at 610-989-1256.

We look forward to seeing you on in-processing day and throughout the year.

Respectfully,

Richard G. Piscal
Colonel, USA (Ret.)
Commandant of Cadets
1. PURPOSE. This order:

A. Specifies what items of clothing and equipment that a cadet must have while attending Valley Forge Military Academy & College.

B. Provides guidance on optional items of equipment that are permitted, prohibited items, and marking and security of equipment and personal items.

2. Items of clothing and equipment that a cadet is required to have fall into two categories: BASIC ISSUE ITEMS (issued by VFMA&C) and PURCHASED ITEMS (purchased by the cadet). These are outlined below:

A. BASIC ISSUE ITEMS – CADET STORE. The following items (included in fee schedule) are issued to the cadet by the Cadet Store upon arrival:

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Laundry Bags</td>
<td>1 Beret</td>
</tr>
<tr>
<td>10 Laundry Tags</td>
<td>2 Sweatshirts</td>
</tr>
<tr>
<td>1 Laundry Marker</td>
<td>1 Capshield</td>
</tr>
<tr>
<td>15 Laundry Pins</td>
<td>2 Long Sleeve School Shirts</td>
</tr>
<tr>
<td>4 Wire Hangers</td>
<td>2 Pair Sweatpants</td>
</tr>
<tr>
<td>8 Coat Hangers</td>
<td>1 Chapel Cap</td>
</tr>
<tr>
<td>3 Trouser Hangers</td>
<td>2 Short Sleeve School Shirts</td>
</tr>
<tr>
<td>1 Can Brasso</td>
<td>1 Combination Lock</td>
</tr>
<tr>
<td>1 Nail Brush</td>
<td>1 Black Tie</td>
</tr>
<tr>
<td>1 Pair Combat Boots</td>
<td>1 All-Weather Coat</td>
</tr>
<tr>
<td>1 Pair Suspenders</td>
<td>1 BDU Field Jacket</td>
</tr>
<tr>
<td>1 Web Belt and Buckle</td>
<td>1 Black Scarf</td>
</tr>
<tr>
<td>1 CQ Jacket/Leave Jacket</td>
<td>1 White Trousers</td>
</tr>
<tr>
<td>1 Mattress Cover</td>
<td>1 Breast Plate</td>
</tr>
<tr>
<td>1 Pair Low Overshoes</td>
<td>1 Belt Plate</td>
</tr>
<tr>
<td>1 Pair Black Gloves</td>
<td>3 Pair Gym Shorts</td>
</tr>
<tr>
<td>2 Blankets</td>
<td>5 Gym Shirts</td>
</tr>
</tbody>
</table>

**These items are issued to the cadet upon arrival but remain property of the school.

B. BASIC ISSUE ITEMS – TAILOR SHOP. The following items (included in fee schedule) are issued to the cadet upon arrival by the Tailor Shop:

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Full Dress Blouse</td>
<td>**2 Battle Dress Uniform (BDU)</td>
</tr>
<tr>
<td>1 pair Full Dress Trousers</td>
<td>- 2 BDU Shirts</td>
</tr>
<tr>
<td>2 pair Dress Grey Trousers</td>
<td>- 2 BDU Trousers</td>
</tr>
<tr>
<td>1 All-Weather Coat</td>
<td>**1 BDU Field Jacket</td>
</tr>
<tr>
<td>1 Black Sweater</td>
<td>**1 pair White Trousers</td>
</tr>
<tr>
<td>1 CQ Jacket/Leave Jacket</td>
<td>**2 BDU Trousers</td>
</tr>
</tbody>
</table>

**These items are issued to the cadet upon arrival but remain property of the school.
C. PURCHASE ITEMS AVAILABLE AT THE CADET STORE.

(1) The following required items may be purchased at the Cadet Store or brought from home:

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Bathrobe</td>
<td></td>
</tr>
<tr>
<td>12 pair of appropriate undergarments to include:</td>
<td></td>
</tr>
<tr>
<td>12 pair boxers/briefs (males)</td>
<td></td>
</tr>
<tr>
<td>12 pair underwear (women)</td>
<td></td>
</tr>
<tr>
<td>8 Bras (women)</td>
<td></td>
</tr>
<tr>
<td>Please take into account to bring proper undergarments for athletics</td>
<td></td>
</tr>
<tr>
<td>10 White T-Shirts, quarter sleeve, crew neck</td>
<td></td>
</tr>
<tr>
<td>3 Handkerchiefs (white)</td>
<td></td>
</tr>
<tr>
<td>9 pair Athletic Socks (white crew without logos)</td>
<td></td>
</tr>
<tr>
<td>1 Shoe Polish Kit (polish, cloth, brush and dauber)</td>
<td></td>
</tr>
<tr>
<td>10 pair Solid Black Dress Socks</td>
<td></td>
</tr>
<tr>
<td>1 Clothes Brush</td>
<td></td>
</tr>
<tr>
<td>2 Toothbrushes and Toothpaste</td>
<td></td>
</tr>
<tr>
<td>2 sets Pajamas</td>
<td></td>
</tr>
<tr>
<td>1 Hair Brush</td>
<td></td>
</tr>
<tr>
<td>1 Comb (black)</td>
<td></td>
</tr>
<tr>
<td>Razor and Razor blades</td>
<td></td>
</tr>
<tr>
<td>4 Wash Cloths (white)</td>
<td></td>
</tr>
<tr>
<td>1 pair Slippers</td>
<td></td>
</tr>
<tr>
<td>1 pair Gym Shoes (black/low quarter)</td>
<td></td>
</tr>
<tr>
<td>32 ounce Nalgene (non BPA) Water Bottle</td>
<td></td>
</tr>
<tr>
<td>Wastebasket</td>
<td></td>
</tr>
<tr>
<td>Sunscreen (30 SPF or higher)</td>
<td></td>
</tr>
<tr>
<td>Solid Black Backpack</td>
<td></td>
</tr>
<tr>
<td>Wrist Watch</td>
<td></td>
</tr>
<tr>
<td>3 Pillow Cases (white) to fit 20” x 26” Pillow</td>
<td></td>
</tr>
<tr>
<td>2 pair Thermal Underwear (white)</td>
<td></td>
</tr>
<tr>
<td>6 Flat Sheets (white, twin size mattress)</td>
<td></td>
</tr>
<tr>
<td>10 Bath Towels (white)</td>
<td></td>
</tr>
<tr>
<td>1 pair Shoe Trees</td>
<td></td>
</tr>
<tr>
<td>1 pair Shower Shoes</td>
<td></td>
</tr>
<tr>
<td>Soap Dish (white)</td>
<td></td>
</tr>
<tr>
<td>School Supplies</td>
<td></td>
</tr>
<tr>
<td>Personal Size Clip Fan</td>
<td></td>
</tr>
<tr>
<td>* 1 pair of Gym Shoes (black/low quarter)</td>
<td></td>
</tr>
<tr>
<td>Lock for Laptop Computer</td>
<td></td>
</tr>
<tr>
<td>Emergency Rain Poncho</td>
<td></td>
</tr>
<tr>
<td>4GB Memorex Jump Drive</td>
<td></td>
</tr>
<tr>
<td>Ethernet Cord</td>
<td></td>
</tr>
<tr>
<td>1 Bathrobe</td>
<td></td>
</tr>
<tr>
<td>12 pair of appropriate undergarments to include:</td>
<td></td>
</tr>
<tr>
<td>12 pair boxers/briefs (males)</td>
<td></td>
</tr>
<tr>
<td>12 pair underwear (women)</td>
<td></td>
</tr>
<tr>
<td>8 Bras (women)</td>
<td></td>
</tr>
</tbody>
</table>

*NOTE: Cadets may bring a pair of low quarter multi-purpose/cross-trainer athletic shoes from home instead of purchasing tennis shoes from the Cadet Store. The shoes must be solid black without extraordinary adaptations (lights, colored laces, etc.) and with a non-marking sole.

Cadets who have a compelling medical reason that prohibits them from wearing the standard cadet issued black leather shoe will be required to wear a solid black tennis shoe in coordination with the Director of Health Services and the TAC Officer. The recommended black tennis shoe is New Balance, Model MX409BK. They can be purchased at a shoe store that sells athletic footwear or from the Cadet Store.

(2) Please return the Cadet Store Blank sent to you in a separate mailing to the Cadet Store. Please submit the Cadet Store order form at least two weeks prior to reporting to ensure that your order will be available for pickup upon your arrival. You can contact the Cadet Store at (610) 989-1540 if you have any questions.

D. Optional items that a cadet may desire to bring, but are not required, are discussed below:

(1) A small suitcase or athletic equipment bag to be used during short leave periods. Cadets are prohibited from departing on leave carrying belongings in laundry bags, pillowcases, duffel bags, etc.
(2) Athletic equipment or musical instruments they desire to use.
(3) Small electronic desk/clock radios, CD players, compact stereo units and an electric fan (not to exceed 9” in diameter).
(4) Due to spaces limitations, we limit the size of audio entertainment systems authorized for use by cadets. All sound systems, to include speakers, must be self-contained without separate components. Sound systems must be no more than 30 inches in depth. Systems which do not meet this criterion will be placed in storage or returned home with parents.

E. Cadets must bring the previous year’s basic clothing issue items issued at the Cadet Store and Press Shop back to school with them each year (refer to paragraphs 2A & 2B). Valley Forge replaces basic clothing issue items that cadets have worn out or outgrown. Cadets must replace lost items or items that have become unserviceable due to negligence or abuse. More information on this topic can be found in the Parents’ Handbook.

F. Cadets must bring the previous year’s personal items (refer to paragraph 2C) back to school with them each year. Maintenance and replacement of these items are the responsibility of each individual cadet. More information on this topic can be found in the Parents’ Handbook.

G. **Marking of personal items.** All articles will be carefully marked with the cadet’s name and personal serial number. Your cadet’s serial number was provided in the acceptance letter which was mailed under separate cover. Use indelible ink or name tags for clothing items. Equipment should be marked with an engraving instrument.

H. Items **not** permitted are as follows (this list is not all inclusive, but serves as an example): television sets, large radios requiring extension speakers, component stereo systems, record players, drum sets, electric guitars, electrical appliances, VCRs, video cameras, game boys, X boxes, DVD players, video IPODs, beepers, pagers, knives, butane or aerosols, squirt guns, toy guns, fire arms or air/gas pressurized weapons of any type, fireworks/pyrotechnics.

3. The Academy and College do not accept responsibility for the loss, breakage or theft of personal property brought on campus by cadets. We recommend you inventory those items and forward the inventory to your insurance carrier so that, if necessary, a rider can be added to your policy to ensure full coverage.

4. Cadets should bring with them an appropriate change of clothes to ensure their comfort until uniforms are issued. This can be slacks, shirts and sneakers, winter jacket or sweatshirt, or other comfortable clothing. Every effort will be made to issue uniforms as quickly as possible upon your cadet’s arrival.

FOR THE PRESIDENT:

[Signature]

Kenneth R. Seitz
Colonel, VFMAC
Adjutant
HEADQUARTERS
VALLEY FORGE MILITARY
ACADEMY & COLLEGE

GENERAL ORDERS
NUMBER 15
11 November 2013

1. The following are the reporting dates for Midyear Cadets for School Year 2013-2014

<table>
<thead>
<tr>
<th>Activities</th>
<th>Reporting Dates &amp; Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Cadets</td>
<td>Tuesday, 7 January 2014, 9:00 a.m.</td>
</tr>
<tr>
<td>Academy and Middle School Cadets</td>
<td>Tuesday, 14 January 2014, 9:00 a.m.</td>
</tr>
</tbody>
</table>

2. Parking will be on the Parade Field. Registration will take place in Eisenhower Hall:

3. The following information is provided to assist you in the reporting and registration of your Cadet. It is our objective to make this day a good beginning for you and your Cadet as you begin a new school year.

   A. Registration will begin at 9:00 a.m.

   B. The sequence of activities for New College Cadets reporting on 7 January 2014:

      (1) Park on the Parade Field parking lot.

      (2) Walk to in Eisenhower Hall for registration.

      (3) After you have finished the registration process, drive to the barracks to unload your car. There the TAC Officer or a Cadet Officer will assign a room and help inventory these items to ensure that everything required is accounted for.

      (4) A buffet luncheon will be served in the Regimental Mess from 11:30 a.m. to 12:30 p.m. for cadets and their parents.

      (5) At 1:15 p.m., you should report to Eisenhower Hall for Academic Support Services Orientation. Cadets will remain in the barracks to set up their room displays.

      (6) At 2:30 p.m., the New Cadets will have their first formation in Eisenhower Hall for the Cadet Oath Ceremony. Please join us. There will be an opportunity to say good-bye to your Cadet.

      (7) At 3:00 p.m., the Commandant of Cadets will conduct a Parent’s Welcome and Overview in Eisenhower Hall.

   C. The sequence of activities for Academy and Middle School Cadets reporting on 14 January 2014:

      (1) Park on the Parade Field parking lot.

      (2) Walk to in Eisenhower Hall for registration.

      (3) After you have finished the registration process, drive to the barracks to unload your car. There the TAC Officer or a Cadet Officer will assign a room and help inventory these items to ensure that everything required is accounted for.
(4) A buffet luncheon will be served in the Regimental Mess from 11:30 a.m. to 12:30 p.m. for cadets and their parents.

(5) At 12:45 p.m., you should report to Eisenhower Hall for a parent’s orientation. Cadets will remain in the barracks to set up their room displays.

(6) At 1:30 p.m., the New Cadets will have their first formation in Eisenhower Hall for the Cadet Oath Ceremony. Please join us. There will be an opportunity to say good-bye to your Cadet.

4. Payment Schedule:

(A) Tuition payment is due by 15 December 2013. Please refer to the 2013-2014 Billing and Payment Policies pamphlet distributed by the Business Office for additional information on financial matters.

(B) Please be prepared to settle all financial matters prior to reporting to school. This will expedite the process and allow you to proceed with your Cadet’s registration without delay. Payment for special activities and all unsettled balances must be finalized before proceeding to the barracks.

5. Medical Forms:

(A) A physical is required of all students attending Valley Forge Military Academy and College. Send all completed medical forms directly to the Health Center immediately after completion. Please refer to instructions in the Health Center Reporting orders for more specific requirements. Please contact the Health Center at 610-989-1515/1517, Monday through Friday, 8:30 a.m. to 4:30 p.m. with questions. The Health Center can also be contacted by Fax: 610-989-1516 or email: healthcenter@vfmac.edu.

(B) Valley Forge Military Academy & College reserves the right to deny admission to any New Cadet who reports without the advance arrival of the medical report unless previous arrangements have been made for the physical to be administered at the VFMA&C Health Center.

6. Please feel free to ask for assistance. Members of the staff and faculty officers, Cadets and officers of the Parents’ Association will be present to guide and advise you. If you have a New Cadet question prior to reporting for school, you may call the College Admissions Office at 610-989-1300 or the Academy Admissions Office at 610-989-1490.

FOR THE COMMANDANT:

Kenneth R. Seitz
Colonel, VFMA&C
Adjutant
INTRODUCTION

All students, Faculty, and Staff are responsible for using Valley Forge Military Academy & College’s 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, cadet, and affiliate who deals with information or information systems; therefore, these rules are in place to protect both the employee and VFMAC. The use of information systems is a privilege, not a right. This privilege will be revoked at any time for misuse.

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 VFMA&C:
   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.
   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.

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. 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.
   d) Copying information verbatim from the Internet into homework assignments constitutes plagiarism, which is prohibited.
   e) Goods and services may be purchased through the Internet if they are categorized as acceptable by VFMA&C Code of Ethics.
   f) Chat rooms and Internet games are not considered educational use of the Internet. Activities such as these impede performance of Internet bandwidth and are prohibited unless they are part of a class activity or specific assignment.
4) **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) Peer to peer sharing of any computer information through any VFMA&C network is permitted, but not encouraged, as it degrades network performance. Information should be exchanged through Internet mail.
   
   d) 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.
   
   e) Printing multiple copies of any document, instead of photocopying, on any VFMA&C device, will not be done. This constitutes unnecessary network traffic.
   
   f) 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.
   
   g) **College cadets** are permitted to use Mobile Internet Devices on campus.
   
   h) Personal routers are not allowed in Barracks.
   
   i) Network services will be available from Reveille through Taps.

5) **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 VFMA&C 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.
   
   d) Users may apply password protection, file encryption, and other devices for security, but will not attempt to deprive authorized personnel of any necessary access.
   
   e) Network access to any Faculty or Staff computer is strictly prohibited unless authorized by appropriate Information Systems personnel. (Major)
   
   f) 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. (Major)
   
   g) 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.

6) **Disciplinary Issues** – Computer Policy violations are considered as either minor or major.

   a) Violations of this policy will be handled in accordance with Valley Forge Military Academy & College policies and may result in disciplinary action, to include, but not limited to the restriction of network access, loss of network privileges, dismissal from Valley Forge Military Academy & College and legal action.
   
   b) 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))…”

c) During the six-week indoctrination period known as the Plebe System, Plebes may use computers for academic purposes during Evening Study Hall, which is conducted from 1930 to 2130 hours Sunday through Thursday. Plebes are allowed to use a computer for academic purposes outside Evening Study Hall; however, they must obtain permission from their Tactical Officer to do so. Computers will not be used for e-mail or instant messaging during the Plebe System.

7) **Minor and Major Offenses:**
   
a) **Minor Offense:**
   
i) Unauthorized computer use during Plebe System. e.g., Computer use will not be used for e-mail or instant messaging. See paragraph (F) (3) above.
   
   ii) Use of the network computing for product advertisement or political lobbying.
   
   iii) Accessing obscene or pornographic materials.
   
   iv) Accessing prohibited Social Networking websites from network or personal computer. Such websites include, but are not limited to, myspace, Xanga, webshots, youthink, studentcenter, Hi5, and friendstar.
   
   v) 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, and protocol analyzers.
   
   vi) Accessing another person's computer, files or data without permission. This includes data in transit on the network.

   
b) **Major Offense:**
   
i) Fraudulent, harassing, threatening, libelous, obscene, pornographic, religiously offensive, and other inappropriate materials or messages may not be emailed, printed, requested, displayed, uploaded, downloaded, or stored.
   
   ii) Information systems may not be used in any manner, which may constitute criminal activity.
   
   iii) Hacking and attempting to gain unauthorized access and or rights to information systems internally or outside of VFMA&C.
   
   iv) No form of harassment or hateful incident will be tolerated. Incidents and practices of cyberbullying will not be tolerated. Cyberbullying 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.
   
   v) Transmitting materials likely to be offensive or objectionable to recipients.
   
   vi) Any material posted by a cadet on YouTube (or other video hosting sights) which brings discredit upon VFMA&C or shows Valley Forge in a bad light by exhibiting poor behavior will be considered a major violation of the school's computer policy and treated as a Class A Offense that could result in dismissal.

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

<table>
<thead>
<tr>
<th>Cadet Signature</th>
<th>Cadet Name Printed</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent Signature</td>
<td>Parent Name Printed</td>
<td>Date</td>
</tr>
</tbody>
</table>
Valley Forge Military Academy & College
Commandant’s Department

Emergency Data Sheet

Cadet’s Last Name: _______________________________ Company: ______________
First Name: _______________________________ Middle Name: __________________
Home Street Address:
_______________________________________________________________________________
City: ___________________________ State: _______ Zip: _______ Country: _____________
Home Phone: ___________________________ Cell Phone: ____________________________
E-Mail: ______________________________________

PARENT/GUARDIAN NAME:
_______________________________________________________________________________
☐ Check Box if Same Address as Above
Street Address:
_______________________________________________________________________________
City: ___________________________ State: _______ Zip: _______ Country: _____________
Home Phone: ___________________________ Business Phone: ____________________________
Cell Phone: _______________________ E-mail: _____________________________________

PARENT/GUARDIAN NAME:
_______________________________________________________________________________
☐ Check Box if Same Address as Above
Street Address:
_______________________________________________________________________________
City: ___________________________ State: _______ Zip: _______ Country: _____________
Home Phone: ___________________________ Business Phone: ____________________________
Cell Phone: _______________________ E-mail: _____________________________________
ALTERNATE GUARDIAN’S NAME:

_____________________________________________________________________________

Street Address: _________________________________________________________________

City: __________________________ State: ______ Zip: _______ Country: _____________

Home Phone: ________________________ Business Phone: ___________________________

Cell Phone: ________________________ E-mail:  ____________________________________

ADDITIONAL CONTACTS (LIST IN ORDER OF PRIORITY):

1. Name: ____________________________ Relationship: ____________________________

   Home Street Address:
   _________________________________________________________________

   City: __________________________ State: ______ Zip: _______ Country: _____________

   Home Phone: ________________________ Business Phone: _________________________

   Cell Phone: ________________________ E-mail:  __________________________________

2. Name: ____________________________ Relationship: ____________________________

   Home Street Address:
   _________________________________________________________________

   City: __________________________ State: ______ Zip: _______ Country: _____________

   Home Phone: ________________________ Business Phone: _________________________

   Cell Phone: ________________________ E-mail:  __________________________________

5/13
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 is set forth below and in the Guidon and Parents Handbook. You are responsible to being fully aware of this policy. Please read this policy and then print and sign your name acknowledging that you agree 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 alcoholic beverages, narcotics, marijuana, 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. 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’ expense. Cadets who are in the Substance Abuse Awareness Program are also subject to periodic drug testing at the parents’ 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 ON CAMPUS consume, possess, transfer or bring onto campus any intoxicating beverage.

• No cadet shall at any time ON CAMPUS consume, possess, transfer or bring onto campus any non-alcoholic beers, malt beverages or wine products.

• No cadet shall at any time come to campus under the influence of intoxicating beverages. “Under the influence” is defined as a Blood Alcohol Content of above zero and includes the odor of such on a cadet’s breath, speech, actions or an appearance of the cadet which leads the Staff or Faculty to reasonably suspect that a cadet’s ability to function safely and effectively has been impaired by alcohol and/or drugs.

• No cadet under 21 shall at any time OFF CAMPUS consume, possess, transfer or transport any intoxicating beverage or enter a Pennsylvania State Liquor Store or public 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 (breath or urine). Random urinalysis screens will be performed throughout the school year. Refusal to participate could result in termination of enrollment.

Cadets who violate the alcohol policy and are retained will be enrolled in an alcohol awareness program conducted at the Cadet Counseling Center.

**USE OF BREATH ANALYZERS:** Cadets are subject to random breath analyzer testing at the discretion of the Commandant of Cadets. Cadets can expect to submit to random breath analyzer testing upon return from leave, AWOL and following on/off-campus social activities. A cadet can also be directed to undergo breath analyzer testing 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. Alteration of normal appearance, speech or actions is sufficient to constitute reasonable suspicion. If the cadet after being chosen for either random or individual testing refuses to submit to the test, it will be considered to be a positive test. Cadets who register a positive reading on the breath analyzer will be required to provide a urine specimen at the Cadet Health Center for laboratory analysis. Cadets found to have a positive urinalysis for alcohol will be subject to punishment for having committed a violation of the VFMA&C Substance Abuse Policy. Every effort will be made to obtain a breath or urine test. In the absence of those tests, physical evidence may be used as a basis for disciplinary action.

**SANCTIONS:** The following sanctions (or punishments) have been designated for cadets found guilty of violations of the VFMA&C Chemical Substances Use and Alcohol Policies. Additional sanctions remain at the discretion of the administration.

1. **First offense selling or supplying drugs or alcohol to another cadet:**
   - Academy Board, Class A Offense.
   - Dismissal, or if an investigation needs to occur, immediate suspension pending results of the investigation

2. **First offense of drug use or possession underage drinking, or supplying another cadet with alcohol:**
   - Academy Board, Class A Offense.
   - Appointment at the Counseling Center where a counselor will do an initial assessment; and if indicated, will arrange a drug/alcohol assessment either on campus (i.e. Teen Intervene or with an on campus CAC) or off campus at the cadet/family’s expense).
   - Comply with recommendations of assessor.
   - Compulsory drug/alcohol testing every two weeks for three months at the cadet’s/parent’s expense.
   - Submit to random drug and alcohol screenings for two semesters (even if it carries over to the next academic year) at the cadet’s/parent’s expense.
   - Substance Abuse Group (unless assessment indicates a higher level of intervention).
• Placement on the Conduct Probation List, Restricted Privileges, loss of Cap Shield, and reduction in rank, if applicable. Based on the cadet’s record, other consequences may occur to include dismissal.

3. Second offense of drug use or possession or underage drinking:
   • Academy Board, Class A Offense.
   • Dismissal. In addition, subject to being barred from re-enrollment.

4. For cadets returning to campus under the influence of alcohol and are 21 years or older:
   • Academy Board, Class A Offense.
   • Counseling, placement on the Conduct Probation List, Restricted Privileges and loss of rank, if applicable.

For cadets who approach a faculty or staff member and disclose that they have a substance abuse issue, they will not be disciplined but will be sent to the counseling center for assistance. (This does not include cadets who know they are going to be tested, know it will be positive, and then disclose that they have an issue.)

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 OFFENSES STATEMENT

The health, welfare, safety development, good order and discipline for cadets and Valley Forge are our primary concern. Parents, Guardians and Cadets should understand that any cadet may be dismissed from Valley Forge Military Academy & College if they commit any offense listed below:

SCANDALOUS CONDUCT:
• Sexual misconduct.
• Suicidal or self-mutilating behavior.
• Indecent exposure, streaking, etc.
• Disgraceful or unmanageable conduct; includes sexual harassment.

POSESSION AND USE OF PROPERTY:
• Unauthorized possession of a firearm, knife, lethal weapon, or anything resembling a weapon.
• Possession or use of an unauthorized privately owned vehicle and/or the unauthorized transportation of other cadets in the same.
• Possession or use of exploding fireworks, smoke bombs, ammunition or explosives.

CIVIL OFFENSES: Any criminal/juvenile misconduct requiring civil intervention and/or resulting in charges.

ATTENDANCE AND PRESENT FOR CADET DUTY:
• Absent without leave (AWOL) for three or more days.
• AWOL two or more times during one semester.
• Excessive unauthorized absences from classes, study halls, or periods or extra instruction.
• Willful or flagrant violation of published leave policy to include unauthorized extension of authorized leave periods.

CONDUCT PREJUDICIAL TO GOOD ORDER AND DISCIPLINE:
• Unauthorized possession of a master key, key, or combination to another cadet’s room or locker.
• Tampering with door locks or unauthorized entry into campus buildings and cadet rooms.
• Willful disobedience, disrespect, or making a threat to a member of the Staff or Faculty, or other cadets.
• Abuse of the Cadet System:
  ▪ Requiring or allowing personal services by another cadet.
  ▪ Interfering without authority with another cadet in their performance of duty, study, sleep, eating, or leading another cadet to violate a regulation.
  ▪ Except in the execution of an official duty, visiting the room of a new cadet or having a new cadet in the room of an old cadet.
  ▪ Any other action which is prejudicial to the good order and discipline of the military system of the Corps of Cadets.
• Excessive demerits or violations of disciplinary probation. (Conduct Probation List – CPL)
• Indifference to or inability to adjust to the routine of VFMA&C.
• Physical hazing or assault of another cadet.
• Pulling a fire alarm in the barracks or administrative building when no emergency exists.

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 of Valley Forge Military Academy & College.

I have read and understand the Security Measures in Barrack, Honor Code, and Statement of Serious Offenses of Valley Forge Military Academy & College.

Please Print: ____________________________________________________________
                  (Cadet Last Name)                             (First Name)

______________________________________________________________
                  (Cadet Signature)                            (Date)

Please Print: ____________________________________________________________
                  (Parent Last Name – Academy Only)                (First Name)

______________________________________________________________
                  (Parent Signature)                            (Date)
MEMORANDUM TO: ALL PARENTS AND GUARDIANS OF ACADEMY CADETS

SUBJECT: DINNER LEAVE AUTHORIZATION

For your convenience we have prepared the following off-campus pass authorization form. If you desire to authorize your Cadet to take advantage of Dinner Leave, with persons other than yourself, please complete this form as indicated, sign and return to: Commandant of Cadets, Valley Forge Military Academy, 1001 Eagle Road, Wayne, PA 19087–3695.

Date: ____________________

TO: Commandant of Cadets

I authorize my Cadet (or ward) ____________________________ ____________________________
(Name of Cadet – please print)   (Co)
to take advantage of Dinner Leave with the parents of other Cadets in accordance with VFMA&C Regulations. Yes____________No____________ (please check one)

In addition, my Cadet may take advantage of Dinner Leave in accordance with Academy Regulations, with the following relatives or friends who are over 21 years of age:

*Please Print:

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(Signature of Parent or Guardian)