Valley Forge Military Academy & College

PARENTS HANDBOOK
2017–2018
Dear Valley Forge Parents,

Thank you for choosing to become part of the Valley Forge Military Academy & College community! The entire faculty and staff are excited that your child is now a member of our 90th Corps of Cadets. We are proud and privileged to have your family join our “Forge Family.”

Since 1928 at the Academy and since 1935 at the College, we have challenged and cherished young people. We successfully and enthusiastically embrace a military model approach to education. We stress structure, teamwork, character, integrity, leadership and discipline. We develop the cadet as a whole person. This distinct technique best meets the immediate and future needs of your child. We motivate cadets in a safe and secure learning environment. We hold them accountable for their actions. Here, they learn to respect others, manage their time, prioritize appropriately and develop life skills; most essential for our cadets, our communities and our country.

We develop the whole person using a military model, firmly grounded in our Five Cornerstones - Academic Excellence, Character Development, Personal Motivation, Physical Development and Leadership. Our cornerstones guide each cadet to his or her fullest potential. We embrace critical thinking so cadets can become life-long learners. The cadets emerge as ethically grounded citizen leaders of character. They learn how to make wise decisions. They become service-oriented and committed to civic responsibility. They live a lifestyle of fitness. Here, they learn the courage to conquer life!

A successful Valley Forge experience relies on a true 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. Please do 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. We all are here to help guide you and your cadet!

Because Valley Forge’s leadership laboratory can be a challenge, your constant love and support are vital to motivating your cadet to do his/her best. Moreover, your reinforcement of the Valley Forge approach, whether here or home, will further contribute to your cadet’s success.

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

Valley Forge For Thee!

Col John C. Church, Jr., USMCR (Ret.)
President
Courage, Honor, Conquer
TABLE OF CONTENTS

Mission, Military Model, Vision and Philosophy ................................................................. 5

Advice to Parents .................................................................................................................... 6
- Homesickness
- Care Packages
- Personal Property Insurance
- Emergency Information Always Available
- Security in the Barracks
- Property Damages
- Return of Cadet Property Following Departure

Communicating with Your Cadet ....................................................................................... 7
- General
- Mail
- E-Mail
- Fax
- Cellular Telephone Policy
- TAC (Teach/Advise/Counsel) Officer

Basic Rules of Valley Forge ............................................................................................... 8
- Establishing a Partnership for Success
- Jurisdiction
- Standards for Off Campus Behavior
- Sexual Harassment Policy
- Anti-Bullying Policy
- Resolution of Respect
- The Honor System
- Automobiles Policies
- Unauthorized Articles
- Civilian Clothing
- Storage of Food Items in Rooms
- Hairstyles

Policies:

Chemical Substance and Alcoholic Beverage Policy / Security Measures in the Barracks
and the Honor Code / Cadet Statement of Understanding .................................................. 14

Information Technology and Electronic Communications Acceptable Use Policy
and Registration Agreement ............................................................................................... 18

The Technology Policy and Computer Information ................................................................ 20

Academy Programs and Policies ....................................................................................... 22
- General
- Academic Honesty
- Academic/Parent Communications
- Academic Support
- Academic Eligibility for Activities and Athletics
- Unauthorized Class Absences
- Graduation Requirements
- Advanced Placement

The Valley Forge Day (VFD) Student Program ................................................................ . 25

Athletic Programs ............................................................................................................. 27

The Department of Student Activities and Summer Camp .................................................. 27

The Commandant's Department—The TAC Officer ............................................................ 29

Character Development ..................................................................................................... 30

The Plebe System .............................................................................................................. 31
- Goals
- Duties and Responsibilities
- Duration
- The Plebe System Begins
- Cap Shield
- Communication
- Recognition Day
- Post Recognition

Cadet Disciplinary Policies and Procedures ..................................................................... 33
- General
- Disciplinary System
- Tiered Disciplinary System
- Categories of Offenses
- Hazing and Bullying
- Conduct Probation
- Area Tours
- At Home Detentions
- Clearance, Discharge or Separation
- Dismissal and Dismissal Appeal Processes
- Bars to Campus
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.

The Military Model

Valley Forge Military Academy & College (VFMAC) successfully and enthusiastically utilizes a military model approach to education that stresses structure, teamwork, character, integrity, leadership and discipline, developing the cadet as a whole person.

This distinct means to an end technique best meets the immediate and future needs of our cadets. It serves as a balanced and effective method challenging cadets in a safe and secure learning environment. It teaches cadets to be accountable for their actions, respect others, manage their time, prioritize appropriately, think critically, and develop those life skills; most essential for our cadets, our communities and our country.

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 ethically minded 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 ethically minded 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 want to respond to your needs. 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 urgency involving cadets, we will communicate promptly by e-mail.

**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 cadet’s 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 eight-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.

Cell Phone 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. Violation of the Cell Phone Policy can lead to confiscation by the TAC Officer or a Faculty Member.

TAC (Teach/Advise/Counsel) Officer: You can monitor your cadet’s progress throughout the year by contacting the TAC Officer. 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.
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 33). 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](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](http://www.cyberbullying.us/index.php).

Valley Forge Military Academy & College has a clear Anti-Bullying Policy. Staff and Faculty undergo ongoing professional development and training, 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 concept 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.

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. Toleration 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. Toleration of other cadets’ wrongful actions is not compatible with the Honor Code, nor consistent with the standards of the Corps of Cadets. Toleration 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 made 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,” snitching or rattling.
- 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: All Academy Cadets, including Day Students and 5 Day Boarders, 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 or Ubers during walkout leave, only as needed for Regimental Leaves.
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>
</tr>
</thead>
<tbody>
<tr>
<td>Games Consoles</td>
<td>Hot plates</td>
<td>Squirt/Water Guns</td>
</tr>
<tr>
<td>TVs</td>
<td>Microwaves</td>
<td>Fire Arms</td>
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<td></td>
<td>Refrigerators</td>
<td>Air/Gas Operated Weapons</td>
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<td></td>
<td>Popcorn Poppers</td>
<td>Fireworks, Pyrotechnics</td>
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<td></td>
<td>Irons</td>
<td>Pornographic Literature, Salacious</td>
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<tr>
<td></td>
<td>Coffee-makers</td>
<td>Photographs or Posters, Videos,</td>
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<tr>
<td></td>
<td>Space Heaters</td>
<td>Tapes, DVD’s, or Computer</td>
</tr>
<tr>
<td></td>
<td>Window Air Conditioners</td>
<td>Programs</td>
</tr>
</tbody>
</table>

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

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 bought 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.
The following Policy was included in the Reporting Orders and must be signed by both the Cadet and the Parents and submitted to the Commandant’s Department:

CHEMICAL SUBSTANCE AND ALCOHOLIC BEVERAGE POLICY
SECURITY MEASURES IN THE BARRACKS AND THE HONOR CODE
CADET STATEMENT OF UNDERSTANDING
SIGNATURES OF PARENTS/GUARDIANS AND CADET

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 is 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 names 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 while enrolled at Valley Forge, regardless of when or where the substance was ingested, will be regarded to have violated this policy. Valley Forge prohibits the use by its Cadet 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 disciplinary action, up to and including dismissal. VFMAC 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. If, for example, a Cadet is on leave in a state or district in which marijuana use is legal, they are still bound by this policy. And, if tested positive for use, will be subject to disciplinary action up to and including dismissal.

CHEMICAL SUBSTANCE DEFINITION: Chemical substances include anything a Cadet uses to achieve a mind-altering effect, including alcoholic 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, saliva, and/or RIAH (radioimmunoassay technology in the analysis of hair) chemical substance screenings within the institution’s random drug testing program. VFMAC 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 is considered a positive test and is subsequently grounds for disciplinary action, up to and including 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 will be at the Parent’s/Guardian’s or Cadet’s expense. Cadets who receive mandatory substance abuse counseling through the Counseling Center are also subject to periodic drug testing at the Parent’s/Guardian’s or Cadet’s expense. Cadets who fail to attend mandated drug counseling appointments are subject to dismissal from VFMAC.

ALCOHOL POLICY: Illegal and irresponsible drinking and intoxication are matters of major concern to parents and educators. The consumption of alcoholic beverages by a Cadet may cause harm physically and mentally, and may jeopardize the individual’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 an individual’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 Liquor Store or bar.

A violation of this policy will result in disciplinary action up to and including dismissal. Cadets suspected of alcohol use may be required to submit to one or more alcohol screening tests (breathalyzer, urine or saliva test) as directed by the Commandant or a member of his/her staff or Tactical Officer. 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 campus Counseling Center. Cadets who receive mandatory alcohol counseling through the Counseling Center are also subject to periodic breath analyzer testing. Cadets who fail to attend mandated alcohol counseling appointments are subject to dismissal from VFMAC.

**CADET TESTING:** Cadets are expected to cooperate in all chemical substance testing efforts. All Cadets are eligible for random testing. Rosters are generated randomly each month through OraSure Labs or periodically by the National Junior College Athletic Association (NJCAA). When a Cadet is notified by an institution official (generally, but not exclusively, a TAC Officer, Athletic Director, or a member of the Commandant’s staff), they will be immediately escorted to the Health Center or Athletic Trainer (for NJCAA initiated tests) in order to conduct the chemical substance test.

A Cadet can also be directed to undergo testing when a staff or faculty member reasonably suspects that the Cadet’s ability to function may be impaired by the use of chemical substances. 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.

VFMAC reserves the right to conduct both random and directed chemical substance testing throughout the year using a variety of techniques including, but not limited to urinalysis, breath analyzer, saliva, and analysis of hair follicles. A Cadet’s refusal to provide test specimens is considered a positive test and is subsequently grounds for disciplinary action, up to and including dismissal. Any willful attempt to evade the test by shaving, cutting or altering hair (head or body) samples, or tampering with the collection process in any way so as to destroy the ability to collect or test a sample, will be considered a refusal to test (unless the loss or damage is the result of a diagnosed medical condition).

**TEST RESULTS DISCLOSURE:** To promote confidentiality and privacy, VFMAC will attempt to ensure that all aspects of the testing process are as private and confidential as reasonably practical. Test results will be limited to the President, the Commandant and members of his staff as appropriate, 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.

**POSITIVE READINGS:** A Cadet who registers a positive reading on any chemical substance test will be found in violation of this policy and will receive disciplinary action up to and including possible dismissal. A Cadet registering a positive reading on a breath analyzer will be required to provide an additional urine specimen for laboratory analysis. Upon receipt of the chemical substance test results obtained from an independent testing laboratory, VFMAC will make these test results available to the Cadet tested (or the legal guardians, if under the age of 18).

**POSITIVE TESTS FOR MEDICATION:** 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.

**DISCIPLINARY ACTION:** VFMAC Cadets found guilty of violations of VFMAC Chemical Substance Abuse policy will be subject to disciplinary action, up to and including possible dismissal.

In addition to VFMAC disciplinary actions, any Cadet who violates this policy will be subject to criminal prosecution and penalties under appropriate local, state, and federal laws. Where appropriate, VFMAC will cooperate fully with law enforcement agencies. VFMAC will not shield Cadets from possible legal consequences of chemical substance abuse.
VFMAC reserves the right to discipline both residents of the room (if present) where the violation of this policy occurred and/or those present at the time of the violation.

VFMAC reserves the right to discipline Cadets where there are clear indications of chemical substance use, to include but not limited to the odor of marijuana, presence of drug paraphernalia, lack of cooperation to an investigation by Cadets/Student, attempts to mask odors, block airways, or similar behavior designed to mask or complicate detection.

For Cadets disciplined as a result of violating this policy, VFMAC reserves the right to notify the Cadet’s parents or legal guardians of their disciplinary status consistent with the provisions of the Family Educational and Privacy Act (FERPA).

**TREATMENT:** Any Cadet who feels he/she may have a chemical 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. However, the Cadet may be withdrawn until such time that the substance abuse problem is treated to the satisfaction of VFMAC. 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 VFMAC policies and rules.

**TOBACCO/NICOTINE PRODUCTS:** To promote good health and general well-being of its Cadets, VFMAC is considered a tobacco/nicotine free campus. Cadets are not permitted to use or possess tobacco/nicotine products. The possession and or use of e-cigarettes or vapor products on campus is prohibited. The act of inhaling vapor from e-liquid through a personal vaporizer is also prohibited. In addition, Valley Forge staff, faculty and guests may not use tobacco or nicotine products on campus except in private residences. Cadets who violate this policy will be referred to an on-campus Tobacco Cessation class administered by the campus Counseling Center following their first offense. Cadets who continue to violate this policy will be subject to disciplinary action, up to and including possible dismissal. Cadets who fail to attend mandated tobacco counseling appointments are subject to dismissal from VFMAC.

**SECURITY MEASURES IN BARRACKS AND THE HONOR CODE:**

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

Cadets are directly charged with the responsibility of securing their personal property within their assigned 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 should be placed in an account in the Cadet Store. VFMAC is not responsible for lost or stolen money or property. Cadets will promptly report all incidents of theft or observed actions of a suspicious nature.

**SERIOUS OFFENSES STATEMENT:** A safe and secure environment and good order and discipline for all Cadets are VFMAC’s primary concerns. Parents, Guardians, and Cadets should understand any Cadet may be dismissed from VFMAC 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, Distribution or Use of Chemical Substances.
- 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.
CATEGORIES OF OFFENSES: When a Cadet commits an offense by failing to follow established rules, they will be held accountable for their actions. All offenses are not equal. Some are more egregious than others because of established societal and cultural norms and the impact they have on the institution, the Corps, and others. Offenses are grouped into three categories, Class “A”, Class “B” and Class “C” – Class “A” being the most serious and Class “C” being the least serious. Cadets committing a Class A and sometimes a Class B (depending on the seriousness of the offense) will face a Commandant’s Disciplinary Board. Cadets that commit a more minor Class B offense will face a Regimental Disciplinary Board. Cadets who commit Class C offenses will normally be assessed demerits. If they repeatedly commit Class C offenses, they may be referred to a Regimental or Commandant’s Disciplinary Board. The cost per disciplinary action is as follows:

- Commandant’s Disciplinary Board - $500.00 per Board
- Regimental Disciplinary Board - $250.00 per Board
- Failure to Comply - $100.00

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 VFMAC staff at any time.

MEDICAL AMNESTY POLICY: The Medical Amnesty Policy at VFMAC represents the school’s commitment to ensuring the well-being of our Cadets. Every Cadet, as part of the VFMAC 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.

VFMAC expects Cadets to abide by laws and school policies regarding alcohol and drug possession and consumption. However, the school acknowledges there may be times when Cadets face medical emergencies involving excessive drinking and/or drug use. In this situation, students are expected to call the Health Center or 911 for assistance when concerned for their own health or welfare, or that of another Cadet.

In order to encourage Cadets to seek prompt and appropriate attention for alcohol and/or drug intoxication/poisoning or other ensuing medical emergencies, VFMAC 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:

- A Cadet requesting medical assistance for himself/herself.
- A Cadet seeking medical assistance for another person, and the Cadet for whom medical assistance was sought.
- A Cadet who is a victim of sexual assault and has engaged in underage or high risk drinking behaviors.
- In all instances, the Cadet must take the initiative to obtain assistance.
- This policy does not prevent action by police, ROTC or other law enforcement personnel.

A Cadet who participates in the Medical Amnesty program will be required to submit to substance use testing and to participate in the Substance Abuse Program as coordinated by the VFMAC Counseling Center. The Cadet will not face disciplinary charges provided they comply with the recommendations of the Counseling Center. In addition, if other violations occur at the time of the intoxication, including (but not limited to) physical or sexual assault, distribution of illicit substances, or property damage there will be disciplinary repercussions. If a student received Medical Amnesty for a prior incident, the availability of amnesty for a subsequent incident is at the discretion of the Commandant or his/her designee.

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.

(Signatures of Cadets and Parents would appear here on the original document.)

Each year cadets and their parents/guardian are required to read and sign the above policies and the following.
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, 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, 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.
   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 Email:
   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 VFMAC Code of Ethics.
   g) Chat rooms and Internet games are not considered educational use of the Internet.
   h) Activities such as these impede performance of Internet bandwidth and are prohibited unless they are part of a class activity or specific assignment.

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 Department of Information Technology.
   b) Computer games will not be played on VFMAC owned computers, unless as part of an academic program.
   c) Peer to peer sharing of any computer information through any VFMAC 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) 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.
   f) College cadets are permitted to use Mobile Internet Devices on campus.
   g) Personal routers are not allowed in Barracks.
   h) College Cadets are afforded 24-hour Internet services while Academy Cadet 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.
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 Violation)
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 Violation)
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.

5. 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 eight-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.

Minor and Major Offenses:

a) Minor Offense:
   i. Unauthorized computer use during Plebe System. [see paragraph (5) (c) 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, Facebook, Xanga, Webshots, Youthink, Studentcenter, Hi5, Youtube and Friendster.
   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 or rights to information systems internally or outside of VFMAC.
   iv. 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.
   v. Transmitting materials likely to be offensive or objectionable to recipients.
   vi. Any material posted by a cadet on YouTube (or other video hosting sites) who brings discredit upon
VFMAC 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 which may result in dismissal.

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

(Signatures of Cadets and Parents would appear here on the original document.)

**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, Blitz, 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
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. Inquiries about the PowerSchool system should be directed to the Registrar.

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 (Q1, S1, Q3, Y1 [Final Grade]) he is placed on the Academic Probation List and subject to applicable restrictions.

Report Cards - Academy report cards will be issued electronically through PowerSchool 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 mailed home approximately two weeks after the completion of the academic year.

Academic Support:

Academic Support Period - Teachers are available to provide individual help daily during Academic Support Period (ASP) or at other times mutually arranged between the cadet and the teacher. Academic Support Period takes place daily from 1500-1530, immediately following Second Homeroom Period. If a cadet is failing a course, he will be mandated to attend the Academic Support Period until that grade improves. Cadets are also encouraged to attend voluntarily if they need additional support and assistance from his teacher.

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 in a Peer Tutoring program managed by members of the National Honor Society. Cadets interested in tutoring, or being tutored, should register in the Guidance Office.
Evening 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. Each evening a faculty member will be available during evening study hall in the library. A monthly calendar of faculty evening study hall library assignments will be distributed to cadets and parents, including faculty content area. Cadets can attend any evening, with any faculty member, not only their classroom teacher.

Professional Tutors - Cadets 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.

Classroom Expectations - Cadets are expected to be present and attentive at the start of each class period. Shannon Hall institutes a "Daily Do” program where there is a graded activity in the first 5 minutes of every class period while the instructor tends to attendance and other monitoring details. If a cadet is late or absent, that graded assignment cannot be made up, and the cadet will receive a “0” on the assignment which will have an effect on his overall grade. A missed “Daily Do” assignment can only be excused when a cadet is absent from the classroom on an approved special or medical leave.

Unauthorized Class Absences: When a cadet does not have an approved special or medical leave and is found absent from class, the Registrar will contact the TAC Officer who will locate him and instruct him to immediately report to the Dean of Cadets. Failure to report to the Dean of Cadets will result in an automatic unauthorized absence and the cadet will be issued Restricted Privileges (RPs) from the TAC Officer. In the case of multiple infractions, the Dean of Cadets will refer the conduct to the Commandant’s office, and the cadet may receive a Regimental and/or Commandant’s Board for the offenses.

Detention: Cadets can be assigned detention by Faculty for minor in-class issues. If a cadet fails to report to the detention, it will be treated as an unauthorized class absence and that policy as posted above applies.

Graduation Requirements:

To qualify for a Valley Forge Military Academy diploma, cadets must earn a minimum of 22 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 – 4.0 credits
- Science – 4.0 credits (three years of laboratory sciences, plus one other course)
- Modern World Language – 2.0 credits (two consecutive years of one language)
- Leadership Education Training – 2.0 credits
- Electives – minimum of 1.5 credits

In addition to the academic subjects, all cadets must take Health and Athletics programs as follows:

- Health Education – 0.50 credits
- Athletics – Cadets will participate during each season in either an interscholastic sport or Company Level intra-mural athletics to promote physical fitness.

When students transfer to Valley Forge Military Academy from other high schools, credits transferred from previous courses are applied to the appropriate VFMA subject area. Mathematics and world language classes taken before 9th grade may count toward graduation requirements only if they were taken at Valley Forge Military Academy Middle School. High
School level courses may have an effect on placement regardless of where they were taken. All academic courses may also fill elective requirements once the graduation requirements are met in that content 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, if they choose not to take the exam the course will be changed to Honors level.

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 (after failing a course) and acceleration (to be promoted to a next-level course without completing the course at VFMA and/or earning credit from VFMA).

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 approval from the Guidance Department for these courses.

Seniors are required to pass all courses required for graduation in their senior year. 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. If a cadet fails a course in the Senior Year, he may be permitted to participate in the graduation ceremonies, but may be required to remediate the course prior to being graduated and receiving a final transcript.

Advanced Placement:

Interested and qualified juniors and seniors may enroll in courses for Advanced Placement as approved by the College Board. Typically, qualifications include Gold Star or Silver Star status cadets with a grade of 93% or better in the content area of the course he wishes to take. Cadets may receive exceptions from the course instructor and department chair if they do not meet the basic criteria of acceptance in the course. All cadets who elect to enroll in a course for Advanced Placement are mandated to take the AP Examination in May of the academic year that the course was taken. If a cadet refuses to take the exam, the AP course title will be stripped and he will only earn credit for an Honors Level course in the content area. Cadets are also expected to take a Final Exam as prepared by the instructor during the final exam period following AP Examinations.

College Partnerships/Dual Enrollment: 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, completing 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 academy cadet interested in taking a college course for Dual Credit. The course 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 Director of Guidance 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. Parents may request a copy of these policies by contacting the College Registrar.

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 may receive special leave and other privileges as determined and promoted by the Head of School and/or the Commandant. The Head of School 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 Head of School Medal, there are numerous other awards given by various disciplines and organizations to honor scholarly achievement.

THE VALLEY FORGE DAY (VFD) STUDENT PROGRAM

Note: VFD is an option available to families who live relatively close to the VFMAC campus and is available for Middle School and Academy cadets only. This option is not available for students attending VFMAC on a student visa.

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 Commandant’s Department.

Transfer: As a matter of practice, cadets in a boarding status 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. Requests for a change in status will be submitted to the Commandant of Cadets who will weigh all the ramifications and carefully consider the request.

Plebes: VFD Plebes will report to campus on Wednesday, 16 August 2017 during the scheduled move in day for Academy New Cadets. On the afternoon of 16 August 2017 parents of VFD cadets are required to meet with a representative of the Commandant’s Department for a special briefing on the expectations of VFD. VFD plebes will remain in a boarding status until the start of classes on Monday, 28 August 2017. Beginning on the evening of Monday, 28 August 2017 VFD plebes will be allowed to go home and commute to campus during the weekday but are required to stay on campus on weekends until Recognition Weekend. VFD plebes have the option, but are not required, to remain in a boarding status until the conclusion of Recognition Weekend on Sunday, 22 October 2017. All VFD cadets will be required to attend special events and be present on campus for training weekends. A separate schedule will be published by the Commandant’s Department regarding daily report times and release times. This schedule will include dates and times of special events and training weekends. In general, VFD plebes will be required to report to campus not later than 6:50 AM Monday through Friday for physical training or drill which begins at 7:00 AM and be released at 6:00 PM following the day’s activities.

Returning Cadets: VFD cadets in their second or subsequent years at VFMAC will report to campus on Thursday, 24 August 2017 during the scheduled move in day for returning cadets. On move in day parents of VFD cadets are required to meet with a representative of the Commandant’s Department for a special briefing on the expectations of VFD student. On Friday, 25 August, Saturday, 26 August and Sunday, 27 August returning VFD cadets will report to campus not later than 8:00 a.m. for a series of orientations and training sessions conducted by the Commandant’s Department. Beginning with the first day of classes on Monday, 28 August 2017, returning VFD cadets will be required to report to campus not later than 6:50 AM Monday through Friday for physical training or drill which begins at 7:00 AM and be released at 6:00 PM following the day’s activities. All VFD cadets will be required to attend special events and be present on campus for training weekends. A separate schedule will be published by the Commandant’s Department regarding daily report times and release times. This schedule will include dates and times of special events and training weekends.

Special Events: VFD cadets will attend special events as determined by the President. These events will be highlighted on a copy of the VFMAC Significant Calendar dates that will be provided during the initial orientation on move-in day.

TAC Officer: All VFD cadets will be assigned to a unit. 2017-18 School Year:

B Company
2LT Timmermon TAC Officer
rtimmermon@vfmac.edu

The TAC Officers assigned to that unit will be the primary point of contact for daily interaction with the VFD cadet. The TAC Officer is responsible for Cadet Life outside of the classroom. Specific questions regarding academic performance should be addressed the VFD cadet’s Academic Guidance Counselor in Shannon Hall.

Barracks: VFD cadets will be assigned a room within the Martin Hall barracks to store designated uniform items. This room will also be a place for VFD cadets to change into the Physical Training (PT) uniform or athletic uniform.
Uniforms: VFD cadets will be issued a complete set of uniforms to include parade gear. VFD cadets will be required to 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 report to campus in the uniform of the day including appropriate cadet issued outerwear when specified. The on-line link to the DRO is: https://dro.vfmac.edu

Athletics and Drill: VFD cadets will participate in the morning VFMAC drill and physical training program. VFD cadets will also be required to participate in clubs and other activities in the afternoon as directed by the Commandant of Cadet and TAC Officer. VFD cadets are eligible to participate in interscholastic athletics.

Rank: Cadet Leaders have significant leadership responsibilities on evenings and weekends; therefore, VFD cadets will remain as Privates. In truly exceptional cases, VFD Cadets in their second or subsequent years of attendance may be promoted.

Transportation: Drop off each day will be at the Kuncl Parking Lot, under the blue awning, entrance E5 off of Eagle Road. VFD cadets are responsible for arranging transportation so as to be at their appointed place of duty. The Deputy Commandant for Support will provide information to the School District Transportation Center that the VFD cadet resides in regarding the VFMAC calendar and daily start and finish times of the duty day.

Disciplinary Obligations: VFD cadets will be referred to the Commandant of Cadets for disciplinary actions. VFD cadets assigned disciplinary tours for violating VFMAC rules and regulations will be required to be present for this obligation at the following times:
- Friday: 7:00 p.m. - 9:00 p.m.
- Saturday: 2:30 p.m. - 4:30 p.m. and 7:00 p.m. - 9:00 p.m.
- Sunday: 2:30 p.m. - 4:30 p.m.

Band and Athletes: Band cadets and athletes are eligible for the VFD program; however, they will need to meet all musical and athletic obligations.

Special Events: VFD cadets will attend special events as determined by the President. These events will be highlighted on a copy of the VFMAC Significant Calendar dates that will be provided during the initial orientation on move-in day.

A true leader has the confidence to stand alone, the courage to make tough decisions, and the compassion to listen to the needs of others. He does not set out to be a leader, but becomes one by the equality of his actions and the integrity of his intent.

Douglas MacArthur

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:


**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.

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**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 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 appreciated.

**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**—Cadets interested in becoming a certified lifeguard through the Red Cross may sign up for this course in the Fall and 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:**

**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. Most of these trips are at no cost to the cadet. If there is a fee associated, they will be notified at the time of registration. 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, weather permitting. 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 9:30 PM on Friday, 1:00 to 9:30 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 or Summer Camp, please contact Ms. Elizabeth Wahlberg 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 (Teach, Advise, Counsel/Coach) 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 roll 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 undergirds 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.
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 or sisterhood. Every cadet admitted to Valley Forge has been carefully screened before they attend. This process determines 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 Valley Forge 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 ethically minded 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.

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 VFMAC 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.
- March at a cadence of 120 paces per minute in barracks corridors.
- 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.
- 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 three or more.
• Backpacks will be worn on their backs as designed and carry all other bags in their left hand.
• Males Plebes will maintain a 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.
• Be allowed to communicate with their families or the outside via the Internet until after Recognition Weekend.
• Be allowed any leave privileges.
• Use the phone, watch television, listen to the radio or use vending machines.
• 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 pass all areas of the Plebe System.

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.
• Complete the duration of the entire Plebe System.
• Successfully pass the final Cap Shield written examination.
• Complete all evaluations of the Crucible.
• Be officially welcomed by the Chain of Command.

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, 21 October 2017): 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. VFMAC steadfastly reserves the right not to let one person’s disturbing behavior disrupt any other cadet’s educational experience. VFMAC 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:

- Provide a safe and secure environment for every cadet, staff and faculty member, and visitor. Provide an atmosphere conducive to learning and which fosters harmonious group living.
- Maintain good order and discipline through enforcement of the rules and regulations.
- Provide for the preservation and stewardship of Valley Forge’s property and facilities.
- Encourage appropriate behavior.
- Stimulate and nurture the development of self-discipline.
- Foster the growth of good judgment and the ability to make “hard right” decisions.
- Promote a strong sense of personal responsibility.
- Augment and support the goals and objectives of the Honor Code and Honor System.
- Emphasize the concept of always doing what is right.
- Promote an obligation/duty to comply confront report.
- Recognize good performance and hold accountable for non-compliance.
- Help cadets to understand that failure to follow rules and regulations comes with related consequences while adhering to, setting, and enforcing them brings privileges and rewards.
- Reinforce the seminal values of: Loyalty, Duty, Respect, Selflessness, Honor, Integrity and Personal Courage—Physical and Moral

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 Disciplinary Board.
- Written notification when the cadet is placed on the Conduct Deficient List.
- Telephonic notification of appearances before the Commandant’s Disciplinary Board.
- Written notification of punishment awarded as a result of appearance before an Commandant’s 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. However, if the violation is an illegal act, such as underage drinking, substance use, or theft, the parents may be contact regardless of a waiver being signed.

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.

Tiered Disciplinary System: Class A (Most Serious), Class B; and Class C (Least Serious) Offenses: The tiered disciplinary system and the procedures associated with its enforcement ensure a fair and standardized system for disciplining those cadets who have committed infractions of VFMAC policies or cadet regulations.

There are three levels of boards used to adjudicate offenses at Valley Forge:

The Commandant’s Disciplinary Board:
- The Commandant’s 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 member of the TAC Team will also be present.
- 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 Commandant’s 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.
- A fine of up to $500.00 may be imposed for all Commandant's Boards.

The Regimental Disciplinary Board:
- The Regimental Board will be chaired by the Sergeant Major 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.
- A fine of up to $250.00 may be imposed for all Regimental Boards.

TAC Officer Disciplinary Board:
- The TAC Officer 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 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.

An additional disciplinary fee:
- Failure to Comply - $100.00

Categories of Offenses: When a cadet commits an offense by failing to follow established rules, they will be held accountable for their actions. All offenses are not equal. Some are more egregious than others because of established societal and cultural norms and the impact they have on the institution, the Corps, and others. Offenses are grouped into three categories, Class “A”, Class “B” and Class “C” – Class “A” being the most serious and Class “C” being the least serious).

Class “A” Offenses: 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.
- Punishment: Class “A” Offenses are punishable by recommended Dismissal, placement on Conduct Probation, Tours, 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 Commandant’s Board. In the case of recommended Dismissal, the decision must be approved and promulgated by the President or a designated representative.
- The following (not all inclusive) are considered Class “A” Offenses and the numbers to the right are suggested Tours awarded for the violation:
  1. Physical and Mental Conduct Unbecoming a Cadet or such as to Bring Disgrace Upon Valley Forge........60
  2. Scandalous Conduct or Deviant Behavior Which Tends to the Destruction of Good Morals. ......................30
An alleged offense occurs:

- **Upgrade of Offenses:**
  - **Class “C” Offenses:** Least serious in nature. Punishable by Company Restrictions, or, in the case of repeated violation, referral to a higher-level disciplinary board.

- **Class “B” Offenses:** Offenses of serious, but lesser nature.
  - **Punishment:** Class “B” Offenses are punishable by Tours, 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 a Regimental Board, and approved and promulgated by the Commandant or his designated representative.
  - **The following (not all inclusive) are considered Class “B” Offenses and the numbers to the right are suggested Tours awarded for the violation:**

  1. Gambling .......................................................... 20
  2. Disobedience to the Orders of a Staff or Faculty Officer .................................................. 30
  3. Conduct Prejudicial to Good Order and Discipline ................................................................. 30
  4. Disorderly Conduct (Major) ........................................................................................................ 30
  5. Disregard for Regulations ........................................................................................................... 30
  6. Posting inappropriate material on You Tube or other video hosting sites/social networking .......... 40
  7. Abuse of Duty Position or Rank .................................................................................................. 30
  8. Violation of Fire Regulations, to include smoking in or within 50 feet of a building .................... 30
  9. Sale of tobacco products to other cadets .................................................................................... 30
  10. Violation of the Computer Use Policy ....................................................................................... 20
  11. Absence from Class, Study Hall, periods of extra instruction, Company Restrictions and Tours .... 10
  12. Absence Without Authority (Leave) (AWOL)—less than 24 hours ........................................ 20
  13. Continued Failure to Perform One’s Duty .................................................................................. 20

- **Class “C” Offenses:** 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.

**Commandant’s Disciplinary System—Administrative Actions:**

**An alleged offense occurs:**

- The cadet’s TAC Officer will be the investigating officer.
- An immediate investigation will be performed to the fullest extent possible, and it will be completed within 24 hours or as soon as possible thereafter. The TAC Officer will determine guilt or innocence by the investigation results and the preponderance of the evidence available. The TAC Officer will determine what level discipline board is required in accordance with our Guidon and he/she will prepare the appropriate paperwork in a timely manner.
- The board level assigned will use the following minimum criteria:
  - Class “A” Offenses committed will go to a Commandant’s Disciplinary Board.
  - Class “B” Offenses committed will go to a Regimental Disciplinary Board.
- Upon initiating the investigation, the TAC Officer will attempt to contact the parents/guardians via phone or e-mail. If unable, the TAC Officer will attempt to leave a voicemail if the capability exists on the parents/guardians phone. Lack of being able to contact the parent or guardian will not hold up the processing of discipline board action.
- The cadet will be notified and will have a minimum of 48 hours to prepare (time from notification of offense committed until board action will be 48 hours minimum). This time minimum may be waived and the board
convened immediately if the offense is so egregious that the Commandant of Cadets feels it is in the best interest of the school and/or in the best interest of the cadet to adjudicate the case immediately.

- Our discipline system and the punishment awarded, is an administrative action and the system is not comparable to a civilian court system. The cadet, and cadet alone, will appear in front of the board to explain his/her actions.
- Following an investigation, a cadet may be subject to criminal proceedings.

**Discipline Board Results:**

- The respective discipline board will determine guilt or innocence based on the preponderance of evidence and will recommend the appropriate punishment taking into account any extenuating circumstances and the typical level of punishment for the particular offense committed.
- Results of board actions will be published the next business day and the cadet will start working off the punishment immediately after the Board convenes.
- For Academy cadets, the results of board action will be sent to the parent/guardian via the mail from Lee Hall. The TAC Officer will also attempt to contact the parent via e-mail or voice and inform them of the punishment. A lack of parental contact will not stop board proceedings or punishment assignment.
- The Commandant of Cadets will be the approving authority for the punishment recommended by all discipline boards. If the punishment is a recommendation for dismissal, the President will be the approving authority.
- If dismissal is the punishment approved by the President, the Commandant will notify the College cadet or contact the parent/guardian of an Academy cadet. TAC Officers will be responsible for a coordinated and timely departure.
- TAC Officers will be responsible for out-processing coordination of the dismissed cadet and the paperwork required of same.

**Disciplinary Tours:**

- All Board actions will result in weekend Tours to be assigned by hours of drill. For example – 5 hours of drill.
- Tour hours will be conducted by the Corps Duty Officers and overseen by the Barracks Duty TAC Officer during the following hours:
  
  - **Friday**: 1930-2130
  - **Saturday**: 1330-1630
  - **Saturday**: 1830-2130
  - **Sunday**: 1430-1630
- Tour hours will be assigned by the President of the Board.
- **Cadets will be restricted to campus until they complete their assigned number of 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.
- If a Cadet is absent from three Tour formations in a month, he will be referred for a Commandant’s Board.
- Working Details to include manual labor may be substituted for marching Tours at the TAC Officer’s discretion.

**Hazing and Bullying:**

**Hazing:** Hazing is not tolerated under any circumstances. Abuses in the name of “school tradition” are not tolerated at Valley Forge. Violation of this rule can result in dismissal. Hazing is any unauthorized assumption of authority by a cadet that causes another cadet to suffer any cruelty, indignity, humiliation, oppression, or the devastation or abridgment of any right. Hazing is not limited to physical contact or activity. Hazing may occur in the form of forcing unauthorized and excessive physical activity, verbal abuse, or mental harassment.

**Bullying:** "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 these important components:

- Bullying is unwanted aggressive behavior that is intentional. It involves a real or perceived power imbalance. The behavior is often repeated, or has the potential to be repeated over time.
- Bullying involves an imbalance of power or strength.

The following are examples of Hazing and/or Bullying:
• **Physical:** Some examples of this are punching, pulling, twisting, or restraining a cadet; hitting a cadet with an object; slapping; rapping a cadet on the head with a ring; forcing a cadet to drink a mixture not suitable for drinking; forcing a cadet to eat food not suitable for eating; pushing rank pins into chest or shoulders; and any other actions that cause humiliation, discomfort or possible injury.

• **Verbal:** No cadet has the authority to address another cadet in a degrading or demeaning manner. This includes, but is not limited to, the use of profanity or vulgar language; written or verbal comments about a cadet’s family members, religion, race, or ethnic heritage, threats, and derogatory comments directed at another cadet.

• **Mental:** This includes, but is not limited to: threatening a cadet with physical harm, threatening a cadet through the Honor System, or placing a cadet in embarrassing or humiliating situations that violate personal dignity and show lack of respect for the individual.

**Violation of the Hazing and Bullying Policy** may also concurrently be a violation of the non-discrimination or harassment policies. Cadets should always conduct themselves in a professional manner and demonstrate positive leadership traits and consideration for others. Any cadet who observes or suspects any type of hazing or abuse will take immediate action to stop the hazing or abuse and report the abuse to his or her TAC Officer.

**Conduct Probation:**

**Conduct Probation** is the highest form of disciplinary probation at Valley Forge. It indicates retention in the Corps is on a probationary status. Violations of the terms of probation imposed by the Conduct Probation may result in dismissal.

- **Criteria:** 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.
- **Procedures:** 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:
  1. The cadet will be notified that he or she is being recommended for placement on the Conduct Probation List.
  2. 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.
- 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.

**Area Tours:** All Board actions will result in weekend hours of drill. For example – 5 hours of drill. Tour hours will be conducted by the Corps Duty Officers and overseen by the Barracks Staff Duty Officer during the following hours:

- **Friday:** 1930-2130
- **Saturday:** 1330-1630
- **Saturday:** 1830-2130
- **Sunday:** 1430-1630

Tour hours will be assigned by the TAC Officer. Cadets will be denied leave privileges until they complete their assigned number of tour hours. Once their assigned number of tour hours are completed the Cadet will regain leave privileges. Tour supervision will be conducted by the Staff Duty Officer. Cadets will march for no more than fifty (50) minutes straight, at which point they will be given a ten (10) minute break.

**Academy Academic Detentions:** 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 Headmaster’s. The Assistant Headmaster may impose up to
three days of penalty detention. Cadets will serve the detention the day it is received. Exemptions will be rare.

**At Home Suspension:** When a cadet's tactical or school discipline is unsatisfactory and continuing to decline without any improvement, the Commandant along with Academy Board members can issue a home suspension to the cadet. The length of the home suspension will be determined by the Commandant and the members of the Academy Board. Additionally, the Head of School of the Academy can also recommend and issue a home suspension for a cadet due to ongoing unsatisfactory behavior in Shannon Hall. Cadets on home suspension are responsible for keeping up with class work, reading assignments and other class-related projects. School work and assignments will be supplied by the faculty for completion at home.

**Correction of Injustice:** Any cadet who feels that an injustice has occurred may address the issue in writing to the next level of the Chain of Command. The appeal process is through the Cadet Chain of Command, the TAC Officer, to the Commandant of Cadets. For academic issues, the Dean of the College or the Academy Head of School will be included. Letters will be forwarded through the Commandant of Cadets, the Dean of the College or the Academy Head of School for redress of academic injustice.

**Clearance, Discharge or Separation:** A cadet leaving the Academy or the College, either permanently or for an extended time, whether by discharge, resignation or dismissal, will report to his or her TAC Officer for clearance papers. Whenever possible a cadet leaving the school will personally clear and remove personal property from campus within 30 days from their discharge date. Failure to comply will result in disposal of all property to include a $200 maintenance fee.

**Separation Interviews:** Cadets are required to complete an exit interview in accordance with written instructions contained on the clearance form. Final clearance must indicate completion of this requirement.

**Dismissal Appeal Process:** 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 sent to the Commandant of Cadets, who will then submit to the President of VFMAC. 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.

**Bars to Campus:** Any cadet who has withdrawn in lieu of dismissal for disciplinary reasons, or who has been suspended or dismissed from the Academy or College, or who has resigned for the good of the Corps, is forbidden to enter the campus without written permission from the President or his representative.

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**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 after 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 period. 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.

- **Academy Cadet Thanksgiving Leave** begins after Tattoo Performance on Friday, 17 November 2017, no earlier than 7:00 PM, and ends at 6:30 PM on Sunday, 26 November 2017. **All cadets are encouraged to depart campus.**
- **College Cadet Thanksgiving Leave** begins after last duty on Tuesday, 21 November 2017, and ends at 6:30 PM on Sunday, 26 November 2017. **All cadets are encouraged to depart campus.**
- **Academy Winter Holiday Leave:** Leave begins after the last duty but not earlier than 4:00 PM on Friday, 15 December 2017, and ends at 6:30 PM on Sunday, 2 January 2018. **Cadets must leave campus.**
- **College Winter Holiday Leave:** Leave begins after last duty or last exam on Friday, 15 December 2017, and ends at 6:30 PM on Sunday, 14 January 2018. **Cadets must leave campus.**
- **Corps of Cadets Spring Leave:** Leave begins after last duty but not earlier than 4:00 PM for all cadets on Friday, 23 February 2018, and ends at 6:30 PM on Sunday, 4 March 2018. **Cadets must leave campus.**
- **Corps of Cadets Weekend/Easter Leave:** Leave begins after last duty but not earlier than 4:00 PM for all cadets on Thursday, 29 March 2018, and ends at 6:30 PM on Monday, 2 April 2018. **All cadets are encouraged to depart campus.**

**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 their 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 Super Trans Philly Shuttle Transportation, reservations required (Phone 800-591-6560 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

**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).

Continue 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).

**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 ORGINAL 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 outdating. 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 8:30 PM and 9:30 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 of 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-
Services: In addition to individual counseling sessions, the following services are offered by the Counseling Center:

- Group Counseling: Psychoeducational and therapeutic groups will be offered based on the needs of the cadets.
- 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 Alcohol, Tobacco and Other Drug Task Force, 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. 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 certainly 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.

MAY H. BAKER MEMORIAL LIBRARY

The May H. Baker Memorial Library serves as the focal point of a student’s academic life at Valley Forge Military Academy & College, acting as a gateway for both independent and collective learning, research, and discovery. We provide quality resources and services to our cadets, faculty, and staff, helping to facilitate access to information, technology, and education. Resources meet the needs of VFMAC cadets, faculty, and staff, focused primarily on the cadet experience, academic curricula, the five cornerstones, and military history.

Librarians interact with cadets, faculty, and staff in meeting information needs and achieving instructional goals. Faculty collaborate with librarians to fulfill and support research-based curricula. Library staff monitor evening study hall activities.

Hours of Operation:

During the academic year, the library is open weekdays from 0900-1600, and for evening study hall from 1830-2130 Sunday through Thursday. On training weekends (no leave granted), additional weekend hours will include Saturday from 1400-1800 and Sunday from 1600-1830. Extended hours are provided and announced during peak times of the semester, such as midterms and final exams.

Code of Conduct:

All VFMAC’s policies apply. Cell phones are to be set to quiet, silent, or vibrate. Conversations should be kept short and at a reasonable volume. No food or drink in computer areas or book stacks; snacks only are permitted at designated individual and group study tables. Cadets are responsible for cleaning up after themselves. To enter the library cadets must be in the proper uniform.

Days: Uniform of the day
Evenings and Weekends: Uniform of the day or VFMAC PT gear

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, 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 Auction, Parents Spring Fest Weekend 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 610-989-1331 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 (610-989-1331) can answer questions you may have regarding volunteer opportunities and gifts to the school.

**GENERAL CAMPUS INFORMATION**

Valley Forge Military Academy & College Website: There is a special section within the VFMAC website devoted to the parents of our cadets. This area of the website includes information about the Parents Association, recent copies of the Parent Newsletter, a link to the campus calendar and much more. Please visit the Valley Forge Military Academy & College website at www.vfmac.edu and don’t forget to follow us on social media!

Facebook: Valley Forge Military Academy & College
Twitter: @vfmac
Instagram: @vfmac

Parking: Parking is available in the General Parking Lot and Kuncl 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 Officer-in-Charge at (610) 989-1258.

When you return your cadet to campus, please use the General Parking Lot or Kuncl 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 at least two weeks prior to birthday. 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.

**Returning 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. 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 for any purchase in the store from their Line of Credit. 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. 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 for their second or subsequent year 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 Baldric 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
- 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.

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: www.UltimateCollege Storage.com or (484) 222-6102

Ultimate College Storage is the student storage solution for the Philadelphia region. We’re here to make a difference for you by providing a convenient, hassle-free way to store your possessions over the summer or for semesters abroad. We provide easy pick-up and delivery of your belongings so you can focus on having a great semester or enjoying your summer break.

Created by local The UPS Store owners, Ultimate College Storage provides exceptional service and safe, easy storage from a brand you know and trust. We offer student storage services through our nine convenient The UPS Store locations in the Philadelphia region. We’re local to your school, so we’re always just a text, phone call, or visit away.

In addition to our student storage services, we’re always ready to make your life easier with helpful services like printing, copying, passport services, fingerprinting, and of course packing and shipping to anywhere in the world. Contact us today, and find out how the Ultimate College Storage team can make a difference for you!

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.

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

- **Academy**: 4th, 3rd, 2nd, and 1st Classmen, or 9th, 10th, 11th, and 12th Grades.
- **Academy Middle School**: 5th and 6th Classmen; 7th and 8th Grades.

**APL**: The initials stand for the *Academic Probation List*. Academy 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 cadet Chain-of-Command 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.

**Commandant’s Disciplinary Board**: The Commandant’s Board is the highest Disciplinary Board at Valley Forge consisting of the Commandant of Cadets, the Head of School and College Dean and other senior officers appointed by the President. The Commandant’s 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.

**Company**: The Corps of Cadets is organized into six Companies (A Company, B Company, Mounted Company (D Troop and E Battery), Music Company (Field Music and Band), G Company, and I Company. Each company is commanded by a Cadet Company Commander and assisted by a Cadet First Sergeant.

**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 from 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.

**Demerit**: A demerit is a unit of measure awarded to an individual for unacceptable performance. Demerits are intended to be a cadet’s first warning of problematic behavior. Verbal warnings can be used first, but they are not required and should not be expected.

**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 should be read daily and are available on the intranet.

**Form 5: Delinquency Report**— Form 5’s 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.

**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 Regimental Duty Officer, Regimental 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.

**Merit:** Merit is a unit of measure awarded to an individual for exceptional performance. Merits should be used appropriately, so as not to reward behavior that is expected. In any case, the exact reasons for the merits will be listed on the merit/demerkit form.

**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.

**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.

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

**RDO/RDNCO:** The initials stand for **Regimental Duty Officer/Regimental Duty Noncommissioned Officer.** The RDO/RDNCO 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 Officer 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.

**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 Guidon*.

**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.

**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.

**Tours:** All Board actions will result in weekend hours of drill. For example – 5 hours of drill. Tour hours will be conducted by the Corps Duty Officers and overseen by the Barracks Staff Duty Officer

**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.

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Visit to the Museum of the American Revolution

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Service Academy Acceptances
**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 College Dean. Questions about how to access your child’s academic progress in PowerSchool should be directed to the Academy Registrar (7th through 12th grades). 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**

<table>
<thead>
<tr>
<th>Department</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academy Academic Office</strong></td>
<td>(Shannon Hall)</td>
<td>1-800-234-VFMA</td>
</tr>
<tr>
<td>Head of School</td>
<td>Mrs. Sandra Young</td>
<td>989-1360</td>
</tr>
<tr>
<td>Dean of Cadets</td>
<td>Mr. Aaron Barkley</td>
<td>989-1382</td>
</tr>
<tr>
<td>Director of Guidance</td>
<td>Ms. Megan Sullivan</td>
<td>989-1384</td>
</tr>
<tr>
<td>Registrar</td>
<td>Ms. Kathryn Ford</td>
<td>989-1380</td>
</tr>
<tr>
<td>Administration Assistant</td>
<td>Mrs. Claire Reynolds</td>
<td>989-1381</td>
</tr>
<tr>
<td><strong>Academy Admissions Office</strong></td>
<td>(Shannon Hall)</td>
<td>1-800-234-VFMA</td>
</tr>
<tr>
<td>Associate Director of Admissions and International Coordinator</td>
<td>CPT Erica Diaz, VFMAC</td>
<td>989-1561</td>
</tr>
<tr>
<td>Academy Financial Aid Coordinator</td>
<td>Ms. Maryam Ahmadi</td>
<td>989-1309</td>
</tr>
<tr>
<td><strong>Alumni Office</strong></td>
<td>(Mellon Hall)</td>
<td></td>
</tr>
<tr>
<td>Director of the Alumni Office</td>
<td>Mr. Tom Goldblum, ’69</td>
<td>989-1329/1330</td>
</tr>
<tr>
<td><strong>Athletic Office</strong></td>
<td>(Athletic Field House)</td>
<td></td>
</tr>
<tr>
<td>Director</td>
<td>Mr. Rich Casey</td>
<td>989-1491</td>
</tr>
<tr>
<td>Associate to the Director of Athletics</td>
<td>Mr. Michael Muscella</td>
<td>989-1492</td>
</tr>
<tr>
<td>Assistant to the Director of Athletics</td>
<td>Mr. Francis Bowe, Sr.</td>
<td>989-1494</td>
</tr>
<tr>
<td>Athletic Trainers Office</td>
<td></td>
<td>989-1495</td>
</tr>
<tr>
<td><strong>Business Office</strong></td>
<td>(Mellon Hall, Second Floor)</td>
<td></td>
</tr>
<tr>
<td>Chief Financial Officer</td>
<td>Mr. Vince Vuono</td>
<td>989-1232</td>
</tr>
<tr>
<td>Controller</td>
<td>Mr. Chuck Steinmetz</td>
<td>989-1229</td>
</tr>
<tr>
<td>Bursar/Cadet Account Manager</td>
<td>Mr. Stephen Berezansky</td>
<td>989-1236</td>
</tr>
<tr>
<td>Accounts Receivable Administrator</td>
<td>Kiu Lau</td>
<td>989-1230</td>
</tr>
<tr>
<td><strong>Cadet Counseling Center</strong></td>
<td>(Baker Library)</td>
<td></td>
</tr>
<tr>
<td>Assistant Director</td>
<td>Ms. Kristin Shoemaker</td>
<td>989-1225</td>
</tr>
<tr>
<td><strong>Cadet Store</strong></td>
<td>(Bower Hall)</td>
<td></td>
</tr>
<tr>
<td>Manager</td>
<td>Mr. Josh Konoza, Sodexo</td>
<td>989-1540</td>
</tr>
<tr>
<td><strong>Chaplain</strong></td>
<td>(Chapel)</td>
<td></td>
</tr>
<tr>
<td>Chaplain</td>
<td>CAPT Gerald L. Hale, USCG (Ret.)</td>
<td>989-1506</td>
</tr>
<tr>
<td><strong>College Admissions Office and Financial Aid</strong></td>
<td>(Medenbach Hall)</td>
<td>1-800-234-VFMC</td>
</tr>
<tr>
<td>Associate Director of College Admissions</td>
<td>1LT Dawn Dreese, VFMAC</td>
<td>989-1307</td>
</tr>
<tr>
<td>Financial Aid Officer</td>
<td>Ms. Elizabeth Sierra</td>
<td>989-1306</td>
</tr>
<tr>
<td><strong>College Academic Offices</strong></td>
<td>(Sorley House)</td>
<td></td>
</tr>
<tr>
<td>Dean</td>
<td>Ms. Maureen Latta</td>
<td>989-1450</td>
</tr>
<tr>
<td>Dean of Academic Services</td>
<td>Mr. Frank Spano</td>
<td>989-1456</td>
</tr>
<tr>
<td>Dean of Student Support Services</td>
<td>Mr. Michael Pachella</td>
<td>989-1257</td>
</tr>
<tr>
<td>Assistant Dean of Academic Services/Registrar</td>
<td>Ms. Patty Voight</td>
<td>989-1453</td>
</tr>
<tr>
<td><strong>Commandant’s Department</strong></td>
<td>(Lee Hall)</td>
<td></td>
</tr>
<tr>
<td>Commandant of Cadets and Chief Operating Officer</td>
<td>Col Stuart B. Helgeson, USMCR</td>
<td>989-1256</td>
</tr>
<tr>
<td>Director of Cadet Life and Security</td>
<td>WO2 Rik Thornton, Royal Marines (Ret.)</td>
<td>989-1277</td>
</tr>
<tr>
<td>Academic Liaison and Training Officer</td>
<td>CWO3—Wayne Atherholt, USMCR (Ret.)</td>
<td>989-1422</td>
</tr>
</tbody>
</table>
College Admissions
Cadet Counseling Center
Business Office (Mellon Hall).
Athletic Field House
Alumni Relations

STUDENT ACTIVITIES AND SUMMER CAMP
ROTC
PRESIDENT'S OFFICE
POST OFFICE
PARENT RELATIONS
INFORMATION TECHNOLOGY
HORSEMANSHIP DEPARTMENT
FACILITIES/OPERATIONS
DEVELOPMENT (Mellon Hall)

Director
Senior Military Science Instructor
Professor of Military Science
Assistant to the President
President
Director of Parent Relations and Special Events
Director of Music
Director of Information Technology
Nurses
Director—Ms. Maria Metz

Director—Ms. Deb Hammer, R.N
Director—Ms. Charisse McGill
Director—Ms. Dana Kerrigan
Director of Music
Director of Parent Relations and Special Events —Ms. Charisse McGill
Director of Library Services—Ms. Dana Kerrigan

LIBRARY (May H. Baker Library)

MUSIC PROGRAMS (Shannon Hall)

Director of Parent Relations and Special Events —Ms. Charisse McGill

POST OFFICE (Bower Hall)—MCS

340-2194
989-1332
989-1496
989-1486
989-1579
341-1905
688-1545

Fax Numbers (Area Code 610)
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 @vfmac.edu.
# Significant Calendar Dates for Academic Year 2017-2018

(College Classes start on 23 August 2017)
(Academy Classes start on 28 August 2017)

As of 12 July 2017
(Dates, times and locations of events are subject to change)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 August 2017</td>
<td>College Orientation for New Students in the Sara Crawford Room in Mellon Hall</td>
</tr>
<tr>
<td>3 Aug 2017</td>
<td>Move-in Day for Senior Leadership Detail (Location: Lee Hall)</td>
</tr>
<tr>
<td>3 Aug – 13 Aug 2017</td>
<td>Leadership Detail</td>
</tr>
<tr>
<td>7 August 2017</td>
<td>Move-in Day for Junior Leadership Detail and Academy Football (Location: Eisenhower Hall)</td>
</tr>
<tr>
<td>11 August 2017</td>
<td>Leadership Detail Promotion Ceremony at 6:45 PM on the Main Area</td>
</tr>
<tr>
<td>12 August 2017</td>
<td>Leadership Detail Graduation at 6:45 PM on the Main Area</td>
</tr>
<tr>
<td>13 August 2017</td>
<td>College Orientation for New Students in the Sara Crawford Room–Mellon Hall</td>
</tr>
<tr>
<td>14 August 2017</td>
<td>Move-in Day for College Plebes in the Corps of Cadets (Location: Eisenhower Hall)</td>
</tr>
<tr>
<td>14 August 2017</td>
<td>Move-in Day for College Athletes (Football, Soccer and Volleyball Teams) (Location: Eisenhower Hall)</td>
</tr>
<tr>
<td>14 August 2017</td>
<td>Move-in Day for Regimental Band (New and Returning Cadets) (Location: Eisenhower Hall)</td>
</tr>
<tr>
<td>14 August 2017</td>
<td>In brief for MSIII ECP Parents and Cadets in Mellon Hall</td>
</tr>
<tr>
<td>15 – 17 August 2017</td>
<td>SROTC Cadre Leader Development and Certification</td>
</tr>
<tr>
<td>15 - 23 August 2017</td>
<td>Initial Session of College Plebe Training</td>
</tr>
<tr>
<td>16 August 2017</td>
<td>Move-in Day for Academy and Middle School New Cadets (Location: Eisenhower Hall)</td>
</tr>
<tr>
<td>16 August 2017</td>
<td>Academy Activities Fair for New Cadets</td>
</tr>
<tr>
<td>17 August 2017</td>
<td>College Faculty Returns</td>
</tr>
<tr>
<td>17 - 28 August 2017</td>
<td>Initial Session of Academy Plebe Training</td>
</tr>
<tr>
<td>20 August 2017</td>
<td>Practice Chapel Service for All Plebes at 10:00 AM</td>
</tr>
<tr>
<td>21 August 2017</td>
<td>Academy Faculty Returns</td>
</tr>
<tr>
<td>21 August 2017</td>
<td>Move-In Day for Returning College Cadets, All College Commuters, Academy Soccer Team and Academy Cadets Enrolled in College Classes (Location: Eisenhower Hall)</td>
</tr>
<tr>
<td>22 August 2017</td>
<td>College Academic Placement Challenges</td>
</tr>
<tr>
<td>22 August 2017</td>
<td>College Activities Fair</td>
</tr>
<tr>
<td>23 August 2017</td>
<td>First Day of Classes for All College Cadets/Students and Academy Cadets taking College Courses</td>
</tr>
<tr>
<td>24 August 2017</td>
<td>Move-in Day for Returning Academy and Middle School Cadets (Location: Eisenhower Hall)</td>
</tr>
<tr>
<td>26 August 2017</td>
<td>SAT Testing</td>
</tr>
<tr>
<td>27 August 2017</td>
<td>Chapel Procedures Training</td>
</tr>
<tr>
<td>28 August 2017</td>
<td>First Day of Class for Academy Cadets</td>
</tr>
<tr>
<td>30 August 2017</td>
<td>Add/Drop Period Ends for College Cadets</td>
</tr>
<tr>
<td>30 Aug – 4 Sep 2017</td>
<td>Hajj begins and Ends at Sunset on Dates Listed</td>
</tr>
<tr>
<td>31 Aug – 5 Sep 2017</td>
<td>Eid al-Adha Begins and Ends at Sunset on Dates Listed</td>
</tr>
<tr>
<td>4 September 2017</td>
<td>Labor Day (No Classes)</td>
</tr>
<tr>
<td>7 September 2017</td>
<td>Opening Day Ceremony at 5:00 PM in the Chapel and Reception at 6:00 PM in Eisenhower Hall</td>
</tr>
<tr>
<td>8 September 2017</td>
<td>Academic Add/Drop Ends for Academy Cadets</td>
</tr>
<tr>
<td>8 – 10 September 2017</td>
<td>Training Weekend (No Leave Authorized)</td>
</tr>
</tbody>
</table>
9 September 2017  ACT Testing
9 September 2017  Academy Back to School Day
10 September 2017 Chapel Service/Honor Council Induction (Honor Sunday)
10 September 2017 Main Area Parade following the Chapel Service
11 September 2017 16th Anniversary of 9/11
16 September 2017 College Admissions Saturday Visit in Medenbach Hall
20 - 22 September 2017 Rosh Hashanah Begins and Ends at Sunset on Dates Listed
22 – 24 September 2017 Training Weekend (No Leave Authorized)
24 September 2017 Chapel Service at 10:00 AM
24 September 2017 Practice Parade
26 September 2017 Founders Day
29 – 30 September 2017 Yom Kippur Begins and Ends at Sunset on Dates Listed
30 September 2017 Last Date for New Academy Cadets to Register
30 September 2017 College Admissions Saturday Visit in Medenbach Hall

1 October 2017 Chapel Service
6 – 8 October 2017 Training Weekend (No Leave Authorized)
TBD Fall Athletics Homecoming Event and Tailgate
7 October 2017 SAT Testing
8 October 2017 Chapel Service at 10:00 AM
8 October 2017 Regimental Review
11 October 2017 PSAT for 8th, 9th, 10th and 11th Grade Cadets (Shannon Hall – 8:00 AM – 12:00 PM) – No afternoon classes for Academy cadets.
13 October 2017 College Admissions Saturday Visit in Medenbach Hall
16 October 2017 Plebe Crucible Event
16 – 20 October 2017 College Midyear Examinations
20 – 22 October 2017 Training Weekend (Leave with Parents following Activities on Saturday and Sunday authorized)
20 - 22 October 2017 Recognition Weekend – Friday Evening: Fundraising Event in Eisenhower Hall; Saturday Morning: Academy Classroom Visits (Parents follow their Cadet's Academic Schedule in Shannon Hall), College Open House for Parents and Students, Recognition Ceremony, Reception for International Cadets; Sunday Morning – Chapel Service)
22 October 2017 College Admissions Open House
27 October 2017 End of Academy 1st Marking Period
28 October 2017 ACT Testing
28 October 2017 Academy 1st Marking Period Ends
28 October 2017 Ring Presentation Ceremony in the Chapel Beginning at 4:30 PM and Dinner in Eisenhower Hall Immediately Following
30 October 2017 Academy 2nd Marking Period Begins
31 October 2017 Academy Halloween Event (Door Decorating Contest/Pumpkin Carving/ Movie)

4 November 2017 SAT Testing
4 November 2017 College Admissions Saturday Visit in Medenbach Hall
6 November 2017 VFMAC & Veterans Film Showing at the Bryn Mawr Film Institute (Tentative)
10 November 2017 Alumni Career Day (Academy)
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 November 2017</td>
<td>Veteran’s Day – College Community Service Day</td>
</tr>
<tr>
<td>10 – 12 November 2017</td>
<td>Training Weekend (No Leave Authorized)</td>
</tr>
<tr>
<td>11 November 2017</td>
<td>Veterans Day/Community Service Day for Academy Cadets</td>
</tr>
<tr>
<td>12 November 2017</td>
<td>Chapel Service at 10:00 AM</td>
</tr>
<tr>
<td>12 November 2017</td>
<td>Regimental Review</td>
</tr>
<tr>
<td>16 November 2017</td>
<td>Cadet Thanksgiving Holiday Meal from 11:30 AM to 1:30 PM</td>
</tr>
<tr>
<td>17 November 2017</td>
<td>Military Tattoo in Price Hall Gymnasium at 5:30 PM (All Cadets are required to attend)</td>
</tr>
<tr>
<td>17 – 26 November 2017</td>
<td>Academy Cadet/Student Thanksgiving Leave begins after the Tattoo Performance on Friday, 17 November, and ends at 6:30 PM on Sunday, 26 November. (All Cadets are encouraged to depart campus)</td>
</tr>
<tr>
<td>18 November 2017</td>
<td>College Admissions Saturday Visit in Medenbach Hall</td>
</tr>
<tr>
<td>21 November 2017</td>
<td>College Withdrawal Period Ends</td>
</tr>
<tr>
<td>21 - 26 November 2017</td>
<td>College Cadet Thanksgiving Leave begins after last class/last duty on Tuesday, 21 November and ends at 6:30 PM on Sunday, 26 November. (All Cadets/Students are encouraged to depart campus)</td>
</tr>
<tr>
<td>2 December 2017</td>
<td>SAT Testing</td>
</tr>
<tr>
<td>8 December 2017</td>
<td>Last Day of College Classes for the Fall Semester</td>
</tr>
<tr>
<td>8 December 2017</td>
<td>Winter Holiday Concert in Mellon Hall at 5:00 PM (Mandatory Attendance for Academy Cadets)</td>
</tr>
<tr>
<td>8 December 2017</td>
<td>Campus Holiday Tree Lighting Ceremony (Coordinated by Class Officers)</td>
</tr>
<tr>
<td>8 – 10 December 2017</td>
<td>Training Weekend (No Leave Authorized)</td>
</tr>
<tr>
<td>9 December 2017</td>
<td>ACT Testing</td>
</tr>
<tr>
<td>9 December 2017</td>
<td>College Admissions Saturday Visit in Medenbach Hall</td>
</tr>
<tr>
<td>10 December 2017</td>
<td>Chapel Service at 10:00 AM</td>
</tr>
<tr>
<td>10 December 2017</td>
<td>Main Area Parade following the Chapel Service</td>
</tr>
<tr>
<td>12 – 15 December 2017</td>
<td>College Semester Exams</td>
</tr>
<tr>
<td>12 – 20 December 2017</td>
<td>Chanukah begins and ends at sunset on dates listed</td>
</tr>
<tr>
<td>14 December 2017</td>
<td>Cadet Holiday Meal from 11:00 AM until 1:30 PM</td>
</tr>
<tr>
<td>15 December 2017</td>
<td>College Midyear Graduation in Eisenhower Hall at 1:00 PM</td>
</tr>
<tr>
<td>15 Dec 2017 – 2 Jan 2018</td>
<td>Academy Winter Holiday Leave begins after last duty, no earlier than 4:00 PM on Friday, 15 December 2017 and ends at 6:30 PM on 2 January 2018</td>
</tr>
<tr>
<td>15 Dec 2017 – 14 Jan 2018</td>
<td>College Winter Holiday Leave begins after last exam on Friday, 15 December 2017, and ends at 6:30 PM on Sunday, 14 January 2018</td>
</tr>
<tr>
<td>18 Dec 2017 – 19 Jan 2018</td>
<td>College On-Line Winter Courses</td>
</tr>
<tr>
<td>22 December 2017</td>
<td>College On-Line Winter Courses – Add/Drop Period Ends</td>
</tr>
<tr>
<td>TBD</td>
<td>Academy Basketball Holiday Tournament Location: TBD (Team will commute from local residences)</td>
</tr>
<tr>
<td>2 January 2018</td>
<td>Academy Winter Holiday Leave Ends at 6:30PM</td>
</tr>
<tr>
<td>2 January 2018</td>
<td>College Winter Sports Teams Return (Men’s/ Women’s Basketball/Wrestling)</td>
</tr>
<tr>
<td>7 January 2018</td>
<td>Winter Holiday Leave Ends for College Cadets involved in training College Midyear Plebes</td>
</tr>
<tr>
<td>11 January 2018</td>
<td>College Midyear Cadets Report for Registration in Eisenhower Hall</td>
</tr>
<tr>
<td>11 – 15 January 2018</td>
<td>College Midyear Cadet Orientation &amp; Initial Plebe Training</td>
</tr>
<tr>
<td>12 January 2018</td>
<td>Academy 2nd Marking Period Ends</td>
</tr>
<tr>
<td>12 January 2018</td>
<td>College Academic Placement Challenges</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>--------------------</td>
<td>-----------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>12 – 14 January 2018</td>
<td>Academy Training Weekend (No Leave Authorized)</td>
</tr>
<tr>
<td>14 January 2018</td>
<td>Chapel Service at 10:00 AM (Academy Only)</td>
</tr>
<tr>
<td>14 January 2018</td>
<td>Main Area Parade following the Chapel Service (Academy Only)</td>
</tr>
<tr>
<td>14 January 2018</td>
<td>College Winter Holiday Leave Ends at 6:30 PM</td>
</tr>
<tr>
<td>15 January 2018</td>
<td>Dr. Martin Luther King, Jr. Day of Service for All College Cadets (No College Classes)</td>
</tr>
<tr>
<td>15 January 2018</td>
<td>Reading Day for Academy Cadets (Prep for Exams)</td>
</tr>
<tr>
<td>16 January 2018</td>
<td>1st Day of College Classes for Spring Semester</td>
</tr>
<tr>
<td>16 – 19 January 2018</td>
<td>Academy Semester Exams</td>
</tr>
<tr>
<td>17 January 2018</td>
<td>Academy Midyear Cadets Report for Registration in Eisenhower Hall</td>
</tr>
<tr>
<td>18 January 2018</td>
<td>College On-Line Winter Courses – Withdrawal Period Ends</td>
</tr>
<tr>
<td>19 January 2018</td>
<td>College On-Line Winter Courses – Last Day of Classes</td>
</tr>
<tr>
<td>22 January 2018</td>
<td>Academy 3rd Marking Period Begins</td>
</tr>
<tr>
<td>23 January 2018</td>
<td>College Add/Drop Period Ends</td>
</tr>
<tr>
<td>26 – 28 January 2018</td>
<td>Training Weekend (No Leave Authorized)</td>
</tr>
<tr>
<td>28 January 2018</td>
<td>Chapel Service at 10:00 AM (Academy Only)</td>
</tr>
<tr>
<td>28 January 2018</td>
<td>Main Area Parade following the Chapel Service</td>
</tr>
<tr>
<td>2 February 2018</td>
<td>Academy Academic Add/Drop Period Ends</td>
</tr>
<tr>
<td>2 – 4 February 2018</td>
<td>Training Weekend (No Leave Authorized)</td>
</tr>
<tr>
<td>4 February 2018</td>
<td>Chapel Service at 10:00 AM (Academy Only)</td>
</tr>
<tr>
<td>4 February 2018</td>
<td>Main Area Parade following the Chapel Service</td>
</tr>
<tr>
<td>7 February 2018</td>
<td>NCAA Football Signings in the Athletic Field House at 12:00 Noon</td>
</tr>
<tr>
<td>10 February 2018</td>
<td>ACT Testing</td>
</tr>
<tr>
<td>16 – 18 February 2018</td>
<td>Training Weekend (No Leave Authorized)</td>
</tr>
<tr>
<td>17 February 2018</td>
<td>Midyear Cadet Crucible Event</td>
</tr>
<tr>
<td>18 February 2018</td>
<td>Chapel Service at 10:00 AM</td>
</tr>
<tr>
<td>19 – 23 February 2018</td>
<td>College Midterm Exam Period</td>
</tr>
<tr>
<td>22 – 25 February 2018</td>
<td>Military School Band Festival (Location: Missouri Military Academy)</td>
</tr>
<tr>
<td>23 February 2018</td>
<td>Recognition Ceremony for Midyear Cadets at 4:30 PM in Eisenhower Hall</td>
</tr>
<tr>
<td>23 February 2018</td>
<td>Anthony Wayne Legion Guard Listing Released (Tentative)</td>
</tr>
<tr>
<td>23 Feb – 4 March 2018</td>
<td>Corps of Cadets Spring Leave. Leave begins after last duty, no earlier than 4:00 PM, on Friday, 23 February, and ends at 6:30 PM on Sunday, 4 March</td>
</tr>
<tr>
<td>24 Feb – 3 March 2018</td>
<td>Academy Spring Break Trip (Tentative)</td>
</tr>
<tr>
<td>24 Feb – 4 March 2018</td>
<td>Chapel Mission Trip to Jamaica</td>
</tr>
<tr>
<td>TBD</td>
<td>Academic Excellence Dinner in Eisenhower Hall at 6:30 PM</td>
</tr>
<tr>
<td>TBD</td>
<td>Academy Midterm Conferences with Parents</td>
</tr>
<tr>
<td>TBD</td>
<td>Academy “Pi” Day 5K Run</td>
</tr>
<tr>
<td>10 March 2018</td>
<td>SAT Testing</td>
</tr>
<tr>
<td>16 – 18 March 2018</td>
<td>Training Weekend (No Leave Authorized)</td>
</tr>
<tr>
<td>18 March 2018</td>
<td>Chapel Service at 10:00 AM</td>
</tr>
<tr>
<td>18 March 2018</td>
<td>Regimental Review</td>
</tr>
<tr>
<td>29 March 2018</td>
<td>Academy 3rd Marking Period Ends</td>
</tr>
</tbody>
</table>
29 March – 2 April 2018  Corps of Cadets Weekend Leave/Easter Leave. Leave begins after last duty, no earlier than 4:00 PM, on Thursday, 29 March and ends at 6:30 PM on Monday, 2 April

30 March – 7 April 2018  Passover begins and ends at sunset on dates listed

TBD  Academy Spirit Week
TBD  International Day in Mellon Hall
1 April 2018  Easter Sunday (Western)
3 April 2018  Academy 4th Marking Period Begins
8 April 2018  Easter Sunday (Orthodox)
13 – 15 April 2018  Training Weekend (No Leave Authorized)
14 April 2018  ACT Testing
15 April 2018  Chapel Service at 10:00 AM
15 April 2018  Regimental Review
20 April 2018  College Withdrawal Period Ends
20 April 2018  VFMAC Earth Day Activities
22 April 2018  Earth Day
23 April 2018  Last Day to Withdraw from College Classes
27 – 29 April 2018  Alumni Weekend (No Special Leaves Authorized)
28 April 2018  Regimental Review (Alumni Review)
29 April 2018  Alumni Memorial Chapel Service
29 April 2018  Main Area Parade following the Chapel Service

TBD  Dunaway Oratorical Competition (Chapel)
TBD  Spring Concert (Location: Mellon Hall)
TBD  Order of Anthony Wayne Induction Ceremony, Chapel at 11:00 AM
TBD  Welcome Day for Accepted College Students (Eisenhower Hall/Parade Field)
1 May 2018  College Awards Ceremony at 5:30 PM (Non Academic Awards) (Location: Eisenhower Hall)
4 May 2018  Last Day of College Classes
5 May 2018  SAT Testing
6 May 2018  Chapel Service at 10:00 AM
6 May 2018  Regimental Review
7 May 2018  College Study Day
8 – 11 May 2018  College Spring Semester Final Exams
11 May 2018  College Freshmen Depart Following Last Exam
11 - 12 May 2018  Academy Parents' Weekend (Friday - Academy Academic Awards Convocation at 4:30 PM in the Chapel; Saturday – Classroom Visitation & Parade) (No Leave Authorized until after Saturday's Activities)
TBD  College Grades Posted
16 May 2018  College Graduation Event (Tentative)
17 May 2018  College Graduation and SROTC Commissioning Rehearsals
18 May 2018  SROTC Commissioning at 10:30 AM, and SROTC “Pinning” Ceremony at 11:00 AM for newly Commissioned Second Lieutenants in Eisenhower Hall
18 May 2018  College Graduation in the Chapel at 1:00 PM
25 May 2018  Academy 4th Marking Period Ends
25 – 28 May 2018  Training Weekend (No Leave Authorized)
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>26 May – 25 June 2018</td>
<td>Ramadan begins and ends at sunset on dates listed</td>
</tr>
<tr>
<td>26 May 2018</td>
<td>Online VFMC College Courses (Session #1) – Add/Drop Period Ends</td>
</tr>
<tr>
<td>27 May 2018</td>
<td>Chapel Service at 10:00 AM (Academy Only)</td>
</tr>
<tr>
<td>28 May 2018</td>
<td>Academy Graduation Parade</td>
</tr>
<tr>
<td>28 May 2018</td>
<td>Memorial Day Wreath Laying Ceremony at 8:30 AM</td>
</tr>
<tr>
<td>29 May – 1 June 2018</td>
<td>Academy Final Exams</td>
</tr>
<tr>
<td>30 May 2018</td>
<td>Laying up of the Colors Ceremony (Chapel)</td>
</tr>
<tr>
<td>31 May 2018</td>
<td>Academy Senior Class Trip</td>
</tr>
<tr>
<td>1 June 2018</td>
<td>Middle School Promotion Ceremony in the Chapel</td>
</tr>
<tr>
<td>1 June 2018</td>
<td>Academy Underclassmen and 7th Grade Cadets depart following their last exam and prior to 8:00 PM</td>
</tr>
<tr>
<td>1 June 2018</td>
<td>1:00 to 3:00 PM – Academy Graduation Rehearsal</td>
</tr>
<tr>
<td>1 June 2018</td>
<td>3:00 to 4:00 PM – Prepare Barracks for Departure</td>
</tr>
<tr>
<td>1 June 2018</td>
<td>4:30 to 5:00 PM – Academy Graduates Tree Planting Ceremony</td>
</tr>
<tr>
<td>2 June 2018</td>
<td>SAT Testing</td>
</tr>
<tr>
<td>2 June 2018</td>
<td>8:30 to 9:30 AM – Graduates Coffee for Graduates and Families</td>
</tr>
<tr>
<td>2 June 2018</td>
<td>9:00 AM – Graduates Move to Main Area</td>
</tr>
<tr>
<td>2 June 2018</td>
<td>9:30 to 11:00 AM – Graduation (Parade Field)</td>
</tr>
<tr>
<td>2 June 2018</td>
<td>11:00 AM to 1:00 PM - Final Clearance Procedures</td>
</tr>
<tr>
<td>8 June 2018</td>
<td>Last Day for Academy Faculty</td>
</tr>
<tr>
<td>9 June 2018</td>
<td>ACT Testing</td>
</tr>
</tbody>
</table>

**NOTES:**

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

**Training Weekends (No Leave)**

8 – 10 September 2017  
22 – 24 September 2017  
6 – 8 October 2017  
20 – 22 October 2017  
10 – 12 November 2017  
8 – 10 December 2017  
12 – 14 January 2018 (Academy Only)  
26 – 28 January 2018  
2 – 4 February 2018  
16 – 18 February 2018  
16 – 18 March 2018  
13 – 15 April 2018  
27 – 29 April 2018 (Alumni Weekend)  
11 – 12 May 2018 (Academy Parents Spring Festival Weekend)  
25 – 28 May 2018  

**Regimental Reviews are scheduled as follows:**

Sunday, 24 September 2017 (Practice Parade)  
Sunday, 8 October 2017  
Saturday, 21 October 2017 (Recognition Parade)  
Sunday, 12 November 2017  
Sunday, 18 March 2018
Sunday, 15 April 2018
Saturday, 28 April 2018 (Alumni Review)
Sunday, 6 May 2018
Saturday, 12 May 2018 (Academy Parents’ Spring Festival Weekend)
Sunday, 27 May 2018 (Academy Graduation Parade)

Chapel Services (0945 Chapel Call/1000 Chapel Service):
   Sunday, 27 August 2017 (Practice)
   Sunday, 10 September 2017 (Honor Sunday)
   Sunday, 24 September 2017
   Sunday, 8 October 2017
   Sunday, 22 October 2017 (Recognition Weekend)
   Sunday, 12 November 2017 (Veterans Day Service)
   Sunday, 10 December 2017
   Sunday, 14 January 2018 (Academy Only)
   Sunday, 28 January 2018
   Sunday, 4 February 2018
   Sunday, 18 February 2018
   Sunday, 18 March 2018
   Sunday, 15 April 2018
   Sunday, 29 April 2018 (Alumni Memorial Service)
   Sunday, 6 May 2018 (Academy Only)
   Sunday, 27 May 2018 (Academy Only - Memorial Day Weekend)

Academy Admissions Open Houses: TBD

College Admissions Open Houses: 22 October 2017

College Saturday Visits (Medenbach Hall):
   16 September 2017
   30 September 2017
   13 October 2017
   4 November 2017
   18 November 2017
   9 December 2017

College Accepted Student Day: TBD

Regimental Band Admissions Open House: TBD