

Parent Handbook

Fishburne Military School



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Forward

The *mission* of Fishburne Military School is to provide each cadet with a sound academic foundation, a healthy mental and physical environment, and leadership training for a better understanding of the obligations of honor, citizenship, and self-discipline.

This Parent Handbook is designed for the families of FMS cadets with the above stated mission in mind. Certainly, not all questions will be answered just by reading this publication. Please feel free to direct questions to your cadet's advisor, or to the appropriate department. Also, each cadet will receive a Regulation Book, which includes more in-depth information and instruction for life at FMS. If there is ever a discrepancy between the two publications, please remember that the Regulation Book takes precedence. Changes to the Parent's Handbook or the Cadet Regulations may be made by FMS any time during the year.

We hope you and your cadet have a wonderful experience at Fishburne and we look forward to getting to know each of you in the coming months.

Welcome to our school and our family!

Barracks Life

1.1 Beginning the Journey

The journey of a Fishburne Military School cadet begins with enrollment, or joining the Corps of Cadets. After the check-in process is complete, new cadets will begin the process of learning the rules and regulations involved in becoming a successful FMS cadet. Many of these expectations are a little bit different than what the cadets are used to at home, which makes this period somewhat challenging for both cadets and their parents, alike. Being held accountable twenty-four hours a day takes some getting used to, but it builds the strong foundation our cadets need in order to find success and contribute as a member of the corps. Homesickness is at its height during this period due to the drastic change of environment, so it is extremely important for parents to remain supportive of both their sons *and* the school. Cadets vary in their ability to adapt to a new environment. We simply advise you to listen, be supportive and offer advice in your own individual way. We also realize this can be a tough adjustment for parents as well and in recognizing this, we welcome parental contact. A listing of faculty and staff phone numbers and e-mail addresses are included; please feel free to contact anyone with questions and/or concerns.

1.2 The New Cadet (ROOK) System

In addition to JROTC staff and the members of the Commandant's Office, new cadets are supervised by cadet officers and non-commissioned officers who have been selected due to their excellence and are trained for these positions. New cadets, often referred to as "ROOKS," will be given their first haircut, measured for uniforms and equipment, instructed in drill and military courtesy, receive their academic schedules, and meet with their Advisor during the first

few days. During this period all new cadets will also receive their Cadet Regulations and New Cadet manuals, which will serve as their guides to live by.

All first-year cadets undergo a training process designed to teach them what they need to know to succeed at FMS and instill and reinforce character-building traits that will be carried throughout life. During this time, a first-year cadet is not allowed to possess any electronic equipment with the exception of a computer and a basic battery-powered clock radio or wind-up alarm clock. Once the New Cadets have successfully mastered the “ROOK Rules” they, as a class, will be promoted. New cadets are not allowed to take a town pass or leave until they have passed all new cadet tests and have completed Breakout. Mid-year new cadets will be allowed to take/pass their tests as soon as possible and will be recognized an ‘old man’ as soon as all tests are passed.

1.3 Regulation Book

A Regulation Book is provided on the school’s online network for each cadet to access upon entrance to FMS. This book clearly spells out the Fishburne rules and regulations. As mentioned in the forward, in the event of conflict between this handbook and the Regulation Book, the Regulation Book shall take precedence.

1.4 International Students

1. Upon arrival at school, Cadets should deposit their ID’s, passports, visas, and/or other important documents with the Admissions Office for Safe Keeping.
2. Fishburne Is NOT responsible for making homestay (or any other) arrangements during school breaks (Thanksgiving, Christmas, Spring Break, Summer).

1.5 FMS Lingo

Once your son becomes really familiar with Fishburne, he may start using some jargon that mystifies you. Below are definitions of some of the most common terms you may hear:

ACU: Army Combat Uniform – a.k.a. camouflage	Admin Bldg.: Administration Building	ASAP: As Soon As Possible	AWOL: Absent Without Leave (any time a cadet is off campus without authorization including late returns from authorized leave); may lead to DRB:
DRB: Disciplinary Review Board; held for violation of a major offense	Barracks: Cadet’s home during his tenure at FMS	Barracks Cap: Hat worn by Cadet’s every day	BC: Battalion Commander – the highest-ranking Cadet

BRC: Breakfast Roll Call	Breakout: Ceremony in which New Cadets become “Old Men”	Breezeway: Walkway connecting Barracks to the Admin Bldg	Caisson: Cannon and ammunition wagon; also the school mascot
Coatee: Class “A” full dress uniform for sword-bearing Officers and NCOs	Commandant: Adult in charge of Cadet Life; also handles disciplinary action	Corps: All of the Cadets enrolled at FMS	CQ: Call to Quarters; confined to room
Cram: To put maximum effort into studying at the last minute	CPR: Cadet Performance Report (Stick Sheet)	Drill/Front Field: Field in front of school; where parades and sporting events are held	Drop: Verbal command to do push-ups; given for disciplinary purposes
Dyke: Uniform Formation: Cadets standing in rank for specific event	Garrison Hat: Hat worn for everyday use	GPA: Grade Point Average	Guard Duty: Cadets spend the day attending to the duties of the Guard House
HHH: Hobby-Hudgins Hall-houses the Media Center and Weight Room	TD: Training Detail. Takes place in the weeks prior to school; by invitation	LRC: Lunch Roll Call	Mess Hall: Cafeteria – where all meals are served
Mixer: Co-ed dance or social event	MRE: Meal Ready to Eat; Army issued rations	NCO: Non-Commissioned Officer	OD: Officer of the Day
Old Man: Cadet who has completed the New Cadet training course	Parapet: Area in front of the archway (front) and behind the barracks (back)	PG: Private of the Guard	PT: Physical Training
Quad: Area in the center of the barracks; Off-limits to all New Cadets ROOK or New Cadet, not yet an Old Man	Retreat: Tune and formation honoring the lowering of the national flag	Military Parade Reveille: Tune signaling the beginning of the day for the Corps of Cadets	SG: Sergeant of the Guard

Shako: Hat worn by officers and sword-bearing NCOs for full dress parades	SRC: Supper Roll Call	Stick Sheet: Cadet Performance Report (CPR)	Stoop: 1 st , 2 nd , & 3 rd floors of the barracks
TAC Officer: Tactical Officer; adult supervisor of each company	TAPS: Name of the school yearbook	Taps: Tune signaling the end of the day for the Corps of Cadets	Tours: Disciplinary sanction imposed on a Cadet for various infractions
Tunic: Class "A" dress uniform for all Cadets.			

1.6 Roommates

Room assignments are the responsibility of the Commandant and his staff. Roommates are chosen based upon age, grade, new cadet status and rank. Room changes are made at the Commandant's discretion based upon the request of a cadet or his parents, or the recommendation of the staff and administration. It is the cadet's responsibility to make every effort to get along with his roommate.

1.7 Room Furnishings

The only furniture permitted in cadet rooms is that issued by the school. Room appearance and neatness is emphasized; there are daily room inspections. To assist with this area, we ask that you limit the size and the amount of electronic equipment that you send with your cadet. All electronic equipment must fit on the desk. Restrictions on electronics and civilian clothing may be made at the discretion of the Commandant.

1.8 Optional Permitted Items

Although these items are permitted, the Commandant may revoke these privileges if they are abused. If items are placed on the desktop adequate study space must be maintained. Please label all personal items, including clothing. We require that your son record the model and serial numbers of personal items and have this information stored in their folder in the Commandant's Office. Cadets are responsible for their own property! Personal property must not be loaned to other cadets.

Computers – Laptop or desktop	MP3 Player or iPod	DVD Players CD's/DVD's	Photographs
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skateboards-helmet, elbow & knee pads are REQUIRED	Up to 24" flat screen TV (which can serve as a computer monitor)	XBOX/video game systems	Musical Instruments
Electric razor	Ipad/Kindle/Tablet	Small desk lamps	FMS Polo Shirt
Khaki Shorts/Pants (2 Pairs)	Collared dress shirt (1)	Civilian leather dress shoes and socks	One Poster – Not larger than 24 x 36 – must be appropriate and approved by commandant.

1.9 Unauthorized Items

Possession or use of any of the following is unauthorized; other items may be added to the list as directed by the Commandant:

Masks/costumes	Krazy Glue	Tools	Weapons of any kind
Pornography	Flashlights	Heat-producing items	Stereos
chewing gum	Tobacco Products Drugs, and/or alcohol, etc.	Cash	Jeans
Sound Bars	Laser Pointers	Walkie-talkies / handheld radio transmitters	Flat Panel TV's over 24"
Debit card or Credit card readers	Refrigerators (Cadet Officers may be authorized to have a small refrigerator)	Cleaning Sprays (Wipes only)	Aerosol Cans i.e. hair spray, deodorant, or air freshener
Air Conditioners	Lighting devices other than standard desk lamp	Hair clippers (haircuts may only be given by barber)	Hand-held electronic video game devices

1.10 Telephones

Each cadet is issued a Voice Over Internet Protocol (VoIP) phone. Each phone is labeled on the back with an individual extension number. Parents may call the main FMS switchboard (540-946-7700) and enter their cadet's extension. Cadets are responsible for setting up and maintaining their own voicemail accounts (instructions are included in Regulation Book). VoIP telephones must be returned to the FMS IT staff at the end of each school session and inspected for damage. Replacement cost is \$75.00.

You are encouraged to call your cadet. However, a cadet may not receive calls during class or study hours, after Taps, or when he is involved in required duties. Phone service is disabled each night. If you do call during a time when your son cannot receive a call, you may leave a voice mail message. Any incoming emergency calls should be directed to the Commandant's Office (540-946-7700 ext 117). You can receive your son's phone number by contacting the Commandant.

When the phones are not turned on, you may leave a message, as each phone is equipped with voicemail. Voicemail accounts must be set up by each cadet in order for voicemail messages to be received.

1.10a Cell Phones

Cell phones are authorized, however the following rules will be strictly enforced:

1. All cell phones must be registered and turned into the TAC office during check in and when cadets return from leave and scheduled school breaks. Turning in a "dummy" phone is considered an Honor Code offense.
2. Cell phones may be checked out and used from Friday after classes or other duties through Sunday until scheduled study hall or laundry turn in.
3. Violation of this policy will result in confiscation of the cell phone.

1.11 Computers and E-mail

Every cadet will be assigned an FMS email account integrated with the school's Education virtual environment and will be required to use this address for all of the cadet's email communication within the school. The FMS email account may also be used to communicate with family and friends. All electronic communication handled through this account is subject to the FMS Acceptable and Unacceptable Use Policy. Cadets will have access to email from their rooms over the FMS hardwired and/or Wireless Network or may chose to use one of the computers in the Media Center.

1.12 Clothing

Cadets are issued uniforms from the Cadet Store when they register into FMS. Your cadet will spend the majority of his time in these uniforms. We limit the amount of civilian clothing that a cadet may have with him due to the small amount of storage space. All Cadets should arrive with khaki pants, khaki shorts and a polo shirt.

1.13 Personal Property Each cadet is personally responsible for his property, including items of clothing.

The school does everything within its power to ensure the security of each student's personal property; however, the school does not accept responsibility in this area. In keeping with our mutual desire for security of personal items, please retain irreplaceable and expensive items at home. Items that come with cadets must be clearly and permanently marked. **Cadets MUST always secure their personal belongings in their bed-locker and ensure their doors are locked when leaving their rooms.** Cadets are required to have small book bags or backpacks. Cadets are not authorized to loan or borrow items from one another.

1.14 Cadet Store

The Quartermaster sells and issues uniforms and other items of required clothing in the Cadet Store. In order to ensure proper fit, appearance, and availability of uniforms, inspections of all required articles will be conducted periodically during the school year. **Missing or unserviceable required uniform items must be immediately replaced or repaired. These additional expenses will be itemized on your monthly statement from the Finance Office.** Also available in the cadet store are everyday items that a cadet may need, such as: pencils, pens, notebooks, personal hygiene items, and cleaning supplies that each cadet is required to have in his room. These items may be charged to your son's Student Services' Account.

1.15 Laundry/Dry Cleaning

The annual tuition, room and board (TRB) fee includes laundry and dry-cleaning of the cadet's military uniforms and clothing. Authorized civilian clothing is included in this fee. Alterations (new pockets, zippers, and major repairs) are billed to the cadet's account. Cadets are not permitted to use the school's laundry in Hobby Hudgins Hall. Laundry and dry cleaning are turned in to the laundry facility each Sunday and returned to the cadet the following Friday.

1.16 Barber Shop

On campus haircuts are included in the TRB and should take place not less than once every two weeks. Hair will be neat and closely trimmed; no longer than one inch on the top and tapered on the side; sideburns will not extend below the middle of the inner of the ear. Hair will be combed so as not to interfere with the proper wearing of uniform headgear. Cadets are not allowed to cut another cadet's or their own hair. Cadets are not allowed to have clippers.

1.17 Mail

Letters and any packages to cadets should be addressed to:

*Cadet's First and Last name
Fishburne Military School
225 South Wayne Avenue
Waynesboro, VA 22980*

The school will hold all cadet mail received during the three school vacations (Thanksgiving, Christmas, and Spring Break) for delivery to the cadet when he returns to school. FMS reserves the right to open and inspect all mail or packages in the presence of the addressee. **ONLY FIRST**

CLASS MAIL will be forwarded to the cadets at the end of the regular or Summer School sessions or after separation from the school. Cadets who desire to have magazines or newspapers forwarded must fill out a change of address card with the US Post Office.

1.18 Finance Office

The Finance Office is responsible for any financial matters associated with a cadet's stay at FMS. It operates under the following guidelines:

1. All monies due to the school for tuition and monthly charges, as well as any fees due to local medical facilities, must be paid in full before any portion of the cadet's record of accomplishment or transcripts while at Fishburne will be released. In the event that a cadet's account becomes 30 days overdue, the cadet may be suspended until the account is brought to a current status.
2. All monthly statements are due upon receipt. Accounts not paid in the allotted time, before the end of the month, are subject to a 2% monthly finance charge.
3. The cadet's Student Services Account do not make loans or cash advances to cadets. Cadets are required to have debit cards or prepaid charge cards to make personal purchases and no weekly allowances will be issued. This policy enables cadets to be more fiscally responsible and accountable financially. Parents will be responsible for arranging for the debit cards. Prepaid charge cards may be purchased in the cadet store.
4. Charges incurred in the Cadet Store will reflect on the cadet's monthly statement,
5. All fines (damage to school property) will be paid out of the Student Services Account.
6. Boarding students must maintain a minimum balance of 500.00 (\$750.00 for international students) in the Student Services Fund.
7. Day students who spend the night in the barracks will be charged \$30.00 per night; unless the cadet has stayed for or as a result of an FMS required training or duty.
8. If a cadet requires additional one-on-one supervision or is suspended or dismissed and there is a delay before his parents are able to pick him up, there will be an additional fee of \$325 per day for this supervision.

Medical and Infirmary Procedures

2.1 Infirmary Hours

1. Monday through Friday--- Nurse on site 0630 to 2200.
2. Weekends--- office open for morning and evening medication and sick call immediately after breakfast and dinner.
3. Evenings after 2200 and on weekends when a nurse is not on campus, the Head Nurse is on call for emergencies 24-hours a day.
4. Faculty and staff members living on campus are on-call to take cadets needing medical care to the hospital.

2.2 Medication Call

1. Cadets are responsible for reporting to medication call as directed.
2. Cadets who are required to take medications are required to come to the infirmary.

- a. **Morning** medications are given 0630 - 0700.
 - b. **Lunch** medications are given after lunch at 1330.
 - c. **Evening** medications are given 1935-2005.
 - d. **Night or Bedtime** medications are left with TAC in labeled envelope, and given to the cadet by the TAC.
3. Cadets who miss medication are paged to report immediately to the infirmary.
 4. Cadets who miss medication are given tours.
 5. No medications are given at other times unless approved by the nurse and Commandant or in compliance with a Doctor's orders.

2.3 Medication Policies

1. **No medications are permitted to be in a cadet's possession except prescription inhalers.**
2. Prescription medication are dispensed and documented by the Nurse.
3. All Over-the-Counter (OTC) medications are dispensed by the Nurse, or by a TAC from first aid kit.
4. No herbal, supplemental, or weight loss/gain products are allowed on campus.
5. Parents may provide daily vitamins for the nurse to dispense at morning medications call.
6. Any prescription, non-prescription or other illegal substances found in a cadet's possession are confiscated and the incident is considered a Major Offense which may lead to dismissal.
7. **Cadets are not allowed to carry medications, OTC, or prescriptions, to or from Fishburne. Parents must deliver all meds to Fishburne.**
8. Parents are responsible to ensure that the infirmary has a supply of prescribed meds. If the infirmary runs out of required meds the cadet may be suspended pending receipt of the required medication.
9. Medications are not sent home on weekends or holidays. Thus, parents must arrange for a supply of the required meds at home.
10. Cadets who fail to or refuse to take their medications as prescribed may be suspended or dismissed.
11. Before a cadet is placed on a new controlled medication it must be approved by the FMS medical staff.
12. No new controlled medications are to be started while classes are in session.
13. Narcotics are not permitted at Fishburne Military School at any time. If a cadet is prescribed a narcotic, that cadet must be taken off campus by a parent or guardian until narcotics are no longer prescribed.
14. Cadets may not return to campus after surgery until such time as they are able to walk stairs, return to classes and are released by their physician.
15. Removal of wisdom teeth will require a minimum of three (3) days recovery before cadet may return to campus.
16. Cadet and parent(s)/guardian(s) agree that the cadet will take medications as prescribed.

17. All prescribed medications are to be identified prior to admission.
18. Parent(s) will be notified if the cadet abuses any substance or medications while taking prescribed medications.
19. Appropriate staff and supervisory personnel will be informed of all students taking prescribed and psychotropic medications or over-the-counter medications.
20. The prescribing physician's orders must accompany all prescriptions and any changes to a prescription. The names, address, and telephone number of each prescribing physician is to be kept on file in the infirmary.

2.4 Sick Call

1. Cadets who feel ill report to the Infirmary after medication call to be assessed and for care.
2. Nurse will determine if each cadet can return to class, should have bed rest, or needs to be seen by the doctor.
3. Emergencies will be seen immediately at any time during the day.
4. Cadets who are injured or ill before 0630 or after 1900 report to a TAC who will determine if the nurse needs to be called or if the cadet needs to be taken to the ER.
5. Commandant's Office has a First Aid kit which is stocked by the nurse for minor treatments.
6. Emergencies will be seen and triaged appropriately. Cadets may be transported by ambulance or FMS vehicle for hospital care. A member of the FMS staff will accompany him.

2.5 Medical Supplies

1. Nurse may order medical supplies or non-prescription medication for a cadet if deemed necessary. These items will be charged to the cadet's account.
2. No sun lamps, heat pads or other heating/cooling devices may be used in cadet rooms. These treatments will be administered in the Infirmary under a nurse's supervision.
3. Nurse may loan crutches and other durable medical goods to cadets. These will be signed out and inspected upon return.
4. Any damaged or lost equipment will be charged to the cadet's account.

2.6 Medical Appointments

1. The school's nurse may, with the parent's approval, make appointments as necessary with local specialists. Parents must make necessary plans with the school nurse and the specialist's office for payment of services.
2. All other appointments and follow-up appointments with doctors, therapists, dentists or specialists must be made by the parent. The parent may then inform the infirmary and the infirmary will coordinate scheduling, transportation, accompanying documents, and insurance information.
3. Nurse will communicate cadet's needs and doctor's orders with providers, parents and cadets.
4. Nurse will carry out doctor's orders.

5. Parents should schedule appointments so that they do not conflict with class or drill time.
6. The school is not responsible for paying any medical bills.
7. All students must have current and valid health insurance as well as a method of co-pay.
8. Unless parents direct otherwise, cadets will walk on their own to medical appointments within a half mile of FMS.
9. No medical appointments should be scheduled during Academic duty, Drill, Ceremonies or Reviews.

2.7 Athletic/Physical Participation

1. All cadets must have all Magnus Health forms completed, including a Va. State **Athletic Physical signed by a doctor** ("*Full Participation*" **must be** checked before the cadet will be able to participate in any sport).
2. When the physician, athletic trainer or nurse determines that a cadet is unable to participate in a sport or activity, a note will be given to the coach or Commandant.
3. A cadet who is unable to participate in drill, scheduled athletic practice, or a game, must have a note from a doctor or the nurse to give the coach.
4. A cadet with a limited capacity to participate in a sport or activity must also have a note, but must attend practice to observe, assist or participate within his limitations.
5. A cadet who needs physical therapy or rehabilitation for an injury is encouraged to use the athletic period to attend the appointment.
6. It is the responsibility of the cadet to wear or use any required medical aid/appliance which has been ordered by the doctor.
7. A cadet will not be allowed to return to practice or play until an order by the doctor is given to release the cadet to full participation.
8. Neither the cadet nor a parent can release a cadet from medical restriction or change a doctor's order. Any prescription changes must be made by a doctor, and the doctor's order must be provided to the infirmary.
9. Any tampering with doctor or nurse's order by a cadet will be reported for disciplinary action.
10. A cadet who fails to follow appropriate medical directives will be reported for disciplinary action and may be suspended or dismissed.
11. All parents must read and sign that they have received a copy of sign the state's required Concussion Form (in matriculation packet and on website).

2.8 Infirmary Sick Room Rules

1. Only a doctor or the nurse may determine when a cadet needs to be on observation, room rest, or have treatment to decrease contagion. Before 0630 or after 1900 the TAC on duty will make these decisions.
2. Cadet will stay in the bed as assigned by a nurse.
3. No books, radio, or electronics are allowed in the infirmary.
4. Cadets admitted to the infirmary or restricted to their own room are not allowed to have any visitors.
5. All meals or special diets will be ordered by the nurse; **no other food is allowed.**

6. Cadets on bed rest will **not** participate in any activities scheduled for that day.
7. Only a nurse can dismiss a cadet from sick room or room rest.
8. Any abuse of Sick Room rules will result in disciplinary action.

2.9 Room Rest/Restriction Rules

1. Only a doctor or nurse may determine when a cadet needs to be restricted to his room for rest, have treatment or to prevent contagion.
2. Nurse will give a cadet a pink room rest pass or blue room observation pass to tape to his door.
3. Cadet is to remain at rest in his room except for bathroom breaks.
4. Cadet may not have visitors, must remain in bed and not engage in other activity.
5. Nurse or designated Guard will deliver meals.
6. Only a doctor or nurse may discharge a cadet from Room Rest.
7. Any tampering with room rest or room observation passes will result in disciplinary action.
8. Any abuse of Room Rest rules will result in disciplinary action.

2.10 Medical Suspension

1. A cadet may be placed on Medical Suspension by the Superintendent if a doctor, nurse or the Commandant determines that the cadet's physical condition is so serious, impaired, or contagious that the cadet is no longer able to live in the barracks or be on campus.
2. If the suspension is initiated by the cadet's parent, the parent must give the infirmary a doctor's note stating cadet's diagnosis and the estimated date that the cadet will return to Fishburne.
3. The parent is responsible to have the treating doctor provide notes to extend the period, giving estimated dates of return on each extension. This information will be copied to the Headmaster and Commandant who will determine the Academic response to the absence.
4. Upon return, the doctor's note must state the cadet is able to participate fully or state what continued treatment or restrictions are appropriate to his return.
5. If a medical suspension is directed, the parents will be notified by the Nurse or the Commandant and given reasonable travel time to pick up their son for treatment. Staff will give cadet 1:1 care until parents arrive. If the parents are unable or unwilling to take custody of their son the school will notify the police and/or Child Protective Services. The nurse will give the parents or health care providers a Psychological Evaluation packet to be completed by either a Psychiatrist. Prior to return, the parents must provide FMS with the completed packet, the treating professional's report, and a note from the doctor stating the cadet is able to participate fully, and will not be a threat to harm himself or anyone else, and states what continued treatment or restrictions are appropriate to his return. FMS staff and medical team will review the doctor's report, statement and recommendation to determine if the cadet may return to the Fishburne.
The cadet may not return until school officials approve the return.

2.11 Drug and Alcohol Testing

1. While a student at Fishburne Military School, a cadet will not possess, use, or distribute illegal substances or paraphernalia, alcohol, prescription drugs or over the counter drugs of any kind.
2. All Cadets will be subject to drug and alcohol tests, randomly, or directed at the discretion of FMS. Parents will be notified about results and billed.
3. The school considers the abuse of any substance, legal or illegal, OTC or prescription as a violation of the school's drug policy.
4. The Nurse or the Commandant's representative (TAC) on duty may perform tests on site in an emergency or authorize tests at the hospital. Results will be confidential and reported to the Superintendent for an appropriate decision and disciplinary action.
5. After a first offence, follow-up testing will be conducted every 15-30 days for the remainder of the year. These directed tests will be billed to the parent.
6. Any second violation of the school's drug and alcohol policy will be cause for dismissal.
7. A cadet who refuses to participate in the directed or random test or tampers with the test will receive disciplinary action up to and including dismissal.
8. A cadet who is dismissed for violating the FMS Drug/Alcohol Policy will not be readmitted.

Academics

3.1 Academic Program

The Academic Program is under the direction of the Headmaster. Academic classes are held Monday through Friday generally from 0900 to 1530 and on four Saturdays a year. The academic course of study for the new cadet is based on his past performance and consultation with the cadet and his parents. A Course Catalog is published separately and outlines Academic Policies, Course Descriptions, Grading System and more.

3.2 Attendance and Participation

Cadet attendance in classes is of the utmost importance in the learning process. Because of this, disruptions in the daily academic schedule are discouraged, and activities are scheduled so that a minimal amount of class time is missed. Medical or other types of appointments should be scheduled during major leaves (Thanksgiving, Christmas, and Spring Leave). It is extremely important that parents do not request cadets to go on leave when they are on academic restriction. Such requests undermine the system and do not teach cadets the concept of accepting responsibility for their actions.

Collaborative participation in education is very important in the learning process. Therefore, every Cadet is expected to attend and participate constructively, respectfully, and without disruption in every class. The class participation grade includes conduct. For this reason, each student will be evaluated and receive a class participation score as part of their final course grade.

Fishburne does everything it can to ensure that your cadet is in class. There are consequences for unauthorized absences from class, including immediate tours, restriction, and reduction of grades. Excessive absences can also result in the cadet receiving a reduced grade for a course or even, in extreme circumstances, not receiving credit for a class.

3.3 Media Center/Library

The Media Center is located in Hobby-Hudgins Hall. This facility will be open daily during the academic day and during study hall. Cadets wishing to use the Media Center during class time must have a note from their teacher and a specific assignment to work on. The Media Center will also be open Monday through Thursday evenings during study hall. This facility is managed by an adult during operating hours to assist with any needs. Cadets may use the Waynesboro Public Library while on an authorized town pass. If a cadet wishes to go to the library at any other time, he must arrange for a library pass from his teacher in advance and clear the pass with the Headmaster and the Commandant's Office.

3.4 Re-Enrollment

Invitations to return for the next academic year are issued in the spring. Cadet conduct, attitude, effort, and academic performance are reviewed at the end of the semester. If, in the opinion of the faculty or staff, a cadet's performance failed to meet FMS's standards, the cadet may not be offered an invitation to return for the following year

JROTC, Athletics, and Extra-Curricular Activities

4.1 JROTC Program

The Army Junior Reserve Officer's Training Corps (JROTC) is an academic required course and is under the direction of the Senior Army Instructor. All high school cadets at FMS are required to satisfactorily complete (Pass) JROTC each year that they are enrolled at FMS. JROTC is a course which is worth one credit per year. Leadership and character development instructions are included in all phases of military and cadet life at FMS. All text material and training aids are furnished by the United States Army. The classroom, adventure and drill instruction are carried out by Army-trained and certified instructors.

Wednesday Drill activities are part of JROTC instruction and attendance is mandatory for all cadets.

The objective of the JROTC Program is the cultivation of citizenship and the development of leadership capabilities within the individual cadet. The principles taught apply to both civilian and military pursuits. The program of instruction is designed in a building-block format so that each year of instruction builds on those subjects taught the previous year. JROTC does not teach cadets how to be soldiers. Passing JROTC and earning an academic credit for JROTC for each year enrolled at FMS is a graduation requirement.

4.2 Academy Nominations

Fishburne Military School's JROTC Department has consistently earned the "Honor Unit with Distinction" ranking. Thus, FMS has the authority and the privilege to make up to three

nominations for qualified cadets each year to the Air Force, Army, and Naval academies. These are only nominations and parents are encouraged to also seek Congressional nominations.

4.3 Promotions

Cadet rank is both a symbol of authority and indication of accepted responsibility. Attainment of rank is based upon the FMS Promotion System, which is designed to foster the development of leadership within each member of the Corps of Cadets. Many factors are taken into consideration before a cadet can be promoted. They include academic success, discipline, community service, athletic participation, attitude, initiative, conduct, demonstrated leadership ability, and loyalty to FMS and his fellow cadets. Promotions are made periodically throughout the year after collaboration between the JROTC Department and the Commandant with the Superintendent's approval. A cadet may be reduced in rank for any serious violation of the rules of the school or for willful inefficiency in the performance of his duties.

4.4 Athletics

All cadets must participate in athletics during the school year. Satisfactory participation in a season in an FMS competitive sport or other approved activity is worth one half credit. FMS competes with other small, private schools throughout the state of VA in the following sports: Football (JV and Varsity), Soccer (JV and Varsity), Cross Country, Basketball (JV and Varsity), Wrestling, Baseball, Rifle (22 Caliber and Air Rifle), Swimming, Track and Field, Lacrosse, and Golf. In addition, the JROTC Department sponsors the Raiders, Color Guard and Competitive Drill Teams. As a requirement, each high school cadet must earn one full credit per year enrolled. A cadet earns 1/2 credit for each competitive sport that he completes successfully. A cadet may only earn one credit per year. As such, all cadets are required to participate in two sports each year.

4.5 Clubs and Organizations

The Key Club is a popular service organization that cadets use to express their talents and interests outside of the classroom. The multimedia club (yearbook, photography, news blogs) offers writers and photographers an outlet for their journalistic and creative energies. The National Honor Society also provides qualified cadets with the opportunity to participate in a number of service projects in the community. Boy Scouts of America, Rocketry Club, Future Physicians, Aviation, Ice Hockey, Paintball, skiing and other clubs are organized throughout the year, depending upon cadet interest and participation.

4.6 Weekend/Social Activities

The Student Services Coordinator, with the assistance of the faculty and staff, plans weekend and social events for the cadets. Activities such as college football games, movie/mall trips, skiing and snowboarding, paintball, professional athletic events, and mixers (socials with girls' schools) are planned on a weekly basis. Most of these activities are held on Saturday afternoon/evening and are a perfect chance for cadets to get off campus. Dress for these events varies, but it is recommended that each cadet have a collared (golf/polo) shirt, and a pair of khaki shorts and a pair of khaki pants, as well as a dress shirt, shoes, tie and a blue blazer. In addition, and with the Commandant's approval, cadets may bring clothing and

equipment associated with skiing, snowboarding, camping, paintball, etc. These items will be stored at FMS as directed by the Commandant.

Cadets may not participate in weekend/social activities if they are placed on the Academic or Disciplinary Restriction List. Almost all planned activities are open to all cadets and are set up on a first come, first serve basis. Activities require extra funds for cadets to participate. These funds will be deducted from a cadet's Student Services Account.

Standing Policies and Enforcement

5.1 Town Passes

Incentive programs allow cadets to gain privileges, such as extra town passes or being served first in the mess hall. The Commandant may grant a pass to a deserving cadet which gives the cadet permission to leave the school grounds for a specific purpose and period of time, not to include an overnight pass. Town Pass is granted to qualified cadets in good standing at the discretion of the Commandant of Cadets. Cadets must sign out for town pass in groups of 3-5 and must be accompanied by a cadet officer or NCO.

Cadets on Academic or Disciplinary restriction or probation will not be eligible for Town Pass. All normal town passes will end at 9:30 p.m. on Fridays and Saturdays and 7:00 p.m. Sunday through Thursdays.

5.2 Cadet Advocate

The job of the Cadet Advocate is to facilitate and bring to closure any issues that a parent has with any department. It involves directing the information to the correct departments and acting as mediator. Student questions/concerns, parent questions/concerns, and community questions/concerns can be directed to the Cadet Advocate, Mrs. Kathy Berrang 540-946-7700 ext 115.

5.3 Honor System

The purpose of the Honor System is to maintain the high standards traditionally attributed to successful leaders by seeking to instill in all cadets the personal commitment to NOT LIE, CHEAT OR STEAL NOR TOLERATE THOSE WHO DO. The Honor Code is the heart of Fishburne. It pervades every activity of the Corps and presents a high standard by which all cadets must live. Because the Honor System is such an integral part of the life of cadets, its very existence depends on the vigilance of every cadet at Fishburne.

The Honor System is governed by the Honor Council, which consists of appointed and elected cadets, overseen by a faculty advisor. If found guilty by the Honor Council and confirmed by the Commandant's review, the Commandant will recommend to the Superintendent the appropriate consequences, which may include restriction, tours, suspension and/or dismissal. Additionally, revoking the right to electronic equipment and other privileges may be included as part of the punishment. The Superintendent will personally review and approve or disapprove each recommendation.

5.4 Tobacco Policy

Fishburne Military School has adopted the designation of a “TOBACCO FREE SCHOOL”. The possession, use, sale or distribution of tobacco or tobacco like products at Fishburne Military School is prohibited. *Parents will be notified of all tobacco rule infractions.*

5.5 Tours and Consequences

1. Penalty tours

- a. Penalty tours are executed Monday through Friday: 0730-0830/2100-2200
- b. One Day (two time blocks) are considered a Penalty Tour. If a cadet is required to complete a Penalty Tour during the weekend, liberty will not be authorized for 24 hours.
 - i. Saturday and Sunday: 1300-1400 & 1600-1700
- c. Penalty Tours will consist of the following events:
 - i. Physical Training (used to strengthen the mind, body, and spirit)
 - ii. Rifle March (Teaches the fundamentals of close order drill)
 - iii. Campus Maintenance (facilitates the maintenance and professional appearance of the campus at all times.)
- d. Penalty tours consisting of physical training will be completed by a cadet in the Fishburne Military School physical training uniform.
- e. Penalty tours consisting of rifle marches will be completed by a cadet wearing the full tunic dress uniform.
- f. Penalty tours which consist of campus maintenance will be completed wearing the uniform of the day.
- g. Penalty tours may only be awarded by the Commandant and/or Deputy Commandant. However, the faculty, staff, and TAC Officers may recommend penalty tours via the Cadet Performance Report (CPR) for the Commandant and the Deputy Commandant to Consider.
- h. Completion of penalty tours will be documented on the Tour Completion Record by a TAC Officer.
 - i. Merits, Demerits, and Tours will reset quarterly.

2. Acquiring penalty tours

- a. Once a cadet acquires 10 or more demerits, he has until noon Friday of that week to have reduced his demerits to under 10. 10 demerits equals 1 penalty tour and will be enforced on the upcoming weekend.
- b. Cadet is awarded penalty tour(s) due to a recent disciplinary or honor board. A tour received from a board appearance must be completed and cannot be effected or diminished by merits earned.
- c. Superintendent/Commandant awarded tour may be issued by the Superintendent or Commandant when deemed that a cadet has demonstrated an unwillingness to conform to the regulations.

3. Absence from penalty tours

- a. Failure of a cadet to fulfill his responsibility to complete a penalty tour will result in a loss of power to the cadet's room along with confiscation of electronics until they complete their obligation.

4. Posting of tours

- a. During the academic week, a *Tour Roster* will be posted on the Commandant's bulletin board.
- b. A more detailed roster is available in the TAC office and is available for each cadet or parent/guardian upon request. The more detailed report contains the specific infraction, issuing official, date and other pertinent information.
- c. Cadets can appeal the Tour Roster to the Commandant within 24 hours of posting. After 24 hours, the reports are considered correct. If a cadet appeals a Delinquency Report to the Commandant, he will inform the cadet of the final decision within 24 hours.

5.6 Honor Council Procedure

1. Any cadet who is suspected of telling a lie, cheating or stealing or knowing of another cadet who lied, cheated, or stole and fails to report it, may be accused and reported for an alleged honor violation.
2. Any cadet, staff or faculty member who suspects an honor violation will complete a Cadet Performance Report (CPR) and submit the CPR to the Commandant or Headmaster. This report will be submitted confidentially and the allegation will be treated by all as confidential. This is essential so that no accused cadet's reputation is damaged by a false allegation, rumor or evil intent.
3. The Commandant or Deputy Commandant will review the allegation and confirm that there is reason to believe that an Honor Violation (HV) may have been committed. This is a limited review to maintain confidentiality.
4. If the Commandant believes that an Honor Board (HB) should be held he will meet with the Honor Committee Advisor and direct the time and location to convene the HB.
5. The Commandant or Deputy Commandant will then inform the accused (who will provide a statement) of the alleged HV. The Commandant or Deputy, the accused, and the accused cadet's Faculty Advisor will then jointly inform the accused cadet's parents/guardians. The accused will then be accompanied by his advisor to the Honor Board.

5.7 Disciplinary Review Board (DRB)

Dismissal and Major Offences are handled by the Disciplinary Review Board and may result in the recommendation of punishment, to the Superintendent, up to and including dismissal. Cases will be investigated by the Commandant and the offense will be discussed with the Superintendent before referral to the Disciplinary Review Board. Prior to any DRB, the Commandant will ensure that the parent/guardian of the cadet charged with the offense has been contacted and informed that the Board will be held. The Commandant will ensure the cadet's advisor has met with the cadet prior to the Board.

5.8 Non-Compliance Review Council (NCRC)

1. The purpose of the NRB is to address cases involving excessive tours, and cadets who through deportment, attitude, actions, and demeanor display an inability or unwillingness to comply with the letter or intent of the Rules and Regulations of Fishburne Military School. The purpose of the NCRC is to attempt to remediate and assist the cadet, to recommend ways for the cadet to improve his performance and/or behavior and to explain to the cadet consequences if he continues to behave in an unacceptable manner.
2. The NCRC is not a punitive process.
3. Cadets may be referred to a special NCRC by the Commandant of Cadets, based on the recommendation of the following individuals: Commandant, Headmaster, Senior Army Instructor, Cadet Advisor or Battalion Commander.
4. The Board will review and counsel the cadet regarding deportment, attitude, actions, or intent of the Rules and Regulations. The Board shall define the actions necessary for the cadet to remain a part of the corps and a student at Fishburne Military School.
5. Following any NCRC, the Commandant will ensure that the parent/guardian of the cadet coming before the Board has been contacted and informed that the Board will be held.

5.9 Officer/NCO Review Board (ORB/NCORB)

1. A Cadet Officer (or Cadet NCO) who fails to perform his duties may face an Officer/NCO Review Board. This Board is required to review all performance evaluations, CPR's, records and allegations and is empowered to recommend to the Commandant the reduction of rank and/or loss of position depending upon the Board's findings and the Cadet's previous record.
2. The Commandant will approve all recommendations.
3. The Commandant's Department, JROTC Department, Battalion Commander, Company Commanders, SGM may recommend any officer or NCO be placed before an ORB/NCORB. A cadet of lesser rank may not make a recommendation for a board action.

5.10 Property Damage Charges

1. Cadets who damage school or personal property will be charged to repair or replace the damaged item.
2. **The cost for any other damage will be determined by the Commandant after consultation with the Director of Operations.**
3. **Damages which cannot be charged to a specific individual will be charged to the appropriate group of cadets (company, stoop, etc.) or the Corps of Cadets.**

5.11 Suspension and Dismissal Procedure

1. Parents/guardians will be notified by the Commandant of their son's suspension or dismissal. Parents are required to immediately make arrangements for their son to be picked up and depart campus.
2. Parents will coordinate with the Commandant concerning the terms of the suspension or dismissal.

3. Suspended or dismissed cadets are not authorized to attend any FMS functions or be allowed on campus until approved by the Commandant and Superintendent.

5.12 Physical Cadet Search Policy

1. The Commandant, Deputy Commandant and TAC Officers are the only FMS staff that may conduct cadet searches. All searches will be accomplished in the presence of another member of the Commandant's department, a member of the faculty or staff or nurse. Failure to comply may be construed as an admission of guilt and a refusal to follow orders.

Cadet Services/Cadet Support

6.1 When to Visit

1. Weekends are the best time to visit a FMS cadet. If you are planning to visit Waynesboro and would like to take your cadet off campus for a few hours, please notify the Commandant's Office. New cadets are not allowed to leave campus during their "New Cadet" period unless the Commandant grants them leave with their parents for a few hours on a weekend.
2. Parents Military Weekend in October is a great time for parents to visit Fishburne. Activities begin early Friday morning so make sure you are present for the entire weekend!
3. Families also enjoy the Winter Weekend Review in February, Alumni Weekend in the late spring (please refer to the school calendar for details) and of course Graduation Weekend. It is a requirement that all cadets be on campus and participate fully in these four very important weekends and for this reason, leaves and town passes will not be granted for these weekends.
4. During visits to Fishburne, it is very important for families to be supportive and encourage cadets to stay positive about their experience.

6.2 Leave Policies and Procedures

1. All cadets in good standing will be permitted three (3) free leave weekends per academic quarter. Cadets may not take leave if a conflict exists with Academic, Military or Athletic duties and requirements. In addition, cadets may not take leave if they have more than five (5) penalty tours, are scheduled for guard duty, or have failed room inspections. Cadets may not leave campus if their uniform or appearance do not comply with Regulation Book standards.
2. Weekend leave begins after class and duties on Friday (1700-1730), except during the Academic Saturdays when leave begins at 1600 on Saturday; all weekend leave ends at 1930 on Sunday. Cadets may, when they do not have an academic, military or athletic duty, take leave on most weekends. If your cadet is returning late due to unavoidable circumstances you **MUST** contact the Commandant to inform the school.
3. The Commandant/Cadet Advocate must receive a written or emailed request from the cadet's parents or guardians by Noon on the Thursday prior to the expected weekend leave (**commandant@fishburne.org**). These requests must contain the cadet's full

name, purpose of leave, the date and time the cadet will be picked up and returned to Fishburne, and by whom. In addition to the parental request, each cadet must also submit a leave form to the Commandant by the Wednesday prior to the expected weekend leave. **NO blanket requests will be permitted from parents or cadets.** Again, a cadet is not normally granted leave if he is on academic restriction, has tours, is restricted for disciplinary reasons or has other athletic or military duties. It is the Cadet's responsibility to inform his parents or guardians of restriction and of the approval or disapproval of his leave.

4. All leave requests should be emailed (**commandant@fishburne.org**). Parents should refrain from making travel arrangements until leave is approved by the Commandant.
5. Special, unscheduled weekend home leaves may be granted based upon mitigating circumstances, provided that permission for such leave is approved by the Headmaster and the Commandant. Any cadet returning late from weekend or holiday leave without a valid excuse approved by the Commandant will be placed on restriction until all academic make-up work is completed and the Headmaster releases the cadet from restriction.
6. Fishburne Military School will not release a cadet to anyone other than his parent/custodial guardian unless written permission is granted by the same.
7. Those students who have disciplinary/academic restriction will NOT be permitted to have routine weekend leaves.

6.3 Leaving with another Cadet

Cadets planning to spend a leave or vacation with persons other than parents or guardians must have:

1. A written invitation for the visit, stating the full name and address of the host. This must be received at least two days prior to the scheduled visit and will be validated by the Commandant.
2. Written permission from the parent or guardian two days prior to the scheduled visit, which will also be validated by the Commandant.
3. The cadet must provide a leave request form to the Commandant or his assistant for final approval.
4. Both sets of parents are encouraged to contact each other to ensure proper coordination.

6.4 Emergency Leave

Emergency leave can be granted any time. A written or emailed request for leave is required; however, the Commandant may, as an exception, approve a telephone request from the Cadet's guardians. This request should be made to the Commandant's Office or to the Officer in Charge. Emergency leave may be used only in cases of extreme emergencies such as death, serious injury, or illness to a member of the cadet's immediate family.

6.5 Transportation for Leaves

For those students traveling to and from Fishburne via plane, the closest airport for final destination is the Shenandoah Valley Regional Airport (SHD), located in Weyers Cave. This small

airport is served by United Airlines and offers three daily shuttle flights to Dulles Airport in addition to other United Airlines flights. Families may also use the Charlottesville-Ablemarle Airport (CHO), which is served by US Air, United Express, Northwest Airlines, and Delta Connection-ComAir.

****If your son will be traveling to or from the school via public transportation (bus, train or plane) please be sure he has a government issued ID for travel. Due to recent restrictions, school ID cards are no longer accepted as a valid form of identification.****

The Director of Student Services arranges transportation to/from the public transportation venues as long as tickets and/or itineraries are received in a timely manner. Transportation to the various depots will mainly be provided by Luxury Chariots Taxi or various members of the faculty and staff. The cost for this transportation will be deducted from cadet's Student Services Account and noted on the subsequent monthly statement.

Please make sure you contact the Commandant's office for leave approval prior to making travel arrangements in the event that your cadet is restricted from leaving campus for academic deficiency or behavioral infractions.

Responsibility for booking reservations to or from the school for any leave rests solely with the parent or guardian. If a parent requests the Director of Student Services to book reservations for their cadet, a \$25 service fee will be charged per booking. The reservation price and the service fee will be deducted from the cadet's Student Services Account.

Please be aware of any unaccompanied minor regulations before booking a reservation for your son. Any questions concerning unaccompanied minor policies can be directed to the Director of Student Services.

6.51 Amtrak/Greyhound

Many parents have found Amtrak to be an efficient, safe method of travel for their sons. Amtrak offers limited rail service from Staunton and Charlottesville, VA. Greyhound offers limited bus service from Charlottesville, VA. Greyhound tickets can be pre-purchased online or over the phone.

6.52 Tyson's Corner Shuttle

Many of our cadets reside in the northern Virginia/D.C. Metro area or the Richmond area. In an effort to better serve these families, Fishburne has implemented a chaperoned shuttle service for the three major holiday breaks (Thanksgiving, Winter Break, and Spring Break). This shuttle service runs between Fishburne Military School and the Double Tree by Hilton McLean Tysons (1960 Chain Bridge Road, McLean, VA).

Generally speaking, the shuttle departs Fishburne following classes (12:30pm) on the first day of holiday leave and arrives at Tyson's Corner at approximately 3:30pm. The return trip departs from the same locations at 3pm on the last day of leave, which is usually a Sunday. On the

occasions that the last day of leave falls on a weekday, the pick-up time may change to better accommodate parents and avoid traffic delays.

Sign-ups for the shuttles begin on registration day and close seven days prior to the shuttle's departure. Round trip travel is not required so please indicate when signing up whether your cadet will be taking the departing shuttle, the returning shuttle or both. There are a limited number of seats available for the shuttles and sign-ups are first come, first serve. If this service is of interest, be sure to sign up well in advance to guarantee a seat. **Once the sign-up closes, all seat reservations are final, regardless of whether or not the cadet ends up taking the shuttle.**

Payment for the shuttle service will be deducted from the cadet's Student Services Account. The price of the shuttle is dependent on the number of cadets riding. The per trip price will likely fluctuate depending on the current price of gas and interest in the service, but generally will stay in the neighborhood of \$60 each way. A reminder e-mail will be sent out a few weeks before each break and a price confirmation will be emailed once the sign-up closes.

All parents are encouraged to take advantage of this service but are reminded to be punctual with the pickup and drop off of their cadets. Please also note that the Double Tree does not have any affiliation with this shuttle service; therefore, they will not have any information regarding the shuttle. All questions or concerns should be directed to Fishburne Military School.

Staying Connected

Fishburne Military School strives to keep the parents and families of our cadets informed and involved. Through the use of social media, FMS is able to share photos, videos, news articles and more with those who want to maintain a connections with daily life on campus. Using the media listed below, you can stay up to date with events, awards and cadet achievements at Fishburne Military School.

Fishburne Military School website – www.fishburne.org

Fishburne Military School's parent resources page can provide a wealth of information for parents and family. Links to Fishburne's *All School Calendar* can be found on the parent resources page and *Athletic Calendars* can be found under the athletics tab on the website. Faculty and Staff contact information can be found in the *Faculty and Staff Directory under the academics tab*.

Fishburne Military School on Facebook – www.facebook.com/fishburnemilitaryschool

Photo galleries, videos, campus updates and regular looks at daily life at FMS are all part of the package on Fishburne's Facebook page. This is an entertaining and effective way to stay abreast of all the happenings on campus throughout the year.

Fishburne Military School on YouTube – www.youtube.com/fishburnemilitary