

Corps of Cadets Regulations Handbook Fishburne Military School



Office of the Commandant

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Mission

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.

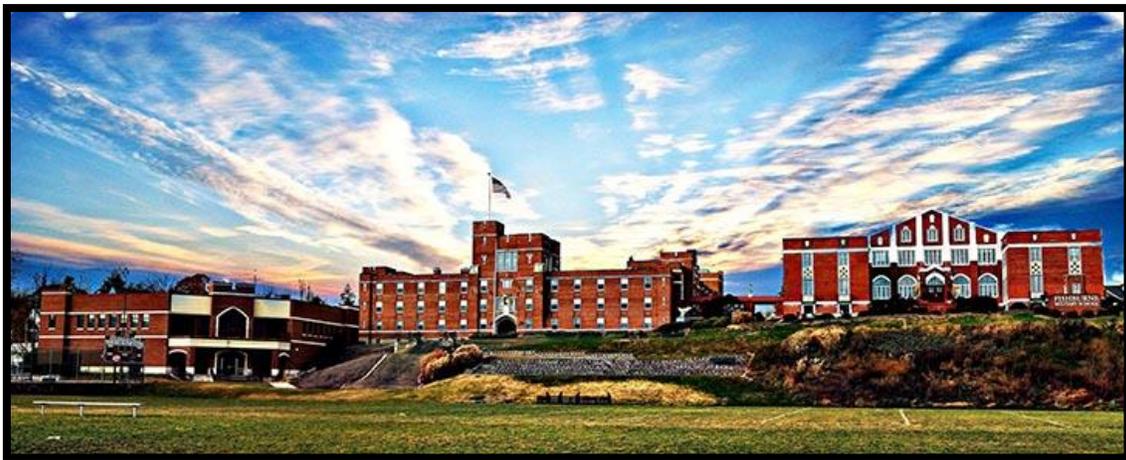
Professor Fishburne's Vision

When James A. Fishburne established the school over 130 years ago, he believed that personal and academic success could best be reached through the clear establishment of defined individual goals set within a caring, yet challenging and structured environment.

Purpose

This book outlines the regulations governing the Corps of Cadets and provides broad guidelines for Cadet Standards and Conduct. Cadets adhere to the provisions of this regulation at all times while enrolled at Fishburne. **Parents are expected and bound by the enrollment contract to follow the school's rules and regulations and support and encourage their son to do the same.** This book is not meant to be all encompassing and for that reason, it is inconsistent with the code of personal conduct to have written rules as the sole basis of determining gentlemanly behavior. ***Therefore, any action detrimental to the Corps shall be considered a personal conduct violation and will be judged accordingly.***

When there is a conflict between this document and another school handbook, the cadet Regulations will take precedence.



Major Policies/Procedures

These policies and procedures supersede all prior published information and must be strictly observed.

ADVISOR SYSTEM: Each cadet has an advisor who sees him nearly every day. This member of the faculty or staff will contact parents and report on the academic progress of the cadet and be available to him for any concerns during the day. Advisors should contact parents/guardians in the first week of school.

ATHLETIC ELIGIBILITY: Developing the whole person is important at Fishburne Military School. In addition to academic studies, every cadet is required to participate in athletics during the school year. There is an academic and social standard that must be met in order to maintain athletic eligibility and represent the school in competition. Once the cadet has met the standard, he becomes immediately eligible to participate and compete. It should be noted that cadets receive a Physical Education grade for this athletic experience. All students are required to play two sports each school year.

AUTOMOBILE POLICY: Cadets are not permitted to have cars while at Fishburne Military School. Cadets are not permitted to ride in a car driven by anyone under the age of twenty-one or without written permission from the parent/guardian.

STUDENT SERVICES: Director of Student Services, Kathy Berrang is the Cadet Advocate and is equipped to coordinate various cadet resources and provide guidance to both student cadets and parents. She can be reached at 540-946-7700 ext 115.

CELLULAR PHONES: Cadets are permitted to bring cell phones to Fishburne Military School provided that the phones are registered and stored with the Commandant's Office during the academic week. Cell phones may then be signed out for weekend use only. Please see Appendix 5.

CLASS ATTENDANCE POLICY: Fishburne Military School's primary responsibility is to educate students. In order to achieve this requirement FMS emphasizes the classroom experience as well as student participation. For graduation purposes, under the state accreditation agencies for Virginia, students are required to attend a minimum number of class contact hours in order to receive credit for an academic course. Therefore, Fishburne has established the following attendance policy:

1. Students who accumulate more than eight unexcused class contact hours are in jeopardy of receiving an "incomplete" for the course. If a student is compiling an unusual number of absences, he will meet with the teacher and the headmaster to develop a remediation plan.
An excused absence is an absence permitted by a school official or by a doctor (note required). An example of an excused absence would be a school obligation like guard duty, athletic event, or field trip.

COMMANDANT OF CADETS: Sergeant Major Willy D. Carrion is the Commandant of Cadets and as such advises the Superintendent and promulgates personal conduct policy to ensure Fishburne graduates achieve the standards set forth by the Superintendent. The Commandant is responsible for extracurricular activities and developing each cadet morally, mentally and physically. He can be reached at 540.946.7700 ext. 116.

DEPUTY COMMANDANT OF CADETS: Major Scott May is the Deputy Commandant of Cadets and as such advises the Commandant on all matters pertaining to cadet life. He can be reached at 540.946.7700 ext. 122.

CADET DEVELOPMENT INSTRUCTORS (CDI): Cadet Development Instructors are directed by the Commandant of Cadets. CDI's exist to support Fishburne Military School's mission to provide each cadet with a sound foundation honor within a healthy and safe environment for a comprehensive understanding of the obligations of honor, citizenship, and emotional intelligence. CDI's are critical to maintaining good order and discipline throughout the Corps of Cadets.

DRUG/ALCOHOL POLICY: Cadets are strictly forbidden from possessing or using any illegal or legal drugs, alcohol, stimulants, miscellaneous inhalants, growth products, and supplements of any kind. All medication must be turned into the infirmary by the parent or guardian upon the cadet's arrival or return to campus. Parents are required to send or deliver medication directly to the Infirmary. Cadets may not transport medication.

1. **Class I Offenses**-may result in immediate suspension, dismissal and or legal action and the cadet will be required to face a Disciplinary Review Board (DRB).
 - a. Distribution/Selling of any illegal substance, prescription drugs, over the counter drugs, marijuana, (synthetic or non-synthetic), stimulants, miscellaneous inhalants, growth or supplement products or alcohol.
 - b. Possession/use of prescription drugs, opiates, amphetamines, or other regulated drugs.
 - c. Improper or excessive use of any over the counter product not in keeping with the product's intended use.
2. **Class II Offenses**-may result in immediate suspension, dismissal and/or legal action and the cadet will be required to appear before a Disciplinary Review Board or an Expedited Disciplinary Review Board. (E-DRB).
 - a. Possession or use of marijuana, any non-prescription medication, over the counter drugs, stimulants, alcohol, miscellaneous inhalants, growth or supplement products.
 - b. Possession or use of synthetic or imitation substances that are designed synthesized or produced that imitate the effects of the drugs listed above, (K2, 'Spice, 'Ecstasy, Bath salts, etc.)
3. A second violation of the drug policy in the same school year may result in immediate dismissal.

ENERGY DRINKS/BARS/GELS POLICY: Cadets at Fishburne Military School are not permitted to consume energy or soft drinks/bars/gels. An energy drink/bar/gel is described as containing stimulants, chiefly caffeine which is marketed as providing mental and physical stimulation

PET POLICY: Pets are not permitted on the Fishburne campus.

ELECTRONICS POLICY: Being skilled at using technology is highly valued at Fishburne Military School. The use of technology is fully integrated within the school and the classroom. Fishburne recognizes the advantages and the possible distractions of the World Wide Web. Fishburne strives to utilize every resource to educate students. In addition, the school values interpersonal communication skills as an important part of developing the whole person. With all these considerations; Fishburne has the following technology policy:

1. All electronic devices for students should be stored in the cadet's room. Day students should keep all electronics at home. The use of headsets outside of the cadet's room must first be approved by the Headmaster and/or Commandant.
2. Individual electronics may only be carried into the classroom with the Headmaster's approval.
3. Fishburne offers multiple computer labs for instructional learning. Teachers will utilize these facilities when appropriate.
4. Teachers have the flexibility to use technology to differentiate instruction.

PHONE (VOIP) POLICY: Cadets have been issued Voice over Internet Protocol phones in their rooms. They will retain the assigned phone number in the event of a room change. The phones are on loan from the school and will be collected at the end of the year. The replacement fee for any phone lost, damaged or destroyed is \$75.00.

RELIGIOUS SERVICES POLICY: Church attendance for cadets on Sunday or a faith's holy day is encouraged. Many churches are within walking distance of the school. An assembly for character development may be provided by a faculty or staff member in the chapel on Sunday for those cadets who remain in the barracks.

RESIDENTIAL POLICY: Cadets who attend Fishburne Military School will be required to live in the barracks during the academic year and day students will be permitted to live with local area parents, collateral relatives, legal guardians, or as authorized. Cadets will not be permitted any alternate living arrangements with the exception of cadets who reside outside the continental United States. These cadets will be required to have approved living arrangements during Fishburne vacations. The Commandant will be the approval authority for these types of living arrangements.

SMOKING: Fishburne is a no smoking zone. Smoking of any kind is not permitted on the Fishburne campus. The Code of Virginia 18.2-371.2 makes it unlawful for anyone under the age of eighteen to purchase or possess any tobacco product, including but not limited to cigarettes, cigars, vapes, JULLS, bidis and rolling papers.

VISITORS POLICY: Visitors to the Fishburne campus must report to the Operations Office. No visitors are permitted in the barracks without an escort. Parents or family members who travel to Fishburne may visit with their cadet or take them off campus provided that the cadet is not on academic or disciplinary restriction and as long as the cadet will not miss any academic or military duty during the visit. Family members planning to visit the campus should contact the Operations Office prior to arrival. Cadets will be required to sign out at the Operations Office and **MUST** sign back in immediately upon returning to campus. Female visitors may visit only on the front parapet with cadets and only during times approved by the Commandant.

Day Students

1. Day students are required to be on campus by 0645 during the regular school day. They are to be in proper uniform and present for morning accountability formation.
2. Day students who drive to school are required to park their vehicles in the First Presbyterian parking lot located on 11th street across from Hobby-Hudgins Hall.
3. Day students are required to be in appropriate Fishburne School Dyke and sign-in at the Operations Office prior to entering the barracks area. Any day student who does not sign-in may be considered absent.
4. All day students will turn in cell phones, vehicle keys and any cash at the Operations office before entering the barracks area. Day students found with these items during the academic hours will have those items confiscated and may be subject to punitive actions.
5. Day students will not be dismissed from campus before 1610 unless approved by the Commandant or Headmaster.
 - a. If a student is placed on MASH by the Headmaster, they will be required to stay through this period (until 1700)
 - b. If a student is on an athletic period, they will not depart FMS until after practice (1855)
6. Day students will be responsible for knowing what dyke will be used for each corresponding day of the week. Information pertaining to the dyke of the day is located on the Weekly Bulletin published by Student Services.
7. To maintain uniformity across the Corps of Cadets, Day students who are issued a room in the barracks are responsible for making sure the room is clean and setup properly for daily inspections.
8. Day students who are maintaining a room in the barracks will be required to be on campus for any weekend inspections.

9. Day students are required to be present for all mandatory weekend activities unless otherwise authorized by the Commandant or Headmaster.

Safety & Security

Chapter 1 – Fire Evacuation Procedures

SUMMARY

Cadets on Scene ensure the alarm is sounded.
The Corps forms on the Anderson Field for accountability.

OVERVIEW: Safety is paramount. Cadets first on the scene of a fire and the Guard team are responsible for executing the barracks fire procedures. Prompt and efficient actions of cadet's help ensure the safety of all cadets. The senior ranking cadet shall take charge. Cadets are to take no action that would put themselves or others at risk.

1. FIRST RESPONSE

- a. When a fire breaks out in barracks ensure barracks inhabitants and a staff member are notified immediately. Once a staff member is notified, assist them as directed.
- b. Once the alarm is sounded, all cadets evacuate barracks and join your company or class on the Anderson Field for accountability
- c. The first cadet(s) on the scene of the fire will remain with the staff member to be able to give the fire department any details they need to properly respond to the fire.

2. EVACUATION

- a. Upon the outbreak of a fire, cadets will immediately evacuate the barracks. Fire evacuation routes are the most direct route out of barracks (while avoiding the fire) and assembling on the Anderson Field for accountability.
 - i. If classes are in session, form up on the field with your class and teacher.
 - ii. If classes are not in session, form up by Company.
 - iii. Cadets can only return to barracks when instructed.
- b. Battalion Staff ensures accountability
 - i. First Sergeants take accountability and immediately provide names of missing cadets to the Battalion Staff.
 - ii. Battalion Staff immediately reports cadets missing by name to the Commandant's Staff.
 - iii. Commandant's staff will immediately begin a search for any missing cadets.

Chapter 2 – Lockdown

SUMMARY

Get to a secure area and stay there until given the “all clear”
Turn off all lights, lock all doors and windows, close blinds

OVERVIEW: Safety is paramount. It may be necessary to “Lock Down” the barracks. In such an event, prompt and efficient actions of cadet’s help ensure the safety of all cadets. Cadets are to take no action that would put themselves or others at risk.

1. BARRACKS/CLASSROOMS/MESS HALL

- a. Proceed to the nearest dorm room, open classroom or lockable room or area. **NO ONE SHOULD REMAIN IN SHOWERS, ON THE ATHLETIC FIELD, and OR IN OTHER NON-SECURE AREAS** unless movement would place them in imminent danger.
- b. Turn off all lights, close and lock all windows and doors and close blinds or curtains.
- c. The senior faculty, staff or cadet shall take charge of each lock down area. All individuals within a locked area will be instructed to keep calm and quiet, stay away from all windows and doors, and sit or lie on the floor. No one will leave secured areas until authorized by the Commandant or a member of his staff.
- d. Upon hearing the “all clear,” all staff, cadets and visitors will be released. If necessary, cadets will be instructed to form up on the bricks for accountability.
- e. When possible and if practical based on the situation, the CDI will lock all exterior barracks doors.

2. NON-CLASS TIME (NIGHT, WEEKENDS, FREE TIME)

- a. If in a room that can be locked, **STAY THERE.**
- b. Proceed to the nearest dorm room, open classroom or office.
- c. If on Anderson Field, proceed to Hobby-Hudgins Hall or the nearest open building.
- d. Close and lock all doors and windows, close blinds.
- e. Remain in the room until the all clear is sounded. f. Upon hearing the “all clear,” all staff, cadets and visitors will be released. If necessary, cadets will be instructed to form up on the bricks for accountability.

IMPORTANT NOTE: Your objective is to get to a secure (lockable) area and stay there until the All Clear signal is announced.

Chapter 3 – Visitors

SUMMARY

Visitors wishing to contact a cadet must report to the Operations Office.

Cadets must wear Class Dyke or better while escorting visitors.

Cadets may only visit with visitors on the front parapet.

OVERVIEW: FMS is private property. Visitors are welcome to visit facilities during authorized visitation hours but must first register with the Operations Office and obtain a visitor's badge.

1. VISITORS TO CAMPUS

- a. Cadets must wear class dyke or better while escorting visitors.
- b. Visitors must sign in at the Operations Office and get a visitor's badge.
- c. The guard team will ensure the cadet is informed that the visitor has arrived.
- d. Cadets may not visit with guests in classrooms.
- e. Visitors are not to wander around campus unescorted.
- f. Cadets may only visit with un-related visitors on the front parapet. *At no time* will there be *any* inappropriate physical contact between the cadet and the visitor.

2. VISITORS TO BARRACKS

- a. Only faculty, staff, trustees, and authorized coaches may visit barracks unescorted.
- b. Visitors are not permitted in barracks unless escorted by a member of the Commandant's staff or faculty/staff members.
- c. Alumni visitation - Alumni must sign in at the Operations Office.
- d. Barracks is closed to all visitor at 1800 hours

Chapter 4 – Call to Quarters (CQ) & Limits

SUMMARY

Cadets must remain in their room after TAPS or "Call to Quarters."

1. CALL TO QUARTERS

- a. There are three different types of Call to Quarters. They are:
 - i. ROOM Call to Quarters: All cadets must be in their room unless on official school business. Cadets may not visit other rooms or be on the stoops without proper authorization from a CDI. At no time will new cadets visit another cadet room unless on official Corps business.
 - ii. EVENING Call to Quarters – Cadets returning to the barracks, leave, town pass, etc.
 - iii. Call to Quarters AFTER TAPS: By the last note/bell of "TAPS" all cadets without "late night" privileges will be in bed with lights out. Cadets must

remain in bed; this period is designed for rest and sleep. ***Use of electronics is not authorized after TAPs.*** Cadets are authorized to use latrines with CDI permission if necessary but must go directly to and from their room. CDI's will challenge all cadets on the stoops after TAPs.

2. OFF LIMITS AREAS

- a. Cadets are forbidden to enter any area which is designated by school authorities as "Off Limits".
- b. Off Limits Areas are:
 - i. Any vacant and/or locked room or building at Fishburne Military School
 - ii. All boiler and/or utility rooms.
 - iii. All roof areas.
 - iv. Any crawl way, tunnel, or passageway including those used for electric, plumbing, and/or heating lines.
 - v. Any place where "Off Limits" signs are posted.
 - vi. Faculty housing (unless invited by resident).
 - vii. Rest rooms in the administration building. (Cadets may only use rest rooms in the History Wing.)
 - viii. Pawn shops, bars, tattoo parlors, tobacco shops, and drug paraphernalia shops, Barger Hall.
 - ix. Any area declared "Off Limits" by the Commandant.

3. OFF LIMITS AREAS IN WAYNESBORO – See map at Appendix 1

4. RESTRICTED AREAS

- a. To enter a restricted area, cadets must be authorized by a staff or faculty member or they must be there on official business (attending class, meetings, sports, etc.).
- b. Restricted Areas:
 - i. The Chapel, Mess Hall, luggage room, arsenal, supply room, basement of Admin Bldg. after classes, classrooms, library, school offices, guard room, Hobby-Hudgins Hall and weight room are restricted areas.
 - ii. Unless assigned as a roommate, **New cadets are restricted from entering any 'old man' rooms**
 - iii. Except for Company Commanders and Battalion Staff officers, **Old Men are restricted from entering new cadet rooms. Business will be conducted outside of the cadet's room.**
 - iv. ***Private First class and below are restricted from Officer and Non-Commissioned Officer rooms unless on official business.***
 - v. Grassy areas in the quadrangle are restricted to ALL cadets
 - vi. The Quadrangle to all underclassmen unless SGT or above
 - vii. Any other areas declared "Restricted" by the Commandant.

Chapter 5 – Accountability Formations

SUMMARY

Accountability will be taken at every formation

Cadets fall-in according to the Bell Schedule

Cadets must notify their cadet chain of command when authorized to miss formation

1. FORMATION DUTIES

- a. **Meal Formations:** These formations will consist of the Corp including all staff and assistant staff members unless an authorized absence has been obtained (ie. Sports, medical. Leave). Cadet SGM and Commander will make sure that a 100 % accountability has been taken.

i. **Supervisor of meal formation:** Commandant and Operations Office.

- b. **Academic formations:** (this is to include after the academic day and weekends). These formations will consist of the Corps including all staff members unless an authorized absence has been obtained (i.e. sports, medical. Leave). Cadet SGM and Battalion Executive Officer will make sure that a 100 % accountability has been taken.

i. **Supervisor of academic formations:** Headmaster and faculty.

- c. **Athletic formations:** These formations will consist of the entire Corps including all staff and assistant staff members unless an authorized absence has been obtained (i.e. sports, medical. Leave). These formations will be broken down into specific sports rather than companies all cadets who are not participating in a sport for that season will form up together as their own group. Activities officer (S8) and his assistant will make sure that a 100 % accountability has been taken.

i. **Supervisor of athletic formations:** Athletic Director and coaches

- d. **Special formations:** Will always be conducted by Cadet SGM and the Battalion Commander.

i. **Supervisor of Special formations:** The adult who oversees the event. A CDI where assist where needed.

2. CORPS ACCOUNTABILITY FORMATION

- a. Definition - A mandatory formation attended by the entire Corps where 100% accountability of cadets is reported and submitted to the commandant's office. Examples include Reveille, breakfast, etc.
- b. Certification - All Corps accountability reports are certified official statements and subject to an Honor Council if not truthful.
- c. Bell Schedule - The bell will ring to inform cadets of class change, formations and emergencies. For each formation, the Guard Team will ring the bell as follows:
- i. 3 rings – Release and/or First Call
 - ii. 2 rings - Hurry Call – (3-minutes from Fall-in)

- iii. 1 ring - One-minute warning
 - iv. 2 rings, pause 2 rings - Fall in
 - v. An announcement is made after each bell by the bell ringer, i.e., "First call, Breakfast Roll Call."
- 3. **CADET RESPONSIBILITIES:** Proper execution of accountability formations is a Battalion responsibility. *The Senior Ranking cadet leaders are obligated to ensure accountability is taken properly and at every formation.* All cadets, regardless of rank are expected to faithfully complete these duties.
 - a. **Squad/Staff Member Duties:**
 - i. Each cadet has a designated position to stand within the squad or staff.
 - ii. Late. A cadet is late if not in the proper position within the squad or staff at the command "fall in." It is the responsibility of the squad/staff members to ensure their squad leader knows their status.
 - iii. Absent. Cadets are absent (not late) from formation if not standing in their designated position prior to the formation marching off or being dismissed.
 - iv. The next cadet in line, regardless of rank, is required to take accountability when the squad leader is absent.
 - b. **Squad Leader Duties:**
 - i. Designate each cadet a position within the squad/staff.
 - ii. Note who is present, formed in the wrong position or arrived late. Make a last-minute check of your squad just prior to the start of the formation.
 - iii. Send one squad member to locate any missing/unaccounted for cadets or act in accord with procedures established by the company 1SG.
 - iv. Report the names to your 1SG stating all cadet names of those who are absent and why.
 - v. Immediately after formation, write a stick sheet on every absent or late cadet and turn them into the 1SG.
 - c. **First Sergeant Duties:**
 - i. Receive the report from your squad leaders. Consolidate the report and pass to the Battalion SGM by number and reason. For example, "4 missing; 2 mess hall, 1 leave, 1 being located."
 - ii. Immediately after formation, receive the stick sheets from your squad leaders. Initial to verify accuracy and turn in to the SGM.
 - iii. Ensure Squad Leaders are trained to perform their duties properly and establish procedures for locating missing cadets from formations.
 - iv. Conduct additional training as needed.
 - v. Ensure company rosters are always up to date.
 - d. **Battalion SGM Duties:**

- i. Receive report from First Sergeants and Staff
- ii. Report results to Battalion Commander. For example: "Sir, 15 cadets absent."
- iii. Immediately after formation, receive stick sheets from 1SGs / Staff, review for accuracy and turn in to Operations Office.

4. SIGN IN/SIGN OUT

- a. Cadets may miss a Corps formation or class only if properly excused. Examples of an authorized absence include being on leave, at an athletic event or at a doctor's appointment.
- b. Cadets leaving or arriving to campus must sign in or out at the Operations Office.
- c. Cadets are prohibited from signing out or in for another cadet.
- d. A cadet can sign out for leave or pass only after they have completed the proper leave paperwork (See CHAPTER 6 – LEAVES & PASSES).
- e. When signing in, cadets will turn in all forms of identification (driver's license, passport, etc.) for safe-keeping.
- f. Day students will sign in upon arriving on campus and sign out when given permission to leave – usually AFTER Physical Training formation or athletic practice.

Chapter 6- Leaves and Passes

SUMMARY

Leave Requests are due to the Commandant's Department by 1200 hours each Thursday.

Cadet uniform for leaves/passes is white over grey or Polo with Khaki pants.

Cadets cannot depart for leave while on any type of restriction.

1. CADET LEAVE

- a. There will be no more than three (3) free leave weekends per quarter for all cadets.
- b. There will be no leaves or passes granted Monday thru Friday without special circumstances.
- c. Leaves will not normally be granted for cadets to stay within the City Limits of Waynesboro.
- d. Cadets must complete a leave form and return it to the Commandant's Office and Parents must e-mail a request to the Commandant's Office by 1200 Thursday prior to leave. E-mail: commandant@fishburne.org
- e. **Rooms will be in inspection order before a cadet can depart campus on leave.**
- f. **Cadets cannot depart if on Academic Restriction or on a Closed Weekend. Cadets cannot depart if they have an academic (classes, study hall, etc.); athletic commitment (game, practice, etc.); or Cadet (JROTC, parades, competitions, etc.) obligation or responsibility.**

- g. **Cadets with tours must receive permission from the Commandant to be considered for leave.**
- h. **Cadets cannot depart if they have guard duty scheduled for the time they will be on leave. Cadets cannot depart if they have failed room inspection.**
- i. **Cadets cannot depart if they need a haircut.** Cadets must be in white over gray or polo shirt with Khaki slacks/shorts and campus jacket when departing and returning to campus. Caps, hats, t-shirts or jeans are not authorized.
- j. Emergency leaves will be granted upon request from parents or guardians in response to serious illness, death or other emergency in a cadet's immediate family.
- k. Late submissions of required paperwork and permissions may not be approved.

2. PASSES (Town Pass)

- a. Passes may be granted on Saturday or Sunday during scheduled "Town Pass."
- b. Cadets must have their room neat and clean and be in proper uniform prior to signing out.
- c. **Cadets cannot depart if on academic restriction or if they have any tours.**
- d. **Cadets cannot depart if they have guard duty, academic, athletic or cadet obligations.**
- e. Uniform is white over gray or as specified by the Commandant's Office.
- f. Cadets will go on town pass in groups of at least 2 and must be accompanied by a cadet leader (Officer/Non-Commissioned Officer).
- g. Cadets may only sign out to a predetermined location and return directly to campus when finished.
- h. Cadets must stay out of "off limits" areas as show on the Off-Limits Map. Restricted areas are also to be avoided.

3. SPECIAL LEAVES: Special leaves are granted on a case-by-case basis. They include:

- a. College visits or orientations for seniors and juniors which are coordinated through the Guidance Counselor or athletic recruiting visits coordinated by the Athletic Director.
- b. Medical leave coordinated through the nurses' office.

4. RELIGIOUS SERVICES

- a. Attendance at Sunday religious service is highly encouraged.
- b. Uniform will be Class B; white over gray.
- c. Cadets must sign out at the Operations Office and pass uniform inspection before being allowed to depart.
- d. Cadets must go directly to and from the service/event.
- e. Cadets must return to campus in time to attend any scheduled accountability formation.
- f. Cadets may also attend Sunday youth church activities, provided they sign "Out" and "In" with the Operations Office. They must return to school before

scheduled Study Hall periods, unless excused by the Headmaster and Commandant.

- g. Cadets may attend religious services on days other than Sundays with permission of the Commandant of Cadets.
- h. Character Development assemblies will be conducted on Sunday morning for those cadets who remain on the campus and are mandatory.

CHAPTER 7 – Medical Procedures

SUMMARY

Cadets will be released to Med Call from accountability formations
All cadets are subject to random urinalysis testing for drugs and/or alcohol

1. INFIRMARY AND MEDICATIONS

- a. All medications will be dispensed from the infirmary.
- b. Cadets will report to the infirmary (nurse or CDI when directed) at the prescribed times for morning, afternoon and evening medications (Med Call) or to the Operations Office when directed. No cadet is allowed behind the medical station for any reason other than to receive medical attention.
- c. Cadets are forbidden to keep any type of prescribed or over the counter medications in their room or on their persons. ALL PRESCRIBED MEDICINE OR OVER THE COUNTER MEDICINE OF ANY KIND MUST BE TURNED INTO THE INFIRMARY – NO EXCEPTIONS!
- d. **NO supplements are permitted.**
- e. If a cadet feels ill, he may report to the infirmary after Med Call for Sick Call.
- f. Bed Rest – only the nurse or a doctor may place a cadet in his room for bed rest.
- g. Random drug screenings may be given at any time to any cadet. A cadet suspected of using illegal narcotics, legal narcotics, and alcohol or over the counter medications may be given a drug test.

2. THREAT OF SUICIDE OR SELF-INJURY

- a. In the event of a suicide threat or self-inflicted injury, the parents will be notified immediately and are required to respond as soon as possible to the school to take custody of their son.
- b. Prior to parental arrival, the cadet will be taken to the hospital if he needs medical attention or the school determines such action necessary.
- c. He will be under direct supervision of a Fishburne adult employee or under the supervision of the appropriate medical facility until the parent arrives and takes responsibility for the cadet's safety and well-being.
- d. **THE CADET WILL NOT BE LEFT ALONE AT ANY TIME** while on the Fishburne campus nor will he be permitted to visit with other cadets.
- e. There is an additional charge of **\$325.00** per day or part thereof for this added level of supervision.

- f. The cadet will be placed on Emergency Leave and may be separated from the school.
- g. Prior to consideration of a return to campus, the parents will be required to submit a report from a licensed psychiatrist stating the mental condition of the cadet and rendering an opinion as to the suitability of the cadet's return to the school. The school will have authority to contact the psychiatrist to confirm provided information and ask any questions necessary to complete their review. Submitting a favorable report does not guarantee continued enrollment.
- h. The cadet may only return to FMS with the approval of the Chairman of the Trustees, Superintendent.

3. ACTUAL ATTEMPT OF SELF-HARM

- a. In the event of an actual attempt of suicide or self-harm, with the expressed or implied threat of taking his life, or seriously harming himself or another person, the parents will be notified immediately and are required to respond as soon as possible to the school to take custody of their son.
- b. Prior to parental arrival, the cadet will be taken to the hospital if he needs medical attention or the school determines such action necessary.
- c. He will be under direct supervision of a Fishburne adult employee or under the supervision of the appropriate medical facility until the parent arrives and takes responsibility for the cadet's safety and well-being.
- d. **THE CADET WILL NOT BE LEFT ALONE AT ANY TIME** while on the Fishburne campus nor will he be permitted to visit with other cadets.
- e. There is an additional charge of **\$325.00** per day or part thereof for this added level of supervision.
- f. The cadet will be suspended from the school pending a final separation action and may not return to campus.
- g. In the event a parent wishes to petition the school for their son's continuation at Fishburne, they will be provided the steps and information to make a formal request.

Chapter 8 – Conduct

SUMMARY

The conduct system is designed to be deliberate and to promote positive behavioral changes through discipline that permits cadets to show a renewed willingness to adhere to the rules and regulations of Fishburne Military School and accept personal responsibility for their actions.

1. GENERAL CONDUCT

- a. FMS attempts to modify behavior using the **least** restrictive punishment to improve performance. If a specific corrective action is not effective, progressively firmer response will be used until a cadet responds.

- b. FMS rules and regulations may be enforced by on the spot corrections, remedial training, or a Cadet Performance Report (CPR).
 - c. **The use/possession of electronics is a privilege, not a right.** Electronics may be confiscated/removed at any time.
 - d. Cadets who fail to comply with FMS rules and regulations may receive punishment to include, but not be limited to the following:
 - i. Written or Verbal counseling.
 - ii. Remedial training, which may include demotion in rank or new cadet status.
 - iii. On the Spot corrections – 25 two-count push-ups or burpees (maximum), 1 minute between sets.
 - iv. Loss of Privileges to include cell phones on weekends, electronics of all types, leave and/or town passes.
 - v. Tours.
 - vi. Campus Work Day = 1 Tour. PT – Physical Training, as approved by the Commandant or Deputy Commandant.
 - vii. Probation (type and duration to be determined by the Commandant).
 - viii. Reduction in rank and/or loss of leadership position.
 - ix. Suspension – in or out of school, with or without directed Community Service.
 - x. Referral to Disciplinary Boards which can lead to suspension or dismissal as approved by the Superintendent.
- 2. DEMERITS** – demerits are awarded for cadet regulation and rule infractions. Demerits can be awarded by any faculty/staff member. Demerits will be assessed and tallied by the Commandant’s department. Any cadet who accrues 10 or more demerits will be in jeopardy of receiving a penalty tour. The cadet in jeopardy will have until 12:00 (noon) Friday of that week to get his demerits under 10 before being awarded a penalty tour for the weekend. Demerits can only be offset by merits or an intervention with the Superintendent or Commandant.
- 3. MERITS**
- a. Cadets may earn Superintendent’s and/or Commandant’s merits for exceptionally outstanding performance of duty.
 - b. Merits may be recommended by any member of the Faculty or Staff, the Battalion Commander, Battalion Executive Officer, Battalion Sergeant Major, Company Commanders, and First Sergeants. Merits will be submitted to the Commandant on a Cadet Performance Report for final approval. Merits for exceptional Academic performance will be submitted through the Headmaster then to the Commandant.
 - c. Recommendations for merits should be based on outstanding academic, leadership, character or athletic performance.
 - d. Using Merits:

- i. Merits cannot offset demerits already awarded. ***Once a tour has been awarded it cannot be offset.***
- e. Any leftover merits may be saved and accumulated from week to week. These merits can, with approval from the Commandant, be traded in for the following privileges:
 - i. 2 Commandant or 2 Superintendent Merits – 2 Tours. (Maximum of 2 tours / week)
 - ii. 20 Merits - one weekday sleep in until 0700 including exemption from room inspection.
 - iii. 10 Merits - exempt from room inspection for one day, only one per week.
 - iv. 10 Merits - 2 hours of late lights on Friday (0000) and Saturday (0000).
 - v. 10 Merits - 1 hour of late lights after TAPS, Sunday thru Thursday.
 - vi. 10 Merits - late return 2130 on Sunday from weekend leave.
 - vii. 40 Merits - one extra weekday town pass 1630 - 1830.
 - viii. 40 Merits - return from normal leave not later than 0800 Monday morning.
 - ix. 60 Merits - return from normal leave not later than 2130 on Monday night. Cadet must be academically proficient and have approval from the Headmaster.
 - x. 100 Merits - 4-day pass beginning at 1830 on Thursday and ending at 1930 on Monday. Headmaster and Commandant written approval required.
 - xi. Documentation for Merits-Award of merits will be made by the Commandant or the Deputy Commandant.

Chapter 9 – Tours

SUMMARY

Penalty Tours are awarded by the Commandant and Deputy Commandant.
Failure to Complete Penalty tours may result in loss of power and the confiscation of electronics.

1. **PENALTY TOURS** Penalty tours are executed Monday through Friday: 0730-0830/2100-2200- Saturday and Sunday: 1300-1400 & 1600-1700
 - a. 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.
 - b. 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.)
- c. Penalty tours consisting of physical training will be completed by a cadet in the Fishburne Military School physical training uniform.
- d. Penalty tours consisting of rifle marches will be completed by a cadet wearing the full tunic dress uniform.
- e. Penalty tours which consist of campus maintenance will be completed wearing the uniform of the day.
- f. Penalty tours may only be awarded by the Commandant and/or Deputy Commandant. However, the faculty, staff, and CDI's may recommend penalty tours via the Cadet Performance Report (CPR) for the Commandant and the Deputy Commandant to Consider.
- g. Completion of penalty tours will be documented on the Tour Completion Record by a CDI.
- h. 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 equal 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 affected 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 can result in suspension and/or 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 Operations 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.

Chapter 10 – Offenses

SUMMARY

Two Classes of Offenses: Class I and Class II

Fishburne Military School is a drug free zone. The following policy is intended to create an atmosphere that will prevent the use of illicit drugs or abuse of controlled substances.

1. Policy Protocols:

- a. All cadets will participate in a mandatory drug test at the beginning of the academic school year.
- b. Up to 10% of the cadets will be drug tested randomly on a monthly basis.
- c. A Health and Wellness inspection will be conducted at least once a quarter.
- d. Certified law enforcement drug dogs will be used to sweep the barracks at least once a quarter.

2. Ramifications of a positive drug test:

- a. Cadets will be referred to a Disciplinary Review Board (DRB) and may be suspended. Adjudication of the infraction will be rendered by the paneled DRB subject to review, alteration, and approval by the Superintendent.
- b. Cadets will be placed on the Cadet Preservation List and drug tested randomly every 30 days for a period of six months.
- c. Cadets will also be required to attend a mandatory counseling session as prescribed at their expense.
- d. A cadet may be dismissed or indefinitely suspended to attend an approved drug rehabilitation program.
 - i. Upon successful completion of an approved program and with a certified counselor's recommendation, the cadet may submit a request to be reinstated to Fishburne Military School.

3. Class I: The following offenses, to include but not to limit, are of such a serious nature that, when (if) committed, may result in immediate suspension, dismissal or legal action. The cadet will be required to appear before an Honor Council, Non-Compliance Review Board or Disciplinary Review Board.

- a. Breaking the Honor Code
- b. Serious altercation between cadets.
- c. Hazing as defined by Fishburne Military School, is any act of physical or mental intimidation by a cadet or group of cadets used to influence a cadet or group of cadets to conform, adhere or not adhere, correct, or change their behavior in order to become a member of the Corps and/or an official or unofficial group, club, or team. Any attempts to mark a cadet, either temporarily or permanently, to initiate a cadet into the Corps and/or an official or unofficial group, club, or team will be considered Hazing.
- d. Possession of weapons, explosives, fireworks, ammunition, etc.

- e. Assault/Battery of a member of the faculty, staff or cadet.
 - f. Bullying, any form of Intimidation that creates a climate of fear or that makes a cadet fearful for his safety or well-being.
 - g. Breaking into Academic facilities, Infirmary, faculty quarters, offices, classrooms, etc.
 - h. Arson, setting fires, or endangering the safety of one's self or others.
 - i. Membership in a gang.
 - j. Distribution/Selling of any illegal substance, prescription drugs, over the counter drugs, marijuana (synthetic or non-synthetic), stimulants, miscellaneous inhalants, or alcohol.
 - k. Conviction of a subsequent major offense while a cadet is on probation.
 - l. Any act of sexual contact between any individuals while on the grounds of Fishburne Military School will be considered a violation of the school's rules, and cadet(s) involved will be subject to immediate dismissal. Sexual contact is defined as any physical contact that involves touching, fondling, penetrating, oral or manual stimulation or penetration of the buttocks, genital or anal areas of the body. Sexual Harassment is any verbal reference to the above.
 - m. Gross Disrespect/Disrespect of a Faculty Member
 - n. Incurability - A demonstrated inability or unwillingness to follow the cadet regulations.
4. **Class II:** The following major violations of cadet Regulations will require the appearance of the cadet before a Non-Compliance Review Board, Disciplinary Review Board or an Expedited Disciplinary Review Board. Subject but not limited to:
- a. Possession or use of marijuana, any non-prescription medication over the counter drugs, stimulants, alcohol, or miscellaneous inhalants.
 - b. Possession or use of any synthetic or imitation substances that are designed, synthesized or produced that imitate the effects of the drugs, such as (K2, spice, ecstasy, bath salts, etc.) opiates, amphetamines, or other regulated drugs.
5. **Demerits (10 demerits = 1 tour) – A cadet who has 10 demerits will have until 1200 Friday, of that week, to reduce his demerits to under 10. Gaining and using merits is the only way to reduce demerits.**
- a. **Accountability** - Any infraction dealing with late or absent formation or duty area to include the classroom. Infractions include but are not limited to the following:
 - i. Absent from formation, duty, guard mount, or desertion. **5 Demerits**
 - ii. Unexcused Absence from class, activity, event, etc. **5 Demerits**
 - iii. Absent Medication/Med Call. **5 Demerits**
 - iv. Late to class/formation/duty/etc. **3 Demerits**
 - v. Late return from leave or pass. **3 Demerits**
 - vi. Failure to sign in/out to campus (Day Students). **3 Demerits**
 - vii. Unexcused absence from game/event or practice. **5 Demerits**

- viii. Late to sports/athletic activities. **3 Demerits**
- b. **Duty Performance** - to include personal appearance, barracks/room inspection, conduct, DTO, tobacco, or possession of supplements. Infractions include but are not limited to the following:
 - i. Inspection standards not met. **1 Demerit per gig**
 - ii. Lights or electrical items left on with no one home. **1 Demerit**
 - iii. Door window covered (inside). **1 Demerit**
 - iv. Unsanitary appearance of room. **5 Demerits**
 - v. Violation of room sanctuary. **3 Demerits**
 - vi. Unauthorized cadets in room. **3 Demerits**
 - vii. Disruption of study hall. **3 Demerits**
 - viii. Sleeping, not studying. **1 Demerit**
 - ix. Use or possession of tobacco or tobacco like products. **5 Demerits**
 - x. Out of room/bed between TAPS & Reveille. **2 Demerits**
 - xi. Violation of Room Call to Quarters procedures. **3 Demerits**
 - xii. Unauthorized items in room; posters, lamps, equipment, etc. **1 Demerit**
 - xiii. Conduct unbecoming in general (not listed). **2 – 5 Demerits**
 - xiv. Food or drink (other than water) in classroom. **1 Demerit**
 - xv. Disruption of class. **3 Demerits**
 - xvi. Dismissal from class. **5 Demerits**
 - xvii. Unprepared for class. **3 Demerit**
 - xviii. Unsatisfactory appearance of uniform. **1 Demerit**
 - xix. Gross appearance of uniform. **3 Demerits**
 - xx. Haircut, shave needed, or sideburns out of regulations. **3 Demerit**
 - xxi. Out of uniform, unauthorized uniform. **3 Demerits**
 - xxii. Improper conduct in the Mess Hall. **3 Demerits**
 - xxiii. Disobedience of Orders (DTO) to a cadet. **3 Demerits**
 - xxiv. Use of profanity, obscenities, inappropriate comments. **5 Demerits**
 - xxv. Littering, spitting, chewing gum. **1 Demerit**
- c. **Electronics/Phones** - any infraction dealing with the improper possession of or misuse of electronics. These infractions may result in loss of use of electronics up to the remainder of the school year at the discretion of the Commandant.
 - i. Headphones/ear buds worn outside room (includes hanging on uniform). **1 Demerit**
 - ii. Inappropriate/Unauthorized use of electronics. **5 Demerits**
 - iii. Cell phone turned in late. **3 Demerits**
 - iv. Failure to turn in cell phone(s). **5 Demerits**
 - v. Turning in dummy phone. **5 Demerits**

***These are guidelines: All infractions are subject to the Commandant's examination and discretion. ***

Chapter 11 – Suspension and Dismissal

SUMMARY

Suspended cadets may need to meet certain criteria for re-admission
Dismissed cadets may not complete exams prior to departing campus.

1. SUSPENSION

- a. The Superintendent and Commandant are the only individuals authorized to suspend a cadet.
- b. FMS is under no obligation or requirement to suspend a cadet prior to dismissal.
- c. Length of suspension is at the school's sole discretion.
- d. Return from Suspension
 - i. Suspended cadets will need to meet specific requirements and conditions under which they may return.
 - ii. Cadets may have certain conditions placed on them, such as Conduct Probation for one semester, following return from suspension.

2. PROCEDURE

- a. The cadet and parents will be notified. Once the cadet is notified, he will be under continual staff supervision until the 24 parent removes him from campus.
- b. Fishburne has the option of accompanying the designated cadets to a place off campus to await the parents.
- c. Cadets' rooms will be packed out immediately upon supervision.
- d. Interaction with other cadets will not be allowed.
- e. The separation from the school must be without fanfare or emotion to the best degree possible.
- f. Suspended cadets are not authorized to attend any FMS functions during the year or allowed on campus without approval of the Superintendent.
- g. Parents may be charged an additional **\$325.00** per day or part thereof to cover the cost of added supervision.

3. DISMISSAL

- a. The Superintendent is the only individual authorized to dismiss a cadet.
- b. FMS is under no obligation or requirement to suspend a cadet prior to dismissal.

4. **APPEALS** - Appeals of disciplinary dismissals may be submitted to the Chairman of the Board within 24 hours after notification. For the appeal to be considered, it must contain substantial new evidence or indicate that the punishment awarded was not in keeping with the Fishburne Military School policy.

Chapter 12 – Property Damage

SUMMARY

FMS is not liable for any damage to personal property
Cadet accounts will be charged for any damage to school property

1. PROPERTY DAMAGE CHARGES

- a. Cadets who damage school or personal property will be charged to repair or replace the damaged item. The following are the specific costs to repair/replace.
 - i. Door window glass \$100.00
 - ii. Transom glass over door \$100.00
 - iii. Door molding \$50.00
 - iv. Wooden desk drawer (repairable) \$40.00
 - v. Wooden desk drawer (missing/not repairable) \$80.00
 - vi. Storage locker hinges or hasp broken \$50.00
 - vii. Outside window broken \$200.00
 - viii. Window screen broken/torn \$150.00
 - ix. Chair broken (repairable) \$50.00
 - x. Chair broken (missing or not repairable) \$140.00
 - xi. Blinds damaged \$35.00
 - xii. Door lock assembly broken \$350.00
 - xiii. Door lock back plates \$95.00
 - xiv. Beds – Varies based on damage
 - xv. Other School Property, Cost of Repair
 - xvi. VoIP phones \$75.00
 - xvii. Room Clearing Fee \$225.00

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.

The cost for any other damage will be determined by the Commandant after consultation with the Director of Operations.

Chapter 13 – Searches

SUMMARY

No Cadet, his room or belongings is exempt from being searched
Only the Commandant, Deputy Commandant or CDI may conduct searches
A cadet need not be present when a search is conducted.

1. SEARCH POLICY

- a. The Superintendent, Commandant, Deputy Commandant and CDI are the only FMS staff that may conduct searches.
- b. The Commandant or the Superintendent must be advised either prior to or immediately after all searches.
- c. A cadet search will be authorized when it is suspected that school regulations have been violated by that cadet.
- d. Staff/Faculty who need a cadet searched, must contact the Commandant's department and detain the cadet until a search can be conducted.
- e. The purpose of the search is to:
 - i. Seek evidence of the violation.
 - ii. Enforce order and discipline.
 - iii. Ensure a safe environment for all cadets.

2. EXECUTION

- a. Searches may be conducted at any time and at any location.
- b. The cadet is not required to be present for the search to be executed.

3. PHYSICAL CADET SEARCHES OF CADETS

- a. Will be accomplished in the presence of another staff member or nurse.
- b. Body cavity searches are unauthorized.
- c. Searches will be accomplished with the utmost professionalism and concern for the cadet.
- d. At no time will any portion of a cadet's genital or anal area be touched.
- e. At no time will the cadet be strip-searched. A cadet may be thoroughly patted down around his legs, torso, shoulders and arms. He may be directed to remove his jacket, tunic, sweat pants and shirt, and /or uniform to empty his pockets and turn them out, to remove his shoes and socks if necessary.
- f. Failure to comply may be construed as an admission of guilt and a refusal to follow orders.

4. EVIDENCE

- a. Items may be confiscated during a search that provides evidence that regulations have been violated.
- b. The cadet who owns the items will be notified of the confiscation.

- c. Items will be returned to the rightful owner according to school policy or when deemed appropriate by the Commandant or Superintendent.
- d. Illegal items will be turned over to the appropriate authorities or destroyed in accordance with state laws.

5. URINALYSIS/BREATHALYZER TESTING

- a. FMS directs cadets to undergo urinalysis or Breathalyzer at their sole discretion.
- b. All cadets are subject to random urinalysis with or without cause, as directed by the Commandant.
- c. The Commandant also directs testing when he reasonably suspects a cadet of possessing or using drugs or alcohol. Reasonable suspicion is defined as the existence of circumstances, reports, information or direct observation of such nature as to create a reasonable belief that a cadet has used or is under the influence of drugs or alcohol.

Chapter 14 – Boards

SUMMARY

A Non-Compliance Review Counsel is non-punitive in nature.

1. NON-COMPLIANCE REVIEW COUNSEL (NCRC)

- a. Cadets who continually demonstrate an inability or unwillingness to adjust to the Fishburne Military School lifestyle.
- b. The purpose of the Non-Compliance Review Committee is to help a cadet improve and therefore, is non-punitive.
- c. The Board will discuss with and counsel the cadet regarding the reason behind the continued defiance and what specific actions are needed to prevent a Disciplinary Review Board for incorrigibility.

2. DISCIPLINARY REVIEW BOARD (DISPLINARY REVIEW BOARD)

- a. Class I and Class II offenses are handled by a Disciplinary Review Board and may result in a recommendation of punishment up to and including dismissal.
- b. Cadets with excessive disciplinary issues and/or having faced two Non-Compliance Review Committee’s may face a disciplinary review board if a guilty verdict would likely result in Suspension or Dismissal.
- c. The Commandant’s Office will investigate incidents before referral to the disciplinary review board.
- d. Prior to a disciplinary review board, the Commandant will notify the parent/guardian of the offense date/time the Board will meet. e.
- e. Cadets appearing before a disciplinary review board will wear Tunic uniform.
- f. The disciplinary review board will consist, at a minimum, 2 of the following members:
 - i. Chairman (Commandant or Deputy Commandant)

- ii. Headmaster or faculty member.
- iii. JROTC or Commandant's staff member.
- iv. Faculty Advisor (non-voting).

3. EXPEDITED DISPLINARY REVIEW BOARD (E-DISPLINARY REVIEW BOARD)

- a. An e-disciplinary review board is used to expedite the board process when suspension or dismissal will not be considered as punishment for a violation. It is very similar to a disciplinary review board with the following exceptions:
 - i. Cadet meets with just the Commandant (or Deputy) and his advisor.
 - ii. Recommended punishments of suspension or dismissal are not options for recommendation.
- b. All other procedures are the same; i.e. parental notification.

4. OFFICER/NON-COMMISSIONED OFFICER REVIEW BOARD (ORB/NCORB)

- a. A cadet Officer (or cadet Non-Commissioned Officer) who fails to perform his duties may face an Officer/NCO Review Board.
- b. The Board can recommend reduction in rank and/or loss of position to the Superintendent.
- c. Prior to the board, the Commandant will notify the parent/guardian the date/time the Board will meet.
- d. The ORB/NCORB will consist of the following members:
 - i. Commandant or Deputy Commandant
 - ii. Senior Army Instructor
 - iii. Battalion Commander or XO for an Officer, CSGM or 1SG for an Non-Commissioned Officer

Chapter 15 – Honor System

SUMMARY

A cadet does not lie, cheat, steal, nor tolerate those who do.
Cadets can anonymously report suspected honor violations to the Commandant.

1. THE HONOR SYSTEM

- a. The central piece of the FMS Honor System is the Honor Code; *“A cadet does not lie, cheat, steal, nor tolerate those who do.”*
- b. There is a distinction between honor and one's duty requirements. Obeying Regulations, following instructions or abiding by Cadet Regulations is a cadet's duty. Completing one's responsibility is one's duty. Failing to accomplish one's duty is not an Honor Code Violation. Tolerating other cadets who fail to do their duty is not an honor violation.
- c. Neither the cadet Chain of Command, or faculty or staff, will use the honor code to coerce a cadet to incriminate him or others, to enforce regulations or orders, etc.

2. PURPOSE

- a. Instill in each cadet the traits necessary to join a long brotherhood of graduates who traditionally are viewed as trustworthy, dependable and truthful.
- b. Create a standard to which all cadets must live by; the Honor Code is an integral part of every activity of the Corps – personal, academic, athletic and military.
- c. For each cadet to apply the principles of honesty, integrity and responsibility as it applies to daily living.
- d. A code that once adopted becomes a lifelong character trait.

3. GENERAL POLICIES & DEFINITIONS

- a. These regulations do not attempt to spell out every possible principle of Honor – there are too many to list.
- b. Honor and Integrity apply to any act or statement, written or verbal, made to any individual regardless of whether they are connected to Fishburne Military School, or not.
- c. The following definitions are offered as guidelines:
 - i. *Certified or Certify* - To attest that something is without question, the absolute truth.
 - ii. *Official Statements* – All statements, written or oral, regardless of whether they relate to duty, academics, athletics or any other aspect of a cadet’s life are to be truthful and are considered Certified. Half-truths, evasive answers, partial truths, and arguing (quibbling) will not be tolerated.
 - iii. *Certification of Academic Work* - Each cadet will certify that all academic work is his own and that he did not receive help from other cadets or use another person’s work or product, except as otherwise specifically allowed by the individual instructor. The cadet’s signature should be placed on all work. The signature certifies that the work is his alone.
 - iv. *Lying* - The act of not telling the truth, telling half-truths, or miss-leading others to believe something which is not accurate or not true.
 - v. *Quibbling* - Avoiding answering a question, withholding information or arguing about the nuances of an issue to deflect attention. Quibbling is considered a form of lying.
 - vi. *Cheating* - Any attempt to gain an advantage by using unauthorized material to complete a test or assignment. Having others do your work or you are doing another’s work. Looking at another person’s test, homework, assignment, etc. are all considered cheating.
 - vii. *Plagiarism* - The adoption or reproduction of original creations of another author (person, collective, organization, community or other type of author) without due acknowledgment.
 - viii. *Stealing* - Taking any property without the owner’s permission, to include academic work, with the intent of depriving him of ownership, or

claiming it as your own. Borrowing an item without the owner's permission is stealing.

- ix. *Reporting* - Any cadet who becomes aware of an Honor violation should report that violation to the Commandant of Cadets for investigation and proper disposition. This may be done anonymously.

4. EDUCATION

- a. The Honor System will be taught in detail to the cadet leaders.
- b. Cadet leaders must pass the Honor System closed book test with a 100% score before they may be assigned to a leadership position.
- c. All new cadets will receive instruction on the Cadet Honor System and must pass the new cadet honor test with and 80% or higher score.
- d. The Honor Council is responsible for conducting Honor Code and Honor System instruction during new cadet training, and old cadet orientation, and throughout the school year.

5. HONOR COUNCIL

- a. The Honor Council will hear charges of Lying, Cheating, and Stealing.
- b. The Commandant will recommend appointees to the Superintendent for The Honor Council.
- c. Five to seven senior cadets and three to five junior cadets will be chosen to sit on the Honor Council.
- d. A faculty member will serve as the advisor to the Honor Council and will:
 - i. Review potential honor violations with the commandant and headmaster to determine if an Honor Board is warranted.
 - ii. Coordinate Honor Boards with the Honor Council.
 - iii. Supervise the Honor Council.
 - iv. Personally, oversee the conduct of Honor Boards.

6. HONOR BOARDS

- a. The Faculty Advisor will Chair the Honor Board.
- b. All Honor Boards will include at least four members of the Honor Council.
- c. Results and recommendations of the Honor Board will be reported to the Commandant for action.

Chapter 16 – Room Standards & Organization

SUMMARY

Cleanliness standards are the same for all cadets at FMS

Cadets are not authorized to rearrange room furniture.

All areas of a room are subject to inspection.

OVERVIEW - This chapter specifies how each cadet room is to be arranged and the standards to which cadets will be held. Cleanliness standards are the same for all cadets. Cadets are prohibited from maintaining furniture, decorations, etc. not mentioned in this chapter.

- Cadets will be assigned roommates with due consideration being given to age, maturity, squad assignment, class, new cadet status, and relative rank.
- Under the “buddy system,” roommates are designated as buddies and are responsible for supporting each other in room or area clean up, academic work and on town pass.
- A room change will only be authorized once upon review by the Commandant and Deputy Commandant. All other request for room change will be a charge of \$75.

1. ASSIGNMENT OF QUARTERS

- a. The Commandant of Cadets is responsible for the assignment of cadets to quarters.
- b. Under no circumstances will a cadet change rooms without the Commandant’s approval.
- c. Cadets **WILL NOT** loan or give their assigned room key to any other cadet, for ANY reason.

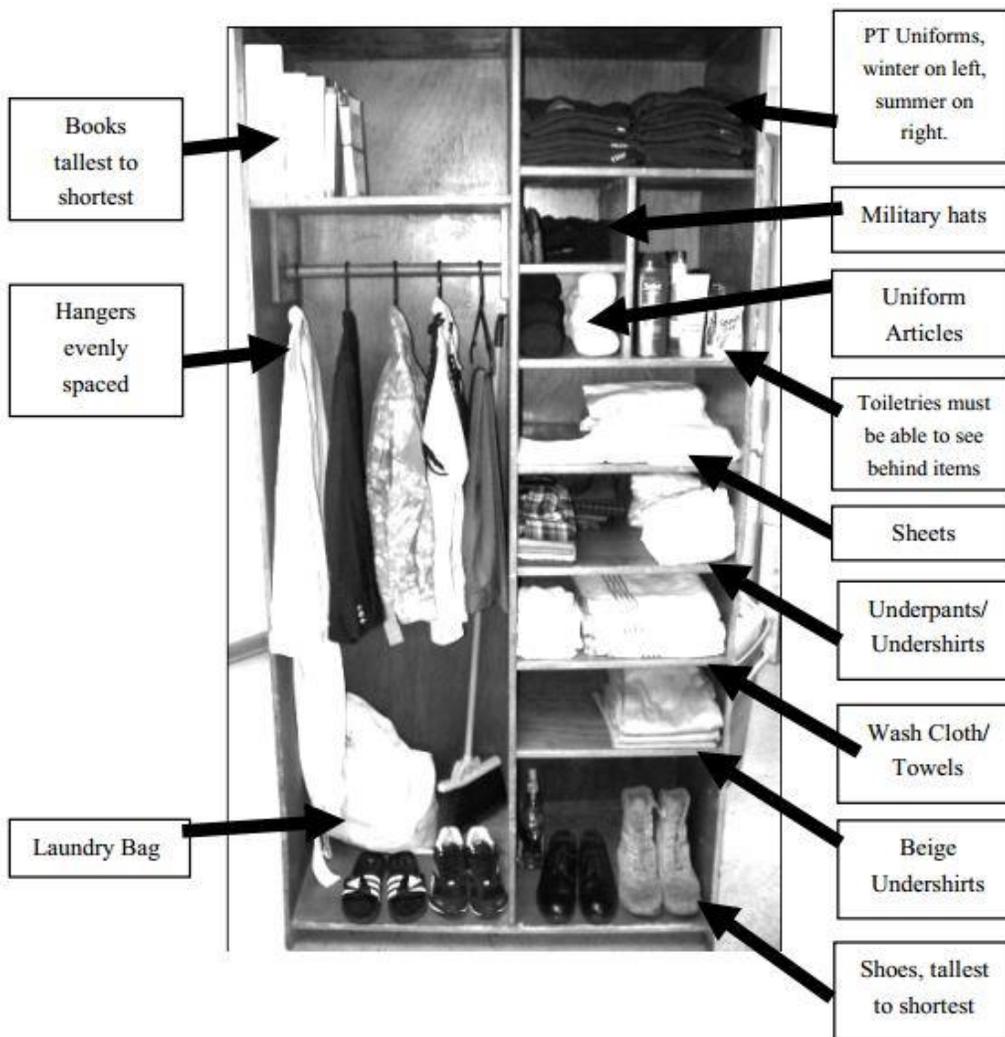
2. GENERAL CARE AND MAINTENANCE OF BARRACKS

- a. Cadets will not litter.
- b. At no time will there be any open food or drink (other than water) allowed outside of cadet rooms.
- c. All cadets are responsible for the stoop area outside of their door.
- d. Company areas of responsibility are assigned through the Battalion SGM. The assignment list will be posted on the Commandant’s bulletin board.
- e. Clean-up
 - i. During clean-up, all common areas to include stoops, parapets, latrines, stairways, landings, quadrangle, and assigned areas on campus will be cleaned and cleared of all rubbish.
 - ii. Clean-up will be held every day prior to the start of classes, during evening Call to Quarters and on weekends.
 - iii. The Battalion Sergeant Major and Company First Sergeants will conduct and supervise clean-up.

- iv. The Cadet Battalion Commander and/or the Cadet Battalion Executive Officer will inspect.

3. CADET ROOMS

- a. Every cadet is responsible for the daily care and cleaning of his quarters, equipment and personal effects.
- b. Cadets need to work together to keep their room clean and properly organized. In the event the roommate is not available for cleanup, the “buddy” system will require that the remaining keep the room to standard.
- c. Rooms will be in inspection order from Breakfast Roll Call until Dinner Formation. Rooms will be neat and orderly at all other times (all items in their place, nothing on floor, etc.)
- d. Condition of room furniture will be assessed with each inspection.
- e. **Walls & Ceilings:**
 - i. No items may be affixed to the walls or ceilings of cadet rooms.
 - ii. One calendar may be affixed to the desk side of the press.
 - iii. One small bulletin or memo type board may be attached to the desk side of the press.
- f. **Windows, transom, & doors:**
 - i. Clean and dust free.
 - ii. Not be covered.
 - iii. Always lock unoccupied rooms.
 - iv. Cadets are prohibited from entering/exiting through windows.
 - v. All blinds must remain halfway up during the duty day.
- g. **Floors:**
 - i. Floors will be swept daily, be kept dust free and scuff free.
 - ii. Floors will be mopped at least weekly and in preparation of formal inspections.
 - iii. At no time will trash or clothing items be left on the floor.
- h. **Cleaning Equipment:**
 - i. Cadets are required to have a broom and a dustpan.
 - ii. Each cadet must have a mop, large trash can (13 gallon) with trash bags and a bucket
 - iii. Cleaning items and supplies will be stored in the bottom rear of the press.
- i. **Airing of towels & Physical Training clothes:** Cadets are authorized to neatly drape wet towels and Physical Training clothes over the back of their chair for them to dry/air out.



j. Press – wall storage unit:

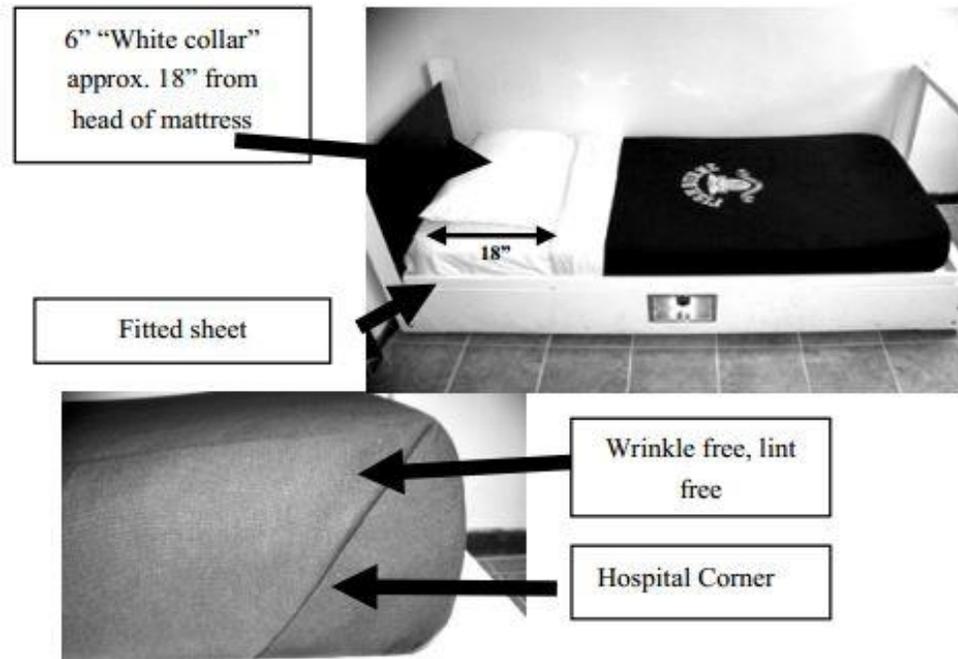
- i. Unassigned presses must remain empty and dust free.
- ii. Clean, uncluttered and dust free
- iii. Cadets will affix their last name first initial to their press with 2" masking tape in the upper door-facing corner using block letters. example, "LAST NAME, FIRST NAME INITIAL"
- iv. Coat hangers will all be plastic, face the same way, and hook to the back of press with equal spacing between each
- v. hanger. v. Shirts will be hung with the top button buttoned, facing the shelves.
- vi. Coats/jackets will be hung facing the shelves; zippers zipped up all the way.
- vii. Order of hanging clothes starting at the left for left hand press, right for right hand press:
 - i. 1. Bathrobe
 - ii. Army Combat Uniform's

- iii. Civilian jacket (if authorized)
- iv. Lettermen jacket (optional)
- v. Tunic/Coatee
- vi. Fleece jacket
- vii. Campus jacket
- viii. Gray shirts
- ix. White shirts
 - x. Pants (Gray, then White); hung folded over the hanger, belt loops facing the shelves, zipper to the rear.
 - xi. Key club shirt (optional) if member
 - xii. Physical Training dyke – sweats (10" folded width) on left, shorts and T-shirts (6" width) on right for left press, sweats on right for right press.
 - xiii. Socks will be folded in on themselves, smiley face out.
 - xiv. All folded articles will have the fold side facing out. The following items will be folded to the width indicated:
 - xv. Gray and white shirts 8".
 - xvi. Underpants 6".
 - xvii. Undershirts 7".
 - xviii. Towel 10".
 - xix. Washcloths 4".
 - xx. Extra Blanket 24".
 - xxi. Pillow cases 6".
 - xxii. Sheets 12".
 - xxiii. Shoe alignment as pictured; in bottom of press, neatly aligned, laces tucked into the shoe.
 - xxiv. Hats as shown.
 - xxv. Books as shown, tallest to shortest.
 - xxvi. Toiletries will be arranged in an orderly fashion, all caps and containers closed and clean.

b. Beds:

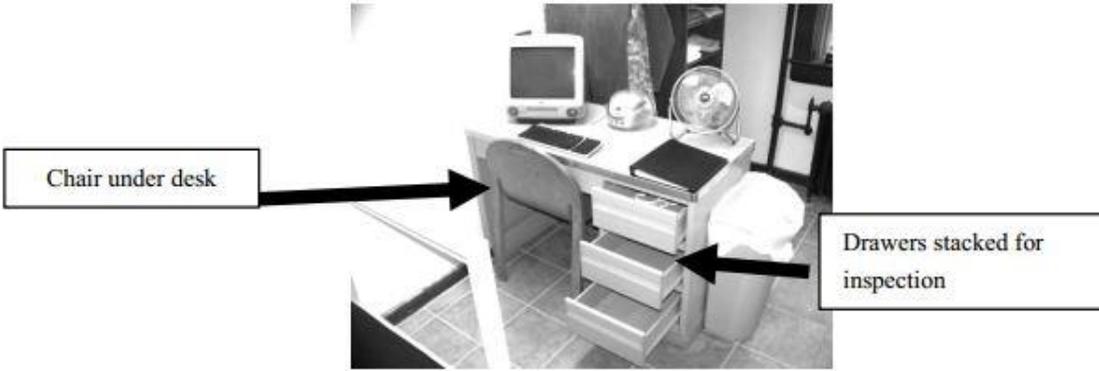
- i. No blankets will be hung to cover upper or lower bunks (or windows)
- ii. Bed rails and headboard/footboard will be clean, dust-free. Sides clean and scuff free.
- iii. Beds will be made according to the photo above and be clean and dust free.
- iv. All sheets/pillow cases will be white, blanket will be an issued FMS blanket
- v. A mattress cover must be on the mattress at all times.
- vi. Cadets will not sleep on the mattress cover

- vii. A \$25.00 cleaning charges will be assessed to cadets who sleep on the mattress cover.
- viii. Beds will be made Saturday thru Thursday; stripped on Friday and made into 'Linen Exchange'
- ix. Remake beds with clean sheets Friday after classes.
- x. Dirty sheets will be turned in with cadet laundry on Friday.
- xi. The head of the bed will always face the door end of the room



c. Desk & Chair:

- i. Desk must remain neat, always dusted and uncluttered.
- ii. Desk drawers will always remain closed except during formal inspections.
- iii. Desk related articles may be neatly displayed as indicated in photo below.
- iv. **Cadets will not rearrange desks.**
- v. Chair will be pushed under the desk as far as possible when not in use.
- vi. No makeshift desktop shelving units are permitted.



- d. **Sink & Mirror:** (if applicable).
 - i. Clean, dust free, no trash (hair, soap scraps, etc.) in sink or on counters.
 - ii. Personal items clean and neatly arranged.
- e. **Bathroom, Shower, & Toilet:** (if applicable)
 - i. Clean, dust free, no trash (hair, soap scraps etc.).
 - ii. Personal items clean and neatly arranged.
 - iii. Cleaning items and supplies will be stored in the bottom rear of the press.

Chapter 17 – Authorized Items / Conduct in Room

SUMMARY

Cadets are authorized to bring specific items into barracks.
 Any item not specifically listed in this chapter are unauthorized and subject to confiscation.
 FMS is not responsible for lost, stolen, misplaced, or loaned items.
 A list of required items can be found at Appendix 6.

OVERVIEW: Cadets are authorized certain personal items. Any item not specifically mentioned in this chapter is unauthorized and subject to confiscation.

- Cadets are not authorized to maintain excessive amounts of personal items.
- **FMS IS NOT RESPONSIBLE FOR ITEMS LOST, MISPLACED, UNSECURED OR LOANED TO OTHER CADETS**
- ALL UNAUTHORIZED ITEMS WILL BE CONFISCATED AND HELD UNTIL THE END OF THE SCHOOL YEAR OR SENT HOME AT THE PARENT/GUARDIAN’S EXPENSE BY BILLING THE STUDENT’S ACCOUNT.

1. ROOM/EQUIPMENT

- a. Air Cleaner. One per room is authorized.
- b. Plastic hangers. All wire hangers to be turned into S-4 for recycling.
- c. Fans. One per occupant. Placed on floor or desk.

- d. Cleaning supplies. Window cleaner, general purpose cleaner, mop, etc.
- e. Shoe shine supplies. (No edge dressing)
- f. Combination lock to keep under bed storage area secured.
- g. Power strip. Must have circuit breaker (surge protector) with UL listing.

2. DESK ARTICLES

- a. Articles such as blotters, pen and pencil sets, fans, and alarm clocks are authorized.
- b. State flags (**only**) are authorized.
- c. Lamp, one, non-ornamental and less than 16 inches in height.
- d. One framed picture may be placed on each desk (not larger than 8.5X11 inches).
- e. Alcoholic beverage containers may not be used as lamps, piggy banks etc.
- f. Computer - Cadets are authorized a laptop computer and/or iPad. Only one external monitor or TV not to exceed 24 inches (diagonally) is authorized for each cadet.
- g. Small personal printer. Must fit on desk or in drawer.
- h. One corded telephone per occupant.

3. TOILETRIES - Toothbrush, toothpaste, shaving cream, soap, shampoo and other toiletries are stored in the press.

4. FOOD/DRINKS

- a. Non-perishable food items, stored under bed. All food items must fit under bed neatly. ****Excessive storage of food is not allowed.***
- b. Drinks – water or non-carbonated sport drinks only (***no carbonated or energy drinks***), not to exceed one case or sleeve per cadet. Stored under bed.

5. ENTERTAINMENT EQUIPMENT

- a. Gaming system. One system per cadet.
- b. CDs, DVDs stored neatly in under bed storage and secured – not on desk.
- c. Musical instruments. Stored in cases. Open and displayed for formal inspections.
- d. Small computer speakers that fit on the desk. (***Under desk storage is not authorized***). ***Sound Bars are not authorized.***
- e. Wires or radio antennas do not stretch across open floor spaces nor suspended from overhead lights or pipes.

6. ATHLETIC EQUIPMENT

- a. Space permitting, athletic equipment is stored in one of the Commandant's storage areas located in barracks.
- b. If no space available, athletic/sporting equipment must be stored neatly either under the bed or in a corner of the room.

7. LUGGAGE

- a. All luggage will be clearly marked with the cadets' name and company of assignment.

- b. Space permitting, luggage is stored in one of the Commandant's storage areas located in barracks.
- c. When stored, luggage/storage containers may be removed from storage twenty-four (24) hours prior to leave and must be returned within twenty-four (24) hours of return.

8. CIVILIAN CLOTHING

- a. To present the neat appearance and proper image worthy of representing FMS, the following is authorized: All other clothing will be given to parents/guardians at check-in.
 - i. Khaki shorts or slacks only w/belt - no patches or holes. (no jeans)
 - ii. No more than 2 FMS Polo shirts or collared shirts. No t-shirts.
 - iii. Jeans, t-shirts, etc. *are not authorized. Cadets attempting to leave in unauthorized civilian clothes will be required to change into authorized FMS clothing before being allowed to sign out.*
- b. Hats/Caps are not authorized unless required for a specific athletic sport and will only be worn when at the field of play.
- c. Moccasins or similar 'boat shoes' are not authorized and should not be brought to school.
- d. No more than 3 pair of sneakers/running shoes are authorized; this includes sport specific shoes.
- e. All unauthorized civilian clothing will be sent home at the parent/guardian's expense.

9. MINOR ARTICLES

- a. Minor articles that do not conflict with FMS regulations are authorized (nail clippers, sanitary items, etc.). When in doubt as to the legality of an item, the Commandant will make the final ruling.

10. BOOKS. All academic and non-academic books will be stored in the press as shown in the previous chapter.

11. ELECTRICAL APPLIANCES. Only seniors, officers, and Staff NCO cadets are authorized one small dormitory style refrigerator per room.

12. VISITORS

- a. Unless engaged in an authorized inspection, no cadet shall enter another cadet's room except as permitted by the Commandant's Room Visitation Policy.
- b. Only a maximum of two cadets may visit another room during free time only.
- c. Outside visitors are not allowed in barracks and must report to the Operations Office – See Chapter 3.

13. UNAUTHORIZED ACTIVITY IN ROOMS/BARRACKS

- a. Each cadet assigned to a room is responsible for all activities that take place in his room while present.
- b. All damage to cadet rooms is the responsibility of the occupant(s).

- c. The following activities are unauthorized in rooms or in barracks:
 - i. Wrestling, boxing, weight lifting, bouncing of balls, etc.
 - ii. Any activity producing noise which may disturb other barracks occupants.
 - iii. Practicing Rifle Manual or Rifle Team moves.
 - iv. Removing mattresses or mattress covers from beds.
 - v. Cooking or burning any item to include incense or candles.
 - vi. Keeping pets or animals in the barracks.
 - vii. Putting nails in walls or doors, or otherwise defacing property.
 - viii. Throwing/pouring anything from windows or doors or in barracks.
 - ix. Smoking / Chewing gum or tobacco / spitting anything, anywhere on campus.
 - x. Selling / distributing /possession of contraband of any kind to include tobacco.
 - xi. Playing music or musical instruments with sufficient volume to be heard outside the room.
 - xii. Taping items to walls, doors, or windows.
 - xiii. Being out of room with bare feet.
 - xiv. Wearing headphones/ear buds outside of room – including around the neck.
 - xv. Not in the proper uniform on the stoops.
 - xvi. Possessing or using Paintball equipment.
 - xvii. Wearing masks, headbands, stockings, bandanas, etc.
 - xviii. Possession or Use of Cell phones when not authorized: cell phones are required to be turned in upon signing in from leave or at registration.
 - xix. Tattoooing, cutting, burning, branding or body piercing themselves or another cadet.
 - xx. Any activity specifically prohibited by law or by other FMS regulations.

Chapter 18 – Room Inspection

SUMMARY

Cadet rooms are subject to inspection every day.
Formal Room inspections require a higher level of cleanliness and attention to detail.

1. DAILY INSPECTION

- a. Purpose. To ensure cadets maintain a healthy, clean living space.
- b. Rooms are subject to inspection from Reveille to Retreat. At all other times, rooms must be neat and orderly. The Commandant’s Staff or cadet leadership will inspect rooms daily. Rooms can be inspected more than once a day.

- i. Rooms must comply with the procedures in the previous chapter – *Room Standards & Organization*
- ii. Wastebaskets are clean and empty.
- iii. Cadets need not be present.
- c. Inspections are conducted on an unannounced basis by the Commandant's staff.
- d. Results are posted within 24 hours of the inspection.
- e. When both occupants fail room inspection, the room loses power (Cellphone/Electronics) until both pass re-inspection the next day.
- f. Cadets noted for 'gross appearance of room' will be penalized.
- g. Cadets passing a re-inspection will have the penalty reduced.

2. FORMAL INSPECTION

- a. Purpose. To ensure cadet rooms are strictly complying with room organization regulations (a higher standard of cleanliness is expected than during daily inspections).
- b. Formal inspection dates will normally be on the school calendar but can be added to the calendar throughout the year as needed.
- c. Rooms must be in formal inspection order.
 - i. All drawers are 'stacked' – staggered open from bottom to top. Contents neatly arranged.
 - ii. Bed storage open. Contents neatly arranged.
 - iii. If applicable, all luggage and containers open for inspection (shako box, food boxes, etc.).
 - iv. Hard to reach areas must be cleaned to include behind bed and desk.
 - v. Personal appearance immaculate – it will be scrutinized.
- d. Procedure
 - i. Corps forms up at allotted time for formal open ranks inspection.
 - ii. After open ranks inspection, cadets will have 5 minutes to get to their room.
 1. New cadets will form up outside their door at parade rest throughout the inspection.
 2. Old Men may sit at their desk (no music/TV.)
 3. All cadets will come to attention when the inspecting official arrives.
 4. All cadets will remain in their rooms and in the designated uniform until the inspection is complete as announced by the Guard.
 5. Cadets failing open ranks or room inspection are restricted to their room until they pass re-inspection.
 - iii. Excused cadets' areas must be in inspection order. (This includes cadets escorting inspecting officials)

- iv. The Battalion Commander is responsible for scheduling members of his staff to accompany the Inspecting Officer(s)
- v. Cadet Officers and Non-Commissioned Officers are responsible for checking the rooms of the cadets in their respective units prior to Daily and Formal Inspections to ensure that the rooms have been cleaned and are ready for inspection.
- vi. Results of Daily and Formal Inspections will be used as a factor in determining Company and/or individual awards.

UNIFORMS

Chapter 19 – General Guidance

SUMMARY

People are judged on their appearance; it is important for cadets to look their best at all times.
 Hand the yellow copy of your laundry slip to the S-4 when turning in laundry
 Cadets are not authorized to talk on cell phones outside of their room or building.

1. OVERVIEW

- a. Uniforms **MUST** be worn properly.
- b. Uniforms must be sized and fitted to give comfort and good appearance.
- c. If a uniform does not fit properly, it is your responsibility to get a uniform item that fits properly.

2. SERVICEABILITY

- a. Unserviceable items must be replaced. Cadets wearing unserviceable items will receive a demerit and the offending item will be confiscated.
- b. The following guidelines will help cadets identify when specific items are to be replaced.
 - i. Barracks Cover (round cap). Replace when the bill becomes cracked or worn. It must also be replaced if it loses its round shape.
 - ii. Garrison Cap. Replace when braid becomes frayed. Any writing on the outside of the cap renders it immediately unserviceable and it will be confiscated if worn.
 - iii. Low-quarters. Must be replaced when they become cracked or when they develop holes or cannot be highly shined due to gouges or cuts. Also, when the heel begins to wear away; the heel must be greater than 3/8" thick (about the thickness of a #2 pencil).
 - iv. Pants must be replaced that become frayed at the bottom. Pants must be repaired when belt loops are torn, or any holes or tears are visible. Fraying can be avoided by cadets wearing their pants properly – over the waist.

3. HAIR

- a. Cut at least every 2 weeks
- b. Only haircuts by the FMS barber are authorized regardless of personal preference.
- c. Evenly tapered on the sides and back; length on top will be at the Commandants discretion.
- d. Sideburns cannot go any lower than the lowest opening of the ear and be appropriately tapered.
- e. Extreme or faddish hairstyles, such as dying, bleaching, or razor cuts are not permitted.
- f. Personal hair clippers or trimmers are not permitted.
- g. Cadets will not cut their own hair or the hair of other cadets.
- h. Day students will be required to meet FMS haircut standards.
- i. Old Men – 1 blade on side/ 4 blade on top.
- j. Rooks – 1 blade on side/ 2 blade on top.

4. **FACIAL HAIR.** Cadets with facial hair are required to shave every morning prior to accountability formation.

5. LAUNDRY

- a. Cadets will turn in laundry every week. All soiled uniform items and bed linens will be turned in.
- b. Cadets will prepare their laundry for turn in every Sunday evening at 2130.
- c. Strip your bed Monday morning. Place the dirty pillow case, top sheet and fitted sheet in your laundry bag.
- d. Obtain laundry tickets from your squad leader and complete them as directed.
- e. Place the white and pink copy in the issued laundry bag. Make sure your laundry bag has your name on it.
- f. ***Hand the yellow copy to the Cadet Laundry Officer (S-4) Monday morning at turn in.***

6. **GENERAL WEAR.** All uniforms must be serviceable and clean.

- a. **PANTS/SHORTS.** Worn with the waistband at the natural waist line, slightly above the hips.
 - i. At no time will they be allowed to sag below the hips.
 - ii. Pant legs. Proper length allows for a slight break in the crease just above where the cuff touches the shoe.
- b. **SHIRTS.** Fit properly; always tucked in. Shirt stays must be worn with Class Dyke.
- c. **BRASS.** Clean, polished and properly displayed. Remove all brass from the uniform before you clean it.
- d. **SHOES.** Shined daily and must be in good repair. Shoes that are unserviceable must be replaced.
- e. **JEWELRY.** Must not detract from the uniform or a professional appearance.

- i. New cadets are prohibited from wearing any jewelry except for a watch.
 - ii. One FMS class ring.
 - iii. All cadets are authorized to wear one watch that does not detract from the wear or appearance of the uniform.
 - iv. One religious' medallion, not longer than one inch to be worn under the uniform.
 - v. Receiving or wearing piercings of any kind is unauthorized.
- f. **SUNGLASSES** are not authorized in uniform unless prescribed by a doctor.
- g. **TATTOOS.**
 - i. Applying tattoos while enrolled at FMS is unauthorized.
 - ii. Cadets may not wear offensive or profane tattoos that are visible in uniform.
- h. **CELL PHONES.** When issued, cadets are not authorized to talk on cell phones outside of their room. Cell phones are not allowed to hang on uniforms. Violation may result in both demerits and confiscation.
- i. **BACKPACKS.** Must be carried over the left shoulder (or both shoulders simultaneously). The right shoulder will remain unencumbered to allow cadets to salute when necessary.
- j. **WHITE CREW NECK TEE SHIRTS** No printing or designs (no V-neck or muscle tee's).
 - i. Must be worn under gray, white shirts and Tunics
 - ii. At no time will they be worn as an outer garment.
 - iii. Sleeves will not extend below outer shirtsleeves.
 - iv. Tan tees will be worn with the Army Combat Uniform only.
- k. **TIES.** If worn, will be tucked into the shirt between the 2nd and 3rd buttons of the gray and white shirt.
- l. **SUSPENDERS.** Will be worn with (under) the Tunic.

Chapter 20 – Physical Training Dyke

<p>SUMMARY</p>

<p>Worn for school sports, athletic activities, or during free time.</p>
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1. **Worn.** Physical Training dyke will be worn for school sports, activities or during free time.
2. **Warm Weather**
 - a. Physical training Dyke Shirt
 - b. Physical Training Dyke Shorts

- c. White Athletic Socks (Mid-calf only)
 - d. Running shoes or cross-trainers, predominately white or black in color. (No baseball shoes)
- 3. Moderate Weather**
- a. Physical Training Shirt
 - b. Physical Training Shorts
 - c. Physical training Sweat Pants
 - d. Physical Training sweat shirt (Hoodies are NOT authorized)
 - e. White athletic socks (mid-calf only)
 - f. Running shoes or cross-trainers, predominately white or black in color



- 4. Proper Wear.**
- a. The Physical Training shirt is *always* tucked into the Physical Training shorts.
 - b. Sweat pants and sweat shirt must be worn as a set.
 - c. Shoe laces will be properly laced at all times.
 - d. White t-shirts are NEVER worn with the Physical Training Dyke or sweats.

Chapter 21 – Class Dyke

SUMMARY

Daily uniform is Gray over Gray
More formal version is White over Gray

1. WORN

- a. Grey Shirt – referred to as “Grey over Grey”
 - i. Worn Daily. Worn at all official formations unless directed otherwise.
 - ii. NOT authorized for off-campus wear
- b. White Shirt – Referred to as “White over Grey”
 - i. Worn for special occasions, leaves, and town pass



2. SHIRT (GRAY or WHITE) – worn with shirt stays

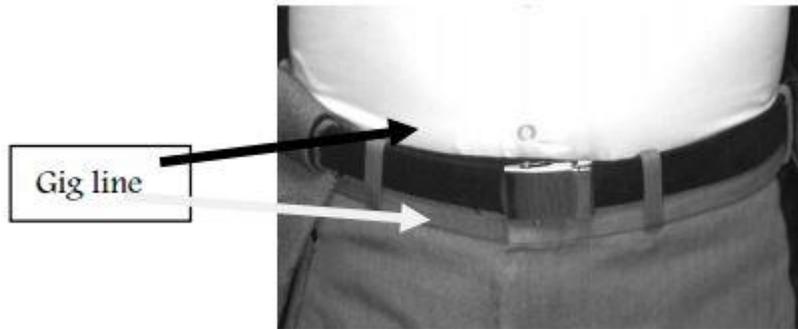
- a. Rank**
 - i. Worn on right collar, $\frac{1}{2}$ from front edge
 - ii. Centered between top crease and bottom edge of collar
 - iii. Parallel with the top of the collar.
- b. Shoulder Epaulettes (Maroon) – Type depends on grade/class:**
 - i. Blank – 7th and 8th Grade
 - ii. 1 bar – 9th grade
 - iii. 2 bars – 10th grade
 - iv. 3 bars – 11th grade
 - v. 4 bars – 12th grade
 - vi. 4 bars w/dyking tack - Private of the Guard
- c. Nametag**
 - i. Issued by cadet store
 - ii. Location. Placed on the right pocket. Center of nametag is aligned with the pocket button. Top edge of nametag aligns with pocket inseam.
- d. Star.**
 - i. Worn above right pocket, two points of star touching top of pocket.
 - ii. Cadets authorized the wreath will center it above right breast pocket with bottom of wreath touching top of pocket.
- e. FMS Crest. Worn 1/4" above star (or wreath). Centered. Worn after NC rules are signed off.**
- f. Torch or crossed rifles (depending on rank).**
 - i. Worn on left collar, $\frac{1}{2}$ " from front edge
 - ii. Centered between top crease and bottom edge of collar
 - iii. Parallel with the top of the collar.
- g. Ribbons**
 - i. Cadets are authorized to wear JROTC awarded ribbons.
 - ii. Centered on left pocket.
 - iii. Touching, but not over top of pocket.
 - iv. Maximum number of authorized is per the ribbon holder sold at the cadet store (21 ribbons)
- h. Tabs (badges)**
 - i. Tabs will be worn on the left breast pocket.
 - ii. $\frac{1}{4}$ inch below the button flap, centered
 - iii. $\frac{1}{4}$ inch spacing between each tab
 - iv. Only 4 tabs are authorized to be worn at one time
- i. Cords. Only one cord per shoulder may be worn when awarded.**

3. T-Shirt. White, crew neck, worn under uniform shirt. Clean, plain. No print or designs.

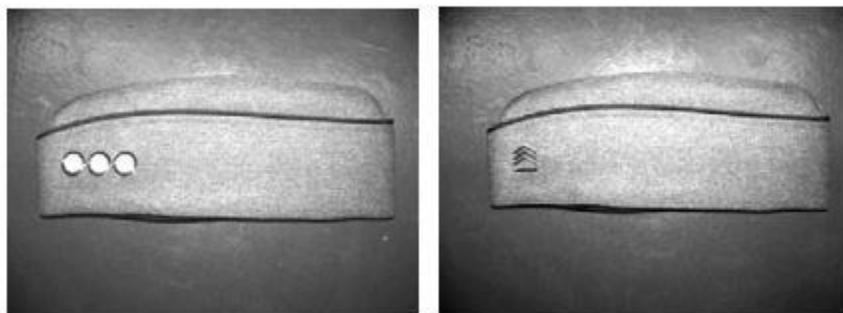
4. Pants

- a. Worn up on the waist, above the hips**

- b. *AT NO TIME* will pants be allowed to sag below the waist.
 - c. Proper length allows for a slight break in the crease just above where the cuff touches the shoe.
5. **Shoes.** Low quarters. Black leather highly (spit) shined. Properly laced and tied.
 6. **Socks.** Black socks. Mid-calf only.
 7. **Military Tuck.** Shirts are tucked into the rear of the pants by pulling all excess material to the sides and folding back. The pants are then fastened around the excess.
 8. **Alignment.** The shirt is tucked into the trousers so the shirt edge is aligned with the front fly opening of the pants and the outside edge of the belt buckle, forming a perfectly straight line (gig line).



9. **Garrison Cap** (Only Old Men will wear rank on the garrison cap, NC's will not wear anything on the cap).
 - a. Rank will be centered on the left side of the ca, ½ inches from the front.
 - b. Hat is worn square on the head, level with the ground, no hair protruding from the front of the cap.
 - c. When not worn, cap will be tucked into the belt on the right side between the 1st and 2nd belt loop.



Proper position of rank

10. **Barracks Cover** (only Old men wear the shield on the barracks cover)
 - a. Worn square on th head, level with the ground, no hair protruding from the front of the cap

- b. Nothing will be worn under the cover (no watch caps)
- c. Strap will be grounded to the bill
- d. Buill will be clean and smudge-free



Barracks Cover with Shield

Chapter 22 – Shower Dyke

SUMMARY

Robes must be white for underclassmen; seniors may wear color robes.

Cadets must have knee to waist coverage when sleeping.

1. BATHROBE (available in cadet store):

- a. Robes may be worn either to/from the shower or for visitation and movement within the barracks.
- b. Robes will not be worn on the East side (front of barracks) portion of the first stoop.
- c. Robes will not be worn on classroom row or in any classroom, arch or outside barracks.
- d. Robes must be:
 - i. White for underclassmen, any color for seniors.
 - ii. Tied closed when worn outside of a room.
 - iii. Knee length or longer.
 - iv. Unadorned and unmarked.

2. SHOWER DYKE: Cadets are authorized to travel directly to and from the shower without knee to neck coverage under the bathrobe. Cadets may not visit or entertain visitors in shower dyke.

3. SLEEP DYKE:

- a. Cadets must have knee to waist coverage when sleeping.
- b. Authorized tops:
 - i. Any FMS Physical Training Shirt

- ii. ANY FMS Physical Training Sweatshirt
- iii. White or tan short sleeve crew neck t-shirt (same as worn with school uniforms)
- c. Authorized bottoms:
 - i. FMS Physical Training Shorts
 - ii. FMS Physical Training sweatpants

Chapter 23 – New Cadets (ROOK System)

SUMMARY

Old men will not haze or physically abuse new cadets.

New Cadets are expected to adhere to FMS standards and are held accountable if they fail to adjust.

1. **HAZING.** Hazing is defined in VA Code 18.2-56 as “to recklessly or intentionally endanger the health or safety of a student or students, or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into, or affiliation with, or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity. Hazing – as defined by **Fishburne Military School**, is any act of physical or mental intimidation by a cadet or group of cadets used to influence a cadet or group of cadets to conform, adhere or not adhere, correct, or change their behavior in order to become a member of the Corps and/or an official or unofficial group, club, or team. Any attempts to mark a cadet, either temporarily or permanently, to initiate a cadet into the Corps and/or an official or unofficial group, club, or team will be considered Hazing. **Hazing is prohibited at Fishburne Military School and any cadet found guilty of this offense may be dismissed.**
2. All 1st year cadets who enroll at FMS, to include rolling admissions and mid-term matriculates will be placed in New Cadet status.
 - a. This is a 30-day training cycle
 - b. New Cadets (NC) will arrive at least 3 days prior to the class start.
 - c. NC’s will wear a red name tag with Class B’s until NC rules are signed off (mandatory).
 - d. NC’s will be issued “The New Cadet Rules Cards”
 - i. NC rules will be carried at all times.
 - ii. The New Cadet r rules must be followed for a 1-week period before being signed off.
 - iii. NC’s must have their rules signed by their CO, the BC and finally the Commandant.
 - iv. The NC’s will be required to recite the Rules, Honor Code, 3 General Orders, and the 1st Stanza of Hail to Fishburne.

- e. Note: Strict enforcement of these rules must come from the cadet Officers and NCO's first, followed by the Commandant's staff.
- 3. The first 3 days of enrollment before classes start will be used for both classroom (chapel) training and Drill and Ceremony.
- 4. Training will cover History of FMS, Regulations, Honor System, etc.
- 5. A New Cadet Breakout Ceremony will be schedule 30 days out on a Saturday. This usually coincides with the Parents Military Weekend (PMW).
 - a. Emphasis is on team building and completing NC breakout.
 - b. Currently breakout consists of an early morning 3-mile forced march, team building and PT stations on the front field, and the bus pull in the alley.
 - i. Formation – Orders read for promotion, pin on Black Name tag and Barracks cover crest.
 - ii. Cadet will then raise his right hand and be led in the Fishburne Cadet Creed.
- 6. Training is annotated in the NC training log
 - a. NC rules, Room Standards, Uniform Standards, and Drill are required to be signed off.
 - b. Training must be complied with prior to breakout.
 - c. NC Cadets who arrive late may go through breakout but will be required to maintain their rules and NC policies for a 30-day period.
- 7. Rolling admissions, mid-term and spring success arrivals will be through a 30-day training period. The training of these cadets will be done by the companies. It is very difficult to accomplish training with these cadets due to classes, sports, and activities. Focus will be on the FMS regulations and standards.
- 8. NC's will be given several tests throughout their training. An open book regulation test, an open book Honor System test, 4 weekly tests on that week's training.

Chapter 24 – Mess Hall and Food Delivery

SUMMARY

Mess Hall is off limits except during meal times.
 Cadets will not leave the mess hall without permission.
 New cadets will not speak in the mess hall.

1. PROCEDURES

- a. Unless on Mess Hall work detail, the mess hall is OFF LIMITS except during scheduled meal times.
- b. Each company will sit in their assigned location.
- c. **All cadets will**
 - i. Enter quietly and remain standing at attention behind their seat until directed to proceed to the mess line.

- ii. Remain silent and stand at parade rest while in the serving lines.
 - iii. Sit with their squad members, company cohesion will always be maintained .
 - iv. Always be in the proper uniform.
 - v. Use proper table manners at all times.
 - vi. Have at least 10 minutes to eat his meal.
 - vii. **Not** bring in or take out ANY food items.
 - viii. **Not** visit other tables.
 - ix. **Not** throw food or other items.
 - x. **Not leave the mess hall unless dismissed by the Mess Hall Officer or a CDI.**
 - xi. Place chairs under the table before departing.
- d. **New cadets will:**
- i. Not speak while in the mess hall unless answering a question from a cadet leader or staff member.
 - ii. Not sit with any Old Men except their squad leader or other cadet leader.
 - iii. Will study their new cadet rules while standing at attention waiting to be called to the mess line.
 - iv. Will be called last to the mess line.

2. MESS HALL STAFF

- a. Staff is authorized to leave class no earlier than 10 minutes prior to release for lunch and go directly to the mess hall
- b. Mess hall workers will earn 1 merit for every hour worked;
- c. Those who quit the mess hall will lose any earned merits in addition to a penalty for failure to do one's duty.
- d. Mess hall Officer and Non-Commissioned Officers are not eligible to earn merits unless assigned by the commandant.

3. FOOD DELIVERY

- a. Food delivery is authorized on weekend evenings where the next day is not an academic day and Sundays.
- b. Deliveries are authorized only during the following times:
 - i. Friday: After dinner mess – 2200
 - ii. Saturday 1300–2200
 - iii. Sunday 1300–1900
- c. The Commandant can restrict deliveries at any time.
- d. Regardless of deliveries, cadets must attend all meal formations and be in the mess hall during all meals unless excused or on leave.

Chapter 25 – Academics

SUMMARY

Cadets will meet their assigned academic advisor at least weekly.
Cadets not meeting academic requirements will be placed on *Academic Restriction*.

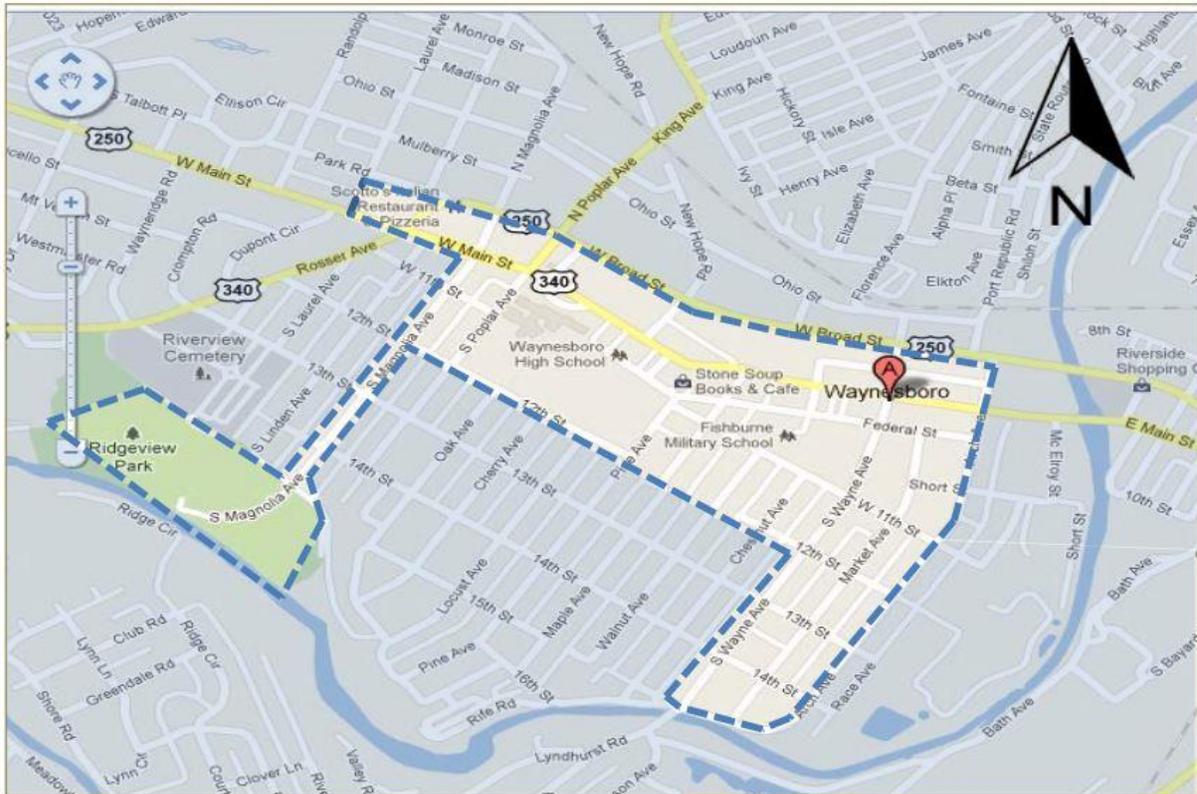
1. **ACADEMICS** are the focus for cadets at FMS. Cadets will give academic priorities their best effort.
 - a. Cadets are expected to:
 - i. Attend and be on time for all classes, study halls, advisor meetings etc.
 - ii. Go to class and any assigned study hall in the proper uniform, with all materials and be prepared.
 - b. Cadets not meeting academic requirements will be placed on *Academic Restriction*.
2. **ADVISORS**
 - a. Each cadet will be assigned a faculty instructor as an advisor.
 - b. Advisors are available to help cadets with everything from homesickness to study habits.
 - c. They are the 'go to' staff member for their respective cadets and parents/guardians.
 - d. Advisors should contact parents once a week.
 - e. Cadets will meet with their advisor once a week – usually on Friday during Help class.
 - f. Advisors will address academic deficiencies first and if uncorrectable, followed by the Headmaster and Superintendent if necessary.
 - g. Cadets may be required to attend an Academic Review Board (ARB) to address continuing academic problems.
 - h.
3. **STUDY HALLS**
 - a. Cadets attend at least one study hall outside of the class day and may attend more based upon their performance in class.
 - b. ***Evening Study Hall*** will be held Sunday thru Thursday from 2005 to 2050. All cadets will remain at their desk studying the entire time. No game systems, TV's or music is authorized. Cadets will be in Physical Training dyke the uniform of the day and their room will be neat and orderly.
 - c. ***Mandatory Afternoon Study Hall (MASH) will be held Monday, Tuesday, Thursday, and Friday from 1615 – 1700 for those cadets who need extra supervision to complete their work. The uniform will be the uniform of the day.***
 - i. ***A MASH roster is posted on the Commandant's bulletin board for reference.***

- d. **Sunday Study Hall** is held on Sundays from 0900-1030 for cadets on *Academic Restriction*.
- e. **Help Class** is on academic days, except Wednesdays, and is a 45-minute non-punitive, supervised study period in which instructors remain in their classroom to provide individualized instruction or to allow extra time on assignments.

***Refer to the Academic Policies/Course Catalog for further information. ***

Appendix 1

Off Limits Boundaries in Waynesboro for Cadets



Cadets may only cross W. Broad to patronize food establishments; All other areas along that boundary line are off-limits.

Off-Limits areas include:

Any vacant (empty) buildings (Barger Hall, Old Art Museum, Old Newspaper)

Appendix 2

THE FISHBURNE CADET CREED

- I am a Fishburne Military School cadet.
- I will not Lie, Cheat, Steal nor Tolerate those who do.
- I will conduct myself as a Gentlemen at all times.
- I am loyal to my Corps, school and brother cadets.
- I will always strive to better myself, Scientia Est Potestas, Knowledge is Power.
- I will obey all lawful orders given by cadet Leaders, faculty and staff.
- I promise to uphold the traditions of Fishburne Military School and teachings of Prof. James A. Fishburne.

THE JUNIOR ROTC CADET CREED

- I am an Army Junior ROTC cadet.
- I will always conduct myself in such a way as to bring credit to my family, country, school and the Corps of Cadets.
- I am loyal and patriotic.
- I am the future of the United States of America.
- I do not lie, cheat or steal and will always be accountable for my actions and deeds.
- I will always practice good citizenship and patriotism.
- I will work hard to improve my mind and strengthen my body.
- I will seek the mantle of leadership and stand prepared to uphold the Constitution and the American way of life.
- May God grant me the strength to always live by this Creed

THE FISHBURNE CADET PRAYER

Our Father, we thank you for the privilege and responsibility of belonging to the Fishburne Corps. All about us are the sights and sounds of freedom, purchased at great sacrifice. Our benefactors are noble men and women from every walk of life - professors and statesmen, patriots and soldiers who sleep beneath little white crosses around the world.

Lord, help us to use wisely our time in this hallowed place for the growth of the mind, the strength and purity of the body, the development of character, the enrichment of the heart and spirit, the birth of dreams, the pursuit of peace, the bond of comradeship, and the common good of all mankind.

When our march has ended and our last muster has been recorded, when the last battle has been fought, and we sleep with the haunting melody of Taps and stand for our final inspection

before the Judge of all, grant that we shall be found to have been worthy of the Corps, true to our God, and faithful to our fellow man. Hear our prayer in the name of the Prince of Peace. Amen.

Ralph M. Piland, 1983

HAIL TO FISHBURNE (THE FISHBURNE HYMN)

Words by Seth L. Baldwin, Class of 1921

Hail to Fishburne, Fishburne Hail, This our loyal last refrain.
Ere the crumbling mountainside is leveled smoothly with the plain.
Sound the bugles! Forward comrades! Drummers beat a bright Tattoo!
Through your portals to the future F.M.S. we march with you.

On the hilltop students gather. Fall in line a rousing throng.
Hark the massed cadets advancing. To a hearty marching song.
On the hilltop evening's falling, lights in the barracks guide the throng,
Back to harbor in their quarters, as they sing a marching song.

Hail to Fishburne, Fishburne Hail, This our loyal last refrain
Ere the crumbling mountainside is leveled smoothly with the plain.
Sound the bugles! Sleep well comrades! Drummers beat a last Tattoo!
Through your portals to the future F.M.S. we march with you.

Appendix 3

FISHBURNE MILITARY SCHOOL DRUG MANAGEMENT POLICY

SECTION A: PRESCRIPTION DRUGS

PART I: PRESCRIPTION DRUG MANAGEMENT POLICY

- Cadet and parent(s)/guardian(s) agree that the cadet will take medications as prescribed.
- All prescribed medications are to be identified prior to admission.
- The parent/guardian will be notified if the cadet is not taking the medication as prescribed or if there are side effects from the use of the medication.
- Parent(s) will be notified if the cadet abuses any substance or medications while taking prescribed medications.
- All appropriate staff and supervisory personnel will be informed of all cadets who are taking prescribed and psychotropic medications or over-the-counter medications.
- Cadets are not to possess any prescription medications.

- Cadets are strictly forbidden from sharing prescribed medications.
- **All medications brought from home must be brought by the cadet's Parent/Guardian and must be delivered to the infirmary or Operations Office immediately upon arrival at FISHBURNE MILITARY SCHOOL. Cadets are not allowed to transport prescribed or over the counter medication to or from the school, unless the school is contacted first and approves.**
- Cadets are responsible for reporting to medication call as directed.
- All medications are to be administered by FISHBURNE MILITARY SCHOOL STAFF ONLY.
- The names, address, and telephone number of each prescribing physician is to be kept on file in the infirmary.
- Cadets will not be allowed to transport/carry prescription drugs from home to school or from school to home. Thus, if parents wish to continue medication while the cadet is home the parent must either personally get the meds from the infirmary or have additional meds at home.

PART II: PROCEDURES FOR PRESCRIBED DRUG POLICY VIOLATION

- A written report will be filed identifying the circumstances surrounding the violation.
- A written statement will be obtained from the cadet.
- The parent/guardian will be notified of the violation.
- Upon review of the information, school administrators will recommend to the Superintendent the appropriate course of action, which may include a medical or psychological consultation (at parent(s)/guardian(s) expense), and/or disciplinary action up to and including dismissal through the Disciplinary Review Board (DISCIPLINARY REVIEW BOARD) process.

SECTION B: NON-PRESCRIPTION DRUGS/ALCOHOL/ILLEGAL SUBSTANCES

PART I: NON-PRESCRIPTION DRUG/ALCOHOL/ILLEGAL SUBSTANCE MANAGEMENT POLICY

The use, possession or distribution of illegal substances or paraphernalia, illegal substance look-alikes, the unauthorized or inappropriate use of legal substances, and the use or possession of alcohol or over the counter drugs of any kind, by cadets of Fishburne Military School on or off campus is strictly forbidden. Students found to be using, possessing, distributing illegal or unauthorized substances, paraphernalia, over the counter medications or any kind of prescription medication are subject to disciplinary action up to and including dismissal from Fishburne Military School.

- A cadet and his parent(s)/guardian(s) agree that upon admission and while a student at Fishburne Military School, they will not possess, use, or distribute illegal substances or paraphernalia, alcohol, or over the counter drugs of any kind.

- The cadet and his parent(s)/guardian(s) agree that upon admission and while a student at Fishburne Military School, a cadet will be subject to periodic random drug screening conducted by Fishburne Military School, or its agencies. The cadet and his parent(s)/guardian(s) further agree that this drug screening may be conducted with or without cause at any time during the school year and that they **will assume all financial obligations for this testing.**
- The cadet and his parent(s)/guardian(s) agree that upon admission and while a student at Fishburne Military School, a cadet will be subject to random searches of his person, room, possessions and vehicle with or without cause at any time.
- The cadet and his parent(s)/guardian(s) agree that positive test results for any controlled or illegal substance, other than marijuana, will result in immediate dismissal.
- **The cadet and parent(s)/guardian(s) understand and agree that *tuition is not subject to reimbursement or adjustment if cadets are withdrawn or dismissed from FMS***
- A cadet found to test positive in a drug screening test shall be held to have violated the school's policy on drug use and is subject to disciplinary action up to and including dismissal.
- A cadet refusing to participate in a school drug testing or evaluation is subject to disciplinary action up to and including dismissal.
- A cadet found to be in possession of a controlled substance, drug paraphernalia, or testing positive for a second time in the school year, will result in an immediate dismissal.
- A cadet who withdraws or is dismissed as a result of violating the school's drug policy may not apply for readmission to Fishburne Military School.

PART II: PROCEDURES FOR NON-PRESCRIPTION DRUGS/ALCOHOL/ILLEGAL SUBSTANCES POLICY

VIOLATION

- A written CPR and report will be filed identifying the circumstances surrounding the violation.
- A written statement will be obtained from the cadet and all others who have or may have knowledge of the offense.
- The parent/guardian will be notified of the violation.
- Upon review of the information and conduct of a DISCIPLINARY REVIEW BOARD, the Commandant will recommend punishment to the Superintendent which may include probation, medical or psychological consultation (at parent(s)/guardian(s) expense), enrollment in a drug program (at parent(s)/guardian(s) expense), and/or disciplinary action up to and including dismissal.
- The cadet and parents/guardians understand and agree that if a cadet is withdrawn, withdrawn in lieu of dismissal, or dismissed, that the school has no responsibility to and will not provide the cadet subsequent academic support and that the contracted tuition and fees will not be reduced or refunded.

- In the event the violation under this policy is for an illegal drug/substance, the school may immediately suspend the cadet and conduct an investigation and DISPLINARY REVIEW BOARD in Absentia. The cadet may not return to campus without the Superintendent or Assistant Superintendent approval.

SECTION C:

TOBACCO PART I: TOBACCO USE POLICY

Fishburne Military School makes every effort to comply with the Code of Virginia as it pertains to the use of tobacco products by juveniles and on school campuses. To this end, and to provide a smoke and smokeless tobacco free environment for all cadets and personnel, Fishburne Military School has adopted the designation of a “TOBACCO FREE SCHOOL”. The possession, use, sale or distribution of tobacco products at Fishburne Military School is prohibited.

- The cadet and his parent(s)/guardian(s) agree that upon admission and while a cadet at Fishburne Military School, not to possess, use, or distribute any type or form of tobacco.
- The use or possession of tobacco products by cadets is forbidden on school property, within the City of Waynesboro, or surrounding environs, or at any school sponsored event.
- A cadet found to be using, possessing, or distributing tobacco may be subject to disciplinary action up to an including dismissal.
- *Parents will be notified of all tobacco rule infractions.*

PART II: PROCEDURE FOR VIOLATION OF SALE/DISTRIBUTION OF TOBACCO PRODUCTS:

For the offense of *sale or distribution of tobacco products*, of any kind, the cadet will be awarded tours in accordance with chapter 11 – Offenses. The presumption of sale/distribution may be made if a cadet is found in possession of two or more packs/containers (empty or full) of tobacco products.

Appendix 4

PHONE SET-UP AND OPERATION

- VoIP – Voice over Internet Protocol phones have been issued to each cadet. The phone will stay with the cadet even if the cadet changes rooms, ensuring his extension stays the same.
- Parents can call the main Fishburne phone number 540-946-7700 and then dial the phone extension. (Extension is on the back of each phone.)
- Cadets must setup their voicemail greeting and password. To check voicemail, press the envelope button. The initial password for each phone is the same as the extension.
- Phones will be returned to IT staff at the end of the school session and inspected for damage. Damage will be reported and charged at the rate listed in the section – Property Damage.

Note: When you set up your voice mail greeting, use appropriate language. Inappropriate or insulting greetings will result in the loss of your private phone privilege.

***THE USE OF A PHONE IN YOUR ROOM IS A PRIVILEGE AND CAN BE REVOKED AT ANY TIME. ***

Phone Times: The phone system is placed on a timer and cadet use of the system is not available during class times. However, parents may leave messages during these times.

Appendix 5

CELL PHONE POLICY ACKNOWLEDGEMENT

Parents/Guardians must provide written consent and the cadet must sign the Cell Phone Policy Acknowledgement form prior to a cadet being allowed to possess a cell phone at the Fishburne Military School. Cadets are allowed to possess a cell telephone when traveling to and from their home and Fishburne Military School.

- Once arriving at Fishburne Military School, the cadet must immediately turn their cell phone in to the Operations Office. CDI's may issue cell phones to cadets for use upon commencement of town pass on Saturday.
- All cell phones will be returned to the CDI no later than 1800 each Sunday.
- The issuing of cell phones is a privilege that must be earned by the cadet. The Commandant may withhold issuing cell phones when he deems the cadet has not earned that privilege.
- Cell phones are not authorized for use in classrooms, laboratories, testing areas, library areas, Chapel, mess hall, or during religious activities.
- Cell phones are permitted in the possession of cadets within the barracks only when permitted by the Commandant.
- Cadets will be permitted use of their cell phones during pass/leave periods only.
- Cadets are not permitted to be in possession of a cell phone from Monday through Friday unless they are departing on special pass/leave.
- All cadets possessing cell phones are required to provide the Operations Office with the make, model and serial number of their cell phone.
- Cadets are authorized to have only those cell phones on record in their possession. Possession of any other cell phone will constitute a violation of policy and will be subject to disciplinary action.
- Should a cadet need to exchange his cell phone due to damage, they will ensure that the above information is provided to the Operations Office. While the use of cell phones by cadets is allowed subject to these rules, the use of a cell phone to take, store, or transmit pictures is strictly prohibited. It is the school's position that picture phones pose threats to individuals' privacy. Additionally, picture phones can be used to exploit personal information and compromise the integrity of educational programs.

Accordingly, the use of the camera function of a cell phone is strictly prohibited on school premises at all times. Students who violate this provision of the policy will have their cell phone confiscated and returned only to their parent/guardian.

- At no time may a cadet utilize any electronic communication device or camera in a way that might reasonably create an impression of being threatening, humiliating, harassing, embarrassing, or intimidating.
- Cadets will not charge another cadet for the use of their cell phone. Nor, will cadets who have not been granted cell phone privileges borrow or otherwise use another cadet's cell phone.