# CAMDEN MILITARY ACADEMY

## CADET REGULATIONS

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OATH OF THE
CADET OFFICERS

I, ________________________________, hereby agree to

[STATE YOUR FULL NAME]

serve as a Cadet Officer in the Corps of Cadets at Camden Military Academy or until removed by proper authority. I promise to enforce, support and report all violations of the established rules and regulations along with standard operation procedures of Camden Military Academy. Upon my HONOR as a cadet and gentleman, I will not lie, cheat or steal and I will never bring discredit on Camden Military Academy nor the Corps of Cadets. SO HELP ME GOD.
SECTION 1: GENERAL INFORMATION

A. Any offenses or omissions contrary to good order and discipline, not specifically covered in this regulation book, are punishable as the Commandant of Cadets may direct.

B. The Commandant of Cadets may make changes to the Cadet regulations at any time to insure good discipline.

C. Married persons are not allowed to attend Camden Military Academy. Any cadet who marries while a student will be required to withdraw.

D. No cadet shall sell, pawn, lend, rent, or otherwise dispose of his personal property to any person in or out of school without the permission of the Commandant of Cadets.
   1. The practice of lending money is strictly forbidden.
   2. The practice of lending money and charging interest is strictly forbidden.

E. No cadet is allowed in any vacant building, boiler room, maintenance shed, or pump house.

F. The swimming pool is off limits except when open for swimming. Life Guard must be on duty for the swimming pool to be opened. No swimming unless supervised by the Life Guard.

G. All lights are required to be out at taps. No cadet will be allowed to go to the latrine immediately after taps. The period from recall to taps is given for this purpose. Visiting after taps is strictly forbidden.

H. Medication distribution and the time for sick call will be announced and posted at the Infirmary. Cadets who need to visit the Infirmary at any other time must have permission from the Dean of Students, Commandant of Cadets, Officer in Charge or the Company Tactical Officer.
   1. There will be no visiting the Infirmary during classes without permission from the Dean of Students.
   2. There will be no visiting the Infirmary after classes without the permission of the Commandant, Tac Officer or Faculty Member.
   3. There will be no visiting the cadets confined to the Infirmary without the permission of the nurses.
   4. When discharged from the Infirmary:
      a. The cadet may not take leave or participate in any athletic activity for 24 hours from the time he is discharged without the doctor’s permissions.
      b. Any cadet excused from drill or classes may not participate in athletics and may not take leave without the permission of the nurse or Tac Officer.

I. Visitation on campus:
   1. The only areas authorized for visitors are in the Carlisle Student Center, the patio at the Carlisle House or in front of the Risher Administration Building.
   2. Visitors may park their cars in front of the Carlisle Student Center or at the Risher Administration Building.
   3. Cadets may not sit in cars with visitors but cadets may escort visitors to their cars.
   4. Cadets may not have visitors in the barracks or any other buildings on the campus of the academy without the approval of their Tactical Officers.
   5. Cadets are not allowed to have female visitors in the barracks.
   6. Cadets may not meet with visitors near the barracks, parking areas or near the public roads without approval from their Tactical Officers.
   7. Cadets may not have visitors during CALL TO QUARTERS, at RECALL or after TAPS.
   8. Visitors must report to admin building or cadets Tac Officers prior to meeting with cadets.
J. Cadets shall not throw trash on campus.

K. Cadets are required to attend the church of their Guardian’s choice on Sunday. Written permission from parents is required for cadets to change churches. Religious services are also conducted on campus each Sunday morning at 1000 in the CMA Chapel.

L. Use or possession of illegal drugs will result in dismissal from the academy. Cadets will not have energy drinks, protein powders or other powdered supplements on campus.

M. Camden Military Academy is a “Drug Free” campus. The possession of any drugs, drug paraphernalia, over the counter medication, vitamins or dietary supplements is strictly prohibited at Camden Military Academy. Over the counter medications, vitamins, or dietary supplements will not be consumed on campus without the written consent of a cadet’s guardian. Cadet guardians must coordinate with the school nurse for the administration of any medications, vitamins and dietary supplements. Unauthorized possession and/or consumption of these products while at Camden Military will be considered a serious violation of regulations and will result in dismissal from Camden Military Academy. No protein powdered drinks are authorized, cadets may have protein bars.

N. Possession of drug paraphernalia (pipes, clips, water pipes, posters, aerosol cans of any type, etc.) may result in dismissal from the academy. Cadets may not possess any aerosol can containing spray products such as deodorant, air freshener, or hair spray. Solid stick and pump spray products are authorized. Shaving cream cans are authorized. E-cigarettes are strictly forbidden.

O. Huffing or inhaling products for the purpose of intoxication is serious and may result in dismissal from the academy.

P. Cellphones may be utilized by cadets before and after class and after study hall has completed.
   1. There will be no cellphones taken out of the barracks during class.
   2. No cellphones are authorized during the class day or between classes.
   3. Cadets getting caught with phones in or around academic building during class will have phones confiscated for two weeks, first offense, and for remainder of school year, second offense.

Q. Cadets are not allowed to have cars at Camden Military Academy, or have available to them any type of vehicle in Kershaw County, but they may drive their parent’s cars while their parents are visiting Camden. Cadets will not be allowed to go out of the city limits of Camden in their parent’s car unless accompanied by their parents, with the exception of Highway 1 between the Academy and Camden. Cadets operating cars by themselves may not allow any other cadet to ride with them. Skateboards and hoverboards are prohibited on campus.

R. Military etiquette will be observed at Camden Military Academy. Cadets will salute uniformed faculty/staff and cadet officers outside when meeting or coming within six paces of the person. Cadets will address male faculty/staff members as “Sir” and female members as “Ma’am.” Accompanying the rendering of the hand salute with an appropriate greeting such as “Good Morning, Sir, [Ma’am].”, or “Good Afternoon, Sir,” or “Good Evening, Sir.”

S. Cadets will salute when they are reporting to an officer:
   1. Cadet will knock on the door to an office and WAIT until permission is granted to enter.
   2. Cadet will stop 2 steps in front of the desk at position of ATTENTION.
   3. Cadet will SALUTE and give RANK and NAME and say, “Reporting as Ordered, Sir” or “Requesting Permission to speak, Sir.”
   4. Cadet will hold his salute until the highest ranking officer drops his salute.
5. Cadet will salute and about face and leave the office when the ranking officer salutes at the conclusion of the conversation.

6. Cadets are NOT permitted to be in any office without the presence of a staff/faculty officer.

T. Cadets on subject restrictions or TBW’s may not leave the campus, but may visit relatives on campus.

U. Cadets will be responsible for all damages to CMA property when they are at the academy. Cadets will pay for replacement cost of all items broken, lost, or damage.

V. The class leader, the highest ranking cadet in class, will have a class formation at the beginning of each class period.
   1. Cadets will stand at attention at their desk at the beginning of class.
   2. Cadets will remain standing until a report is given by the class leader to the Instructor. The Instructor will determine when the cadets are to be seated by giving permission to the class leader.
   3. The class leader is responsible for the conduct of the class when the Instructor is away from the class for a short period of time.
   4. There will be no food, drinks, fidget spinners, toys or other distracters allowed in class.

W. Cadets assigned to the cannon detail are responsible for raising the flag in the morning as well as lowering the flag at retreat.

X. Cadets who are ON CAMPUS must attend all formations and meals. Cadets who have taken a meal off campus with visitors and return to campus before the on-campus meal must attend formation and must go to the Dining Hall. Cadets who are waiting to sign out on furlough or special leave or who are waiting to go with visitors to leave campus for a meal must attend formation and must be in the Dining Hall. Cadets who are on campus at the scheduled time for a formation or meal must be in the Dining Hall. Cadets are not allowed to miss formation, meal, or leave the Dining Hall to use the telephones.

Y. Military courtesy will be extended to all faculty and staff members on campus and in the barracks at the academy. Cadets passing a faculty or staff member in the hallway of the barracks will stand to one side (against the wall) until the faculty or staff member has passed or until told to carry on. Company Officers will remind all cadets of proper military courtesy and salute all Faculty, Staff, and Cadets Officers at the academy or when on the campus of any other military academy or military installation.

Z. The Sergeant of the Guard (SG) will report to the OC, OD, OG, or any faculty/staff officer who enters the barracks. The SG will go directly to the person SALUTE and give RANK and NAME and say, “Sir, Sergeant of the Guard of _____ Company reporting. May I help you, Sir?”

1. The overseas hat (flat hat) is to be located on the right side of the uniform tucked under the web belt with the Camden “C” patch pointing down when the cadets are on the inside of any building. The overseas hat will extend two finger width above the web belt. The overseas hat (flat hat) is not to be in the back pocket. The overseas hat is not to be in the front of the pants tucked under the belt buckle. Battalion Staff and the Company Officers are to check on the location of the overseas hats when the cadets are inside a building. The flat hat is parallel with the black stripe on the pants.

2. The AOC will enter each room at the beginning of each study hall to check on the student planners. SG should knock TWICE on the door and STAND at attention in the hall beside the door as the AOC enters each room. The cadets will stand at attention in front of their bunks until the command “AT EASE” is given and the AOC will check for all homework assignments. The command “CARRY ON” will be given as the AOC leaves the room.
3. **Tattooing and ear/body piercing by cadets is strictly prohibited. Cadets who have piercings may not wear earrings, body rings, etc while enrolled at the academy. Tattoo’s not covered by cadet uniform may require sleeve covers.**

4. Possession of an article reported stolen, lost or belonging to another student may be treated as stealing.

5. Company Tactical Officers may allow cadets to use personal cell phones on campus during free time. The academy will NOT be responsible for lost or stolen cell phones or any bill incurred by cell phones. **Beepers, camcorders, and recorders are not permitted at the academy.** The Commandant of Cadets is the only person authorized to permit the above items.

6. **The Executive Officer in each company will be responsible for:**
   a. supervising the company medical NCO.
   b. checking on the cadets in his company required to attend tutorial classes.
   c. checking on the cadets in his company assigned to the Learning Center.
   d. checking that all cadets in his company has an assigned seat in the Dining Hall.
   e. checking and updating the seating chart for each table for his company in the Dining Hall and providing the current seating charts to the Battalion Executive Officer.
   f. arranging seats in the Dining Hall for any new cadets arriving in his company

7. **The 1SG in each company will be responsible for:**
   a. supervising the SG in the afternoon.
   b. checking with the SG to get the cadets on the Pad out of the barracks at the proper time.
   c. checking with the SG to get cadets from his company to the Learning Center.
   d. be responsible to see that the company has a company clerk/assistant company clerk.
   e. be responsible to see that the company clerk/assistant company clerk report to the Guard Room each afternoon Monday - Friday.
   f. assisting the company in all administrative duties.

8. Cadets on duty will be permitted to have twenty-four hours to make up any missing homework/quiz or test. Duty personnel will include the Officer of the Day, Officer of the Guard, and the Sergeants of the Guard.

9. The Honor Code at the academy will be displayed in each classroom.
   “A cadet will not lie, cheat or steal.”

10. The Honor Pledge at the academy is a reminder to faculty/staff/and cadets the great responsibility for trust and honesty on an examination. A person’s word is his oath. The Honor Pledge is “I have neither given nor received help on this examination.” The Honor Pledge will be written on each quiz or test given by an instructor.

11. Cadets may wear one bracelets approved by Tac Officer with the military uniform. Cadets are permitted to wear one watch and one ring while in uniform. Cadets may wear a necklace but the necklace must NOT be visible while wearing the military uniform.

12. Cadets are responsible for their assigned rifles and will be responsible for any damage to their rifles. Cadets will clean their rifles on a regular schedule as announced by the Military Department.

13. When one cadet is out of the room, the roommate remaining will be responsible for the security and condition of the room. The Academy will NOT be responsible for lost or damaged personal items.

14. Cadets will not have animals or plants on the campus.
15. Black socks must be worn with the military uniform. Cadets who have trouble with their feet may wear white socks UNDER their black socks with the permission of the nurse but the socks showing above the shoes must be black. No ankle footies - no low cut brand name socks.

16. Damage or loss of school property shall be paid for by those responsible. Room damage will be charged to the occupants.

17. If a cadet desires to visit another cadet he will knock on the door of the other cadet and he will not enter the room until he is invited to enter. He must depart the room when requested to do so by either occupant of the room.

18. Cadets dismissed from the Academy will not return to the campus without the permission of the Commandants of Cadets.

19. No cadet will be authorized late lights without the authorization of the Tac Officer or the Commandant of Cadets.

20. The promotion of worthy cadets to the next higher rank is of the utmost importance to all concerned. These promotions are based on academic and military achievement, conduct in the classrooms and the barracks, manner of performance in the barracks, while on guard duty, and on the drill field, personal appearance, loyalty to the Academy, time in grade level and availability of position.

21. Cadet Officers/NCO’s that are sword bearers may wear the silver no shine belt buckle.

22. At the beginning of the second semester ONLY 50 merits will be carry over in the company record books.

23. Cadets will REPORT to the PAD when they are on sports and there is no coach present during the weekdays AND weekends. Team captains can NOT call for a practice session without the coach.

24. No cadet may pick up or drive another cadet off campus without adult present inside the vehicle. No cadet may picked up or drive another cadet off campus without permission from the parents of both cadets.

25. Cadets and their parents are responsible for lost, damage, stolen or unauthorized use of their cell phones. Cadets and their parents are responsible for the cell phone when they are lost, damaged or stolen or when unauthorized calls are made on any lost or stolen cell phones.

The academy will not be responsible for lost, damaged or stolen cell phones or other electronic equipment. The academy will not be responsible for any unauthorized use of cell phones.

26. Cadets are responsible for their own personal items within each room. The academy can not assume any responsibility for lost, damage or stolen items that a student may have in his possession or in their rooms in the barracks.

27. MAIL: Mail will be delivered to cadets by Company at Mail Call. Outgoing mail will be deposited in the Mail Box located near the Risher Administration Building.

Return Address for Cadet Mail is:

Cadet ______________________________________________________

Company ____________________________________________________

Camden Military Academy
520 Hwy. One North
Camden, South Carolina 29020

28. College visits are arranged by the parents and not by Camden Military Academy. Seniors and juniors are permitted one college visit in the fall and one college visit in the spring. College visits CANNOT be carried over to the next semester. There is to be only ONE college visit per semester.
College visits by students at Camden Military Academy are NOT permitted without prior approval by the Dean of Students TWO WEEKS in advance of the college visit.

Parents/Guardians are to arrange the college visit on a non-restricted weekend. Some weekends are closed at the Academy and the students are committed to CMA programs for those particular weekends.

29. When wearing civilian headgear the cap is worn properly – never backwards or sideways.

30. Company Commanders/1SG’s will remove all daily reports, memos and forms from their mail boxes [OUT BOXES] in the Guard Room BEFORE 1515 hours [3:15 PM] EACH DAY.

31. Cadets are NOT to access inappropriate websites on the internet.

32. Cadets are NOT allowed to wear headphones while in uniform [dress uniform, class uniform or ACU’s]. Cadets may walk around campus with headphones ONLY when they are in civilian clothes.

33. Tac Officers will base senior leave on GRADES [Deans/Honor List], and CONDUCT in the classrooms, barracks, dining hall, chapel, and formation.

34. Cadets, who file an APPEAL FORM, can NOT go on Senior Leave, Officers Leave, Town Leave, Movie Trip or have any other special privileges. All special privileges are suspended while the APPEAL process is pending. Privileges will be restored if the Appeal Form is approved. Appeal Form is directed to the Faculty/Staff Officer. Appeals must be submitted with 24 hours of event.

35. Cadets who are on sport trips [or any authorized trips by the academy] during the study hall time period are permitted to have twenty-four hours to make up any missing homework, classwork, quiz or test. SEE Section I, number nine for cadets on duty.

36. Cadets on duty [OD, OG, SGs or Colonel Orderly] are not permitted to be talking on their cell phones or texting in the Annex Office, Guard Room, Operations Office or while supervising the PAD.

37. Cadets are authorized to wear a regular inexpensive watch with a regular wrist band. The wrist band of a watch cannot be in a different color so as not to that distract from their uniforms.

38. Short low cut BLACK socks or the short low cut WHITE socks are not permitted with class uniforms, ACUs, or the travel uniform.

39. The proper hat for the class uniform, the proper cap for the ACU, and the proper dress hat for the dress uniform will be worn on or off campus in the proper military manner.

40. Ribbons are permitted on the dress coat in the proper military location. There will be no duplication of ribbons displayed on the dress coat.

41. A television set is permitted in each room in the barracks not to exceed a 22-inch screen.

42. Cadets are not permitted to wear their cadet rank on the dress coat pocket.

43. Furloughs are provided to the cadets on scheduled weekends.

44. Cadets are required to wear the proper length for their pants based on the rule that ONLY five buttons are showing on their military shirt while not counting the top button at the collar. A large size cadet [wearing XXLG or larger shirts may have six or more buttons showing not counting the top button at the collar. CADETS ARE NOT PERMITTED TO WEAR THEIR PANTS HANGING DOWN TOO LOW. Pants are to be adjusted in length based on the growth of a person.

45. Hoodies are not permitted on campus.

46. Cadets must be fully clothed while walking on campus.

47. No speakers are authorized outside, cadets must wear earphones.
SECTION 2: CADET BATTALION ORGANIZATION AND DUTIES

A. The Commandant of Cadets commands and administers the Corps of Cadets and the daily routine of duties. Command is executed through the Cadet Chain-of-Command established within the corps. The Commandant is charged with the maintenance of discipline over all military activities and the barracks, and controls the Officer in Charge and the cadet guard. The Commandant keeps the Headmaster informed on all matters pertaining to the administration, conduct, and discipline of the Corps of Cadets.

B. The Corps of Cadets is organized into a battalion with Band & Staff, A, B, C, and D Companies. The total battalion strength is 300 cadets authorized. The chain-of-command is actively used throughout the corps to insure high standards of discipline and esprit de corps.
C. DUTIES AND RESPONSIBILITIES

1. **BATTALION COMMANDER:** The Battalion Commander is the highest-ranking cadet in the corps at Camden Military Academy. He is chosen for his leadership ability, appearance, academic achievement, and devotion to the Corps of Cadets. The duties of the Battalion Commander include, but are not limited to, the following:

   a. Supervise the operation of the battalion so it functions smoothly and efficiently.
   b. Insure that his staff officers perform their assigned duties.
   c. Insure that the barracks are being properly cared for and damage is held to a minimum.
   d. Insure that the grounds are kept in a high state of police at all times.
   e. Insure that the cadet corps maintains a high standard of appearance and conduct on and off campus.
   f. Insure that the company commanders are performing their assigned duties.
   g. Act as liaison between the school administration and the Corps of Cadets in all matters.
   h. Supervise and make corrections on all officers and NCOs within the battalion.
   i. Preside as chairman of the Cadet Honor Council.

2. **BATTALION EXECUTIVE OFFICER:** The duties of the Battalion Executive Officer include, but are not limited to, the following:

   a. Assume command of the battalion in the absence of the Battalion Commander.
   b. Coordinate the actions of the staff to insure a smooth-running and efficient battalion.
   c. Coordinate the accountability of Cadets at each formation.

3. **BATTALION COMMAND SERGEANT MAJOR:** The Battalion Command Sergeant Major is the principal cadet enlisted assistant to the Battalion Commander. As the senior enlisted member of the Cadet Corps, the Command Sergeant Major supervises the other non-commissioned officers (NCO’s) of the battalion and companies. Specific duties of the Command Sergeant Major are to:

   a. Supervise the operation of the battalion so that it functions smoothly and efficiently.
   b. Assist subordinate NCO’s, the battalion XO, and the adjutant with administrative duties/details.
   c. Advise and assist the Battalion Commander in all matters pertaining to the members of the Cadet Battalion.
   d. Assist the Adjutant in the formation and alignment of the battalion at all battalion formations.
   e. Supervise the Color Guard and flag detail. (He is the Custodian of the Color.)
   f. Assure that an NCO accompany the Cannon detail every day that the flag is raised and lowered. (To ensure it is done properly.)
   g. Supervise and make corrections on all officers and NCO’s within the battalion.
   h. Ensure that the barracks are being properly cared for and maintained and damages are held to a minimum.
   i. Ensure that the battalion area, including the drill field, is maintained in a high state of police.

4. **S-1, ADJUTANT:** The Adjutant is responsible for the following:

   a. Supervision of the battalion S-1 Staff to insure that all reports and records of the battalion are set up and maintained correctly.
b. Form the battalion at formations, receive reports from the Company Commanders, and give the reports to the Battalion Commander.
c. Supervise the maintenance of cadet records.
d. Establish and maintain up-to-date cadet rosters.
e. Maintain accurate room charts by company.
f. Establish and maintain all cadet duty rosters.

5. **S-1, STAFF PERSONNEL**
   a. **NCOIC:** The S-1 Noncommissioned Officer In Charge is responsible for the following:
      1. Assume the duties of the S-1 in his absence, and maintain up-to-date restriction lists.
      2. Prepare daily serving sheets; post daily and weekly serving sheets.
      3. Prepare guard detail clipboards.
      4. Prepare AOC books.
      5. Supervise Company Clerks/Assistant Company Clerks.
   b. **NCO- Operations.** Noncommissioned cadet is responsible for the following:
      1. Account for cadets assigned to the Learning Center.
      2. Account for cadets absent or late to the Pad/Work Detail.
      3. Account for cadets at sports who are on the Pad/Work Detail.
   c. **COMPANY RECORD CLERKS:** The Company Record Clerks are responsible for posting merits and demerits on cadet records and maintaining weekly inventories of merits and demerits.
   d. **MEDICAL OFFICER/NCO:** The Medical Officer/NCO is responsible for the following:
      1. Assist the school nurse in maintaining accountability and order at all sick calls.
      2. Insure cadets in infirmary receive meals.
      3. Perform additional duties as required by the school nurse.

6. **S-2, BATTALION ARMORY OFFICER**
   a. **BATTALION ARMORY OFFICER:** The Battalion Armory Officer is responsible for the following:
      1. Supervise Armory.
      2. Check on Armory Equipment.
      3. Take care of Armory staff’s merits/demerits.
   b. **BATTALION ARMORER NCO:** The Battalion Armorer is responsible for the following:
      1. Maintain Arms Room accountability and security.
      2. Insure and receive weapons for required activities.
      3. Maintain a duty roster of Arms Room personnel.
      4. Insure the Arms Room is kept in a high state of police.
      5. Insure cleaning material is issues to the company First Sergeants.
      6. Insure unassigned weapons are maintained properly.
7. Maintain rifle sign in/out sheets to insure accountability.
8. Assist JROTC staff in monthly serial number inventory.

7. **S-3, OPERATIONS AND TRAINING OFFICER:** The S-3 is responsible for the following:
   a. Plan, coordinate, revise, and update annual master training schedule.
   b. Publish the weekly training schedule.
   c. Set up the parade field for parades, ceremonies, etc.; remove flags after parades, etc.
   d. Conduct weekly inspections of barracks for fire hazards, and monthly fire extinguisher inspections. Conduct daily inspections of the bulletin boards of each company.
   e. Plan and coordinate JROTC visits.
   f. Meet with the cadet officers to inform the officer about the weekly military schedule.

8. **S-3, STAFF PERSONNEL**
   a. **OPERATIONS NCO:** The S-3 Noncommissioned Officer is responsible for the following:
      1. Assume the duties of the S-3 in his absence.
      2. Insure battalion and company bulletin boards are maintained and up to date.

9. **S-4, BATTALION SUPPLY OFFICER:** The S-4 is responsible for the following:
   a. Issue uniforms to new cadets upon enrollment.
   b. Insure the supply room is opened at least three times per week for cadet purchases.
   c. Inventory the supply room periodically.
   d. Be in the supply room with the Quartermaster when the supply room is open for business.
   e. Dining Facility Representative.
   f. **BATTALION LAUNDRY SERGEANT NCO:** The Battalion Laundry Sergeant is responsible for the following:
      1. Review the laundry procedures in each barracks.
      2. Check with the company NCO and track the cadets who are not sending out weekly laundry.
      3. Special attention will be given to seventh and eighth grade cadets and inform the Tactical Officer about those cadets not sending out their laundry.

10. **S-5, BATTALION RECRUITING OFFICER/PUBLIC RELATIONS:** The S-5 is responsible for the following:
    a. Assist the Admission Director.
    b. All public relations (PR) associated with CMA.
    c. Assist the Development Office as required.
    d. Insure news releases are prepared and mailed on all major campus activities.
    e. Prepare and release hometown news releases.
    f. Coordinate and conduct on-campus visits of potential cadets.
    g. Help maintain JROTC records for IG inspection.
    h. Coordinate and provide escorts for all on-campus VIP visitors.
SECTION 3:  CLASSROOM RULES

CLASSROOM RULES AND PROCEDURES

1. Cadets will report to class on time. Class takes priority over all unscheduled activities.

2. Cadets will report to class in the proper uniform each day.

3. Cadets will enter the classroom quietly and take their seats.

4. Cadets will remove their jackets prior to the start of class.

5. A class formation, directed by the highest ranking cadet or a designated cadet, will begin each class period.

6. Cadets will be prepared for class with homework assignments, books, paper, pens, and pencils. Cadets will bring other materials [dictionary, workbook, worksheets, etc.] as directed by their instructors. **Cadets are NOT permitted to return to the barracks during class time or between classes.**

7. Cadets will listen to and follow the directions given by the instructors.

8. Cadets will maintain a positive attitude in the classroom. Disruptive behavior in the classrooms, academic buildings or the Library will not be tolerated.

9. Cadets will not use profanity, vulgarity, obscenities/obscene words, inappropriate remarks, derogatory remarks or offensive language in the classrooms, hallways, academic buildings or Library.

10. Cadets will not have food, drinks, gum, candy, CD players, iPods, MP3, PSP players, IPADS or any other electronic games in the classrooms, academic buildings or the Library during class time.

11. Cadets will not sleep or place their heads on the desks in the classrooms. Cadets will be reported for sleeping in class or head on desk.

12. Cadets are hereby notified that the instructor’s desk, file cabinet, bookcases and podium are OFF LIMITS. Cadets are not to removed any items from the classrooms belonging to the instructors or to the academy.

13. Cadets are not to talk when the instructor is talking or when another cadet has permission to speak.

14. Cadets are always responsible for writing homework assignments in their student planners.

15. Cadets will not leave the classroom without the permission of the instructor AND only with a signed CLASSROOM PASS.

16. Cadets will not leave class for the Infirmary unless you have permission from the instructors and from the Dean of Students or a note signed by the nurse.

**17. Cadets are not permitted to leave the classrooms to return to the barracks during class time for ANY reason. Cadets are not to return to the barracks during class for their books, homework assignments or a pen/pencil. Cadets are NOT permitted IN the barracks during class time or between classes.**

18. **Cadets are not permitted to have cell phones in the classrooms, academic buildings or the Library. Cadets will not bring/have cell phones during the class day.**

19. Cadets returning LATE from the bathroom during classtime will be reported.
SECTION 4: MERIT AND DEMERIT SYSTEM

A. GENERAL: The merit and demerit system at CMA is designed to reward those cadets who achieve above the expected standard, while encouraging those cadets below the standard to improve.

1. The merit/demerit system at CMA is subject to change, and will be changed as necessary to insure order and discipline.
2. The Commandant of Cadets is the sole authority in matters involving the merit/demerit system; his decision is final.

B. MERITS: The purpose of awarding merits is to reward those cadets who have excelled in behavior, academics, military duties, and extra-curricular activities.

1. Merits will take off demerits.
2. One merit will cancel five (5) demerits.
3. Merits will NOT take away TBW’S (TOURS TO BE WALKED).
4. A current schedule on how to earn merits is included in SECTION 12.
5. Faculty officers may submit at any time a request for merits to the Commandant.
6. The coaches are responsible for submitting weekly lists to the Operations Office for all players that are eligible for merits.
7. Company Officers may submit a request for merits to the Operations Office.
8. Company merits MUST be approved by a Company Officer and the Tac Officer.
9. Company merits WILL NOT be recorded unless approval signatures of a Company Officer and the Tac Officer are on the recommendation.
10. CMA Forms #990 will be provided to the Tac Officers (and to the 1SG of each company to be POSTED ON THE BULLETIN BOARD) each Monday for all cadets to see their total merits/demerits for the week and their standing for a merit furlough.
11. When a cadet accumulates fifty (50) merits (after the demerit offset), he can take a merit furlough, if otherwise eligible. A merit furlough can be used only on a regularly scheduled open and non-restricted weekend.

C. DEMERITS: Demerits indicate the degree of good spirit and maturity of a cadet. A cadet who finds himself with demerits or tours should understand that he has, BY HIS ACTIONS, advertised that he is BELOW THE STANDARDS of Camden Military Academy.

1. The awarding of demerits occurs for infractions of the rules and regulations.
2. A list of the infractions of the rules and regulations for which demerits can be awarded is included in SECTION 13.
3. An accumulation of demerits results in the individual cadet restricted to campus or working on the work detail.
4. Cadets will be required to walk 25 tours when they amass a total of 100 outstanding demerits per week after running out of merits.
5. Serious infractions of the rules and regulations may result in a cadet receiving Tours to be Walked (TBW’s).
6. Cadets serving PAD tours, excessive demerits or academic restrictions will not be allowed to leave the campus without permission of the Commandant of Cadets.
7. Granting of furloughs while on tours will be at the discretion of the Commandant per the recommendation of the Tac Officers.
8. Cadet Officers will not normally walk tours. Appropriate punishment will be administered by the Commandant of Cadets.

9. Demerits are not entered on the permanent record of new cadets until they have been at the academy for two weeks.

D. DISCIPLINARY REFERRAL FORMS:

Cadets who create a serious violation or who continue to have a problem (consistently recurring late to class, no homework, creating a disturbance in class) will be written up on the Disciplinary Referral Form. The Disciplinary Referral Forms are available in the Academic Office. The Disciplinary Referral Form will be completed by the Instructor and sent to the Academic Office who will forward the form to the Commandant. The Commandant and the Tac Officers will become involved in the serious violation or constant problem that a cadet may have within the classroom.

E. REPORTING OFFENSES: Operations Office will receive all reports.

1. Any member of the faculty and staff may submit a delinquency report on a cadet.

2. Cadets in positions of squad leader and above may submit a delinquency report to the Company Officers.

3. Officer of the Day and Officer of the Guard, may submit reports to the Officer in Charge while in the performance of their duties.

4. The Sergeants of the Guard will submit delinquency reports to the Tac Officers.

5. All delinquency reports must be submitted in a timely manner.

6. A cadet reported by another cadet within the company is required to have the approval signature of a Company Officer and the signature of the Tac Officer.

7. Company demerits will not be recorded unless the approval signature of a Company Officer and the Tac Officer are on the delinquency report.

8. All demerits concerning academic or classroom behavior must be turned into the Dean of Students at the end of each class day.

9. Any report submitted to the Operations Office without the signature of the reporting official will be summarily dismissed.

10. All delinquency reports MUST be submitted to the Operating Office within seven class days of the offense or the reports will be dismissed.

F. CADET REPORTS:

1. All demerit and merit reports written by cadets will be REVIEWED by the Company Commander of the cadet receiving the demerits/merits.

2. Company Commanders will use these reports as a tool in monitoring and counseling their cadets.

3. Company Commanders will, in turn, furnish these reports (as quickly as possible) to their Tac Officers for final review.

4. The Sergeants of the Guard will submit all request for merits/demerits to the Tac Officers.

5. EXCEPTIONS to this policy are reports generated by cadets in their official capacity as members of the Daily Guard Mount. Reports generated by the Officer of the Day and the Officer of the Guard will be submitted to the Officer in Charge at the end of the duty day or to the Operations Officer.

G. AWARDED DEMERITS:

1. Once the delinquency reports (classroom and company demerits) has been received into the Operations Office, a copy of these reports will be forward to the Tac Officers of each company.
2. Each Tac Officer will ensure that the cadets that have been reported are aware of the offenses.

3. The Company Clerks (one cadet assigned from each company) will post the delinquency reports into the Company Merit/Demerits Records.

4. The Company Clerks are supervised by a Cadet Staff Officer or senior NCO.

5. The Company Tac Officers will review the work of the Company Clerks.


7. The original Company Merit/Demerit Records will not be removed from the Operations Office.

H. **APPEAL FORMS:**

1. Cadets may appeal delinquency reports (demerit reports).

2. The **APPEAL PROCESS** is for a cadet to explain to the reporting officer the reason for the error in the delinquency report (demerit report).

3. The appeal program is used ONLY when a cadet is reported for an infraction of the rules and the cadet believes there is an error in the report and that the reporting officer needs to have information that the cadet has in his possession.

4. A cadet may not file an appeal on Saturday or Sunday. Special Orders are not published on the weekends.

5. A cadet’s tours will be placed on HOLD for ONLY twenty-four hours. Cadets will serve after the twenty-four hours. Appeal Form can NOT be filed with the Operations Officer BEFORE the Special Order is read to the Corps of Cadets.

6. Cadets, who file an APPEAL FORM, can NOT go on Town Leave, Movie Trip or have any other special privileges. All special privileges are suspended while the APPEAL process is pending. Privileges will be restored if the Appeal Form is approved. Appeal Form is directed to the Faculty/Staff Officer.

7. Cadets will walk their tours **if an answer has NOT been received** within twenty-four hours.

8. The appeal process is for cadets who are **completely innocent** and is not to be used to **delay serving punishment**.

9. Cadets may NOT file an Appeal FORM **after the Pad/Work Detail has commenced**.

10. Cadets may NOT file an Appeal FORM after twenty-four hours from the time that a Special Order is read in the Dining Hall.

11. The appeal forms are available from the Tac Officers or the Operations Office.

12. The appeal form is completed with an explanation and signed by the cadet.

13. **The cadet will return the appeal form to the Operations Officer. (An appeal form MUST be given in person to the Operations Officer.)**

14. The appeal form is sent to the reporting Faculty/Staff Officer (the person who signed the report).

15. The reporting Faculty Officer, Tactical Officer or Commandant of Cadets (the person who gave the demerits) are the only persons who can repeal the demerits/tours.

16. The reporting Faculty/Staff Officer will review the appeal form and will approve or disapprove the request.
17. The appeal form will be returned to the Operations Office and then returned to the cadet (placed in the mailbox of his Tac Officer) with the signature of the reporting officer and if the report is repealed then the demerits will be removed (or the merits restored) from the record of the cadet.

18. Any cadet filing an Appeal Form that contains FALSE INFORMATION will have an additional 10 tours added to his total number of tours.

19. Any cadet filing an Appeal Form to delay serving his tours without justification will have an additional 10 tours added to his total number of tours.

20. All Appeal Forms must be handed in person to the Operations Officer for the proper filing of an appeal on the tours. Appeal Forms are not to be left under the office door. The proper procedure for filing an appeal must be followed in order for the tours to be delayed for the twenty-four hours.

21. All APPEAL FORMS, approved by a Cadet Officer or Senior Ranking NCO, MUST also be approved by the Company Tac Officer.

I. POSTING TOURS AND DEMERITS:

1. The TBW’s (PAD) List will be updated each night by the Operations Office.

2. The TBW’s List will be available to the Tac Officers and to the 1SG each morning in the OUT boxes in the Guard Room.

3. The TBW’s List will be provided to the Commandant of Cadets and to the Deputy Commandant of Cadets.

4. Copy of the TBW’s List will be provided to the Tac Officers.

5. Copy of the Work Detail List and the TBW’s List will be provided to the First Sergeants of each company to be POSTED ON THE COMPANY BULLETIN BOARD.

6. Copy of the TBW’s List and all updated forms will be posted on the Company Bulletin Board by the first Sergeants before 1230 hours (after lunch) each day.

7. The First Sergeant of each company is responsible to have the TBW’s List posted on his company bulletin board. Duties may be delegated but responsibility can never be delegated. It is the responsibility of the 1SG to update the Company Bulletin Board.

8. CADETS IN EACH BARRACKS ARE RESPONSIBLE TO READ THE COMPANY BULLETIN BOARD EACH DAY.

J. ACADEMIC RESTRICTIONS:

1. Academic Restrictions are posted in the barracks every two weeks.

2. Cadets failing TWO or MORE subjects for a two week grading period:
   a. will NOT be allowed to miss any class time or study hall time for any athletic or school activity without prior approval from the Dean of Students and the Athletic Director.
   b. will NOT be allowed to go off campus to attend special events without prior approval.
   c. will NOT be allowed to go on town leave, or have use of electronics.

3. Cadets will attend tutorial classes for extra help from the faculty.

4. Cadets will attend the Learning Center.

5. Cadets will be restricted to campus until the next two week grades are announced.
K. **WORK DETAIL/PAD HOURS:**

1600 hours - 1800 hours (4:00 - 6:00 p.m.) Monday - Friday

1400 hours - 1700 hours (2:00 - 5:00 p.m.) Saturday - Sunday

L. **RESTRICTION/WORK TOURS:**

1. Cadets who accumulate one hundred demerits and over will be restricted to the campus and will walk the PAD for twenty-five tours.

2. Cadets who receive TBW’s due to Special Orders will march off one tour for each thirty minute period.

3. The Officer of the Day and the Officer of the Guard will supervise the TBW’s/PAD.

4. The OD/OG/OC will take roll call of the cadets on the Pad at the reviewing stand near the parade field at PAD time. Proper uniforms will be checked at this time.

5. The OD/OG will record the time a pad member arrives and the time departed and report this information to the OC/Operations Officer.

6. Cadets will follow the instructions given by the OC/OD/OG or no credit will be given for that day.

7. Cadets who are playing on the pad will not receive credit.

8. **Credit on the pad will be determined by the OD/OG/OC.**

9. The Officer in Charge (OC) will inspect the areas cleaned by the Work Detail.

10. The Officer in Charge (OC) will check the PAD for compliance with all the rules.

11. Cadets LATE to the Pad will have TBW’s added to their total tours to be walked.

12. Cadets ABSENT from the Pad will have TBW’s added to their total tours to be walked.

13. **Extra credit for the Pad will be determined by:**

   a. arriving on time.

   b. arriving in a clean and proper uniform.

   c. working or walking without talking or playing.

   d. working or walking correctly.

   e. extra credit will be determined by the OD/OG/OC.

M. **PRIVILEGES:**

Privileges must be earned at CMA. All cadets may enjoy the benefits of televisions in their rooms, wearing civilian clothing on campus, special leaves, and general leave. The Commandant of Cadets, the Dean of Students, and the Tac Officers may suspend all or some cadet privileges for recurring offenses, such as not doing homework, being late to class, disturbing class or study hall, and using electronics during study hall or after taps.
SECTION 5: LEAVES AND CLOSED WEEKENDS

A. SPECIAL LEAVES:

1. Special leave may be granted to allow cadets to check out with parents and other approved visitors, after classes, on weekdays or after scheduled activities on the weekends. Cadets will be allowed to miss meals but must return for any scheduled school activities (must attend study hall, etc.).

2. Cadets requesting Special Leave must have the approval of the Officer in Charge.

3. Cadets who are allowed to go on Special leave MUST check out and upon returning to campus MUST check in with their Tac Officer. There are NO exceptions.

4. Cadets must meet all formations and meals if they are ON CAMPUS. Cadets waiting to leave or returning early after eating must be at the formation and meal. Cadets on campus are not to remain in the barracks or walking around on campus during a formation or during the meal time. If CADETS ARE ON CAMPUS, they must attend formation and MUST be in the the Dining Hall.

5. Cadets leaving the campus must insure they:
   a. Are properly signed out. Cadets desiring Special Leave must REQUEST permission from and **SIGN OUT with Tac Officer**.
   b. Are properly signed in. Cadets who obtain Special Leave must **SIGN IN with the Tac Officer** immediately upon their return to the campus.
   c. Are required to be shaved and have a proper haircut.
   d. Cadets will NOT sign out or in for other cadets.
   e. Cadets depart from and return to the barracks quietly.

6. General rules and regulations:
   a. Cadets not on demerit or academic restrictions may have on-campus visitors during authorized leave time only. Permission must be obtained from the Officer in Charge or higher authority for visitors to be on the campus during non leave times.
   b. The only areas authorized for visitors are in the Carlisle Student Center, the patio at the Carlisle House or in front of the Risher Administration Building.
   c. Cadets may not sit in cars with visitors. Cadets may escort visitors to their cars.
   d. Cadets may not have visitors in the barracks or any other buildings on the campus of the academy without the approval of their Tactical Officers.
   e. Cadets are not allowed to have female visitors in the barracks.
   f. Cadets may not visit with visitors near the barracks, parking areas or near the public roads without approval from the Company Tactical Officers.
   g. Cadets may not have visitors during CALL TO QUARTERS, at RECALL or after TAPS.
B. FURLoughs:

At Camden Military Academy, furloughs fall into several categories. These categories are:

- Merit Furloughs
- Academic Furloughs
- Headmaster Furlough
- General Furloughs

These furloughs are arranged to allow all students some time at home and to reward those students who strive to do well in their academic work and other areas of school life. These furloughs form an important part of the reward system at Camden Military Academy.

Parents are expected to utilize furloughs for routine medical appointments.

Cadets will be permitted to have merit furloughs and academic furloughs if they meet the eligibility requirements.

1. Cadets may apply for a furlough, after meeting the eligibility requirements, on weekends that are designated as an open and non-restricted weekend.

2. **Cadets may not apply for a furlough on weekends that are designated as closed and restricted.**

3. Cadets may take a furlough if they have earned an Academic Furlough or a Merit Furlough (50 merits) on the designated open and non-restricted weekend.

4. Cadets classified as a senior (by the Dean of Students) may take a Senior Furlough on the designated open and non-restricted weekend. **Senior Furlough will ONLY be used for verified college visits.** One college visit per semester. See page 8.

5. Seniors may take ONE Senior Furlough per semester.

6. Cadets may earn a Headmaster Furlough. Cadets may take this furlough on a designated open and non-restricted weekend. The Headmaster Furlough is granted at the request of a Tactical Officer with the approval of the Commandant of Cadets and the Headmaster of the Academy for the excellent performance of a cadet, personal conduct, or meritorious service to his company or to the academy.

7. Cadets may choose to take the SAT/ACT at home while on an earned Academic or Merit Furlough. Cadets will not receive a special furlough to take the SAT or the ACT at home. CMA provides transportation from the campus to a testing center each month that the test is administered.

8. **Cadets will not be eligible to go on furlough if they are on the Pad are on any restrictions list (subject, homework, pad, etc.).**

9. New cadets arriving at the academy are not eligible to take a furlough until AFTER their third week at Camden Military Academy.

10. Cadets returning late from a furlough will be charged for an additional furlough (cadets must not be late or miss any classes).
11. Cadets absent from the campus for a medical appointment for the entire weekend will be charged a furlough and this furlough will count as one of the furloughs that the academy permits per year.

1. FURLOUGH PROCEDURE:

A cadet will obtain a Furlough Application Form from his Tactical Officer prior to a scheduled furlough. He must furnish information about his destination, how he is traveling, and what kind of furlough he is using. If he needs parental permission to visit with another cadet, he must provide that approval to his Tactical Officer. He must provide approval from his parents to invite another cadet to his home for a furlough weekend.

a. Departure time for furlough will be after classes.

b. Leaving early or returning late is not permissible except in special circumstances and ONLY with the PRIOR APPROVAL of the Commandant of Cadets.

c. A cadet must check out with his Tactical Officer before departing the campus.

d. A cadet must check in with his Tactical Officer upon returning to campus.

e. The Academy will announce times when cadets are due back on campus.

f. Furloughs of any type may be taken only when cadets are eligible.

g. Furloughs are generally granted for the weekend beginning Friday after classes until 2100 hours (9:00 p.m.) on Sunday evening unless otherwise announced.

h. Cadets may go only to a previously approved location while on furlough.

i. Hitchhiking on furloughs or special leave is strictly forbidden.

j. A cadet on furlough will not return to the campus to visit.

k. A cadet on furlough will not return to the campus to sign out another cadet on special leave.

l. A “stay-back” Cadet Officer from each company MUST remain on campus and be in the barracks each weekend. The Tactical Officers will ensure that at least one Cadet Officer remains in each company during the weekend. The name of the Cadet Officer and the name of the highest ranking NCO will be provided to the Commandant of Cadets, Deputy Commandant of Cadets and the Operations Officer.

m. Cadets must be in proper travel uniform to depart and return from furlough. (Khaki’s, CMA Black or White Shirt)

2. WEEKEND FURLOUGHS:

a. MERIT FURLOUGHS:

Merit furloughs are awarded to those students who have accumulated fifty merits over and above those required to cancel demerits. Cadets must have 50 merits by Friday on the day of departure. Merit furloughs must be taken on one of the regularly scheduled open and non-restricted weekends. Merit furloughs will not be taken on a weekend that classes are scheduled or on a closed or restricted weekend.
b. **ACADEMIC FURLOUGHS:**

A furlough may be earned as a reward for academic excellence. Any cadet who attains an average of 85 or above in each of his academic subjects during a six-week period shall receive an academic furlough. The Dean of Students will provide a list of cadets eligible for academic furloughs to the Tactical Officers.

c. **SENIOR FURLOUGHS:**

Seniors may have one extra furlough each semester (two per academic year). Seniors may take this furlough on any weekend that is not a closed and restricted weekend. Senior furloughs are to be taken to visit college in preparation for enrollment. Seniors are allowed only two extra furloughs. Any other visits to colleges must be taken on an earned furlough weekends.

d. **HEADMASTER FURLOUGHS:**

Furlough granted at the request of a Tactical Officer with the approval of the Commandant of Cadets and the Headmaster of the Academy for the excellent performance of a cadet, personal conduct or meritorious service to his company or to the academy.

e. **GENERAL FURLOUGHS:**

1. General furloughs are granted for Fall Break, Thanksgiving, Christmas, Winter Break and Spring Break.

2. General furloughs are granted to all cadets regardless of their academic or disciplinary standing.

3. Cadets are not allowed to depart prior to or return later than announced times and dates.

4. For these general furloughs only, transportation is provided to and from the Columbia Airport. There is a charge for this service. Dates for these furloughs are published in the school calendar.

**ANNUAL FURLOUGH OPPORTUNITIES:**

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<th>MERIT</th>
<th>ACADEMIC</th>
<th>SENIOR</th>
<th>HONORS CO.</th>
<th>HEADMASTER</th>
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<td>6</td>
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<tr>
<td><strong>Seniors</strong></td>
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SECTION 6: UNIFORMS

A. DESIGNATED UNIFORMS:

The following uniforms are worn by the Corps of Cadets as the required dress while attending the Academy.

1. Class Uniform: This is the normal duty uniform for the Corps of Cadets.

   Uniform composition is:
   b. Cadet trousers with a black stripe sewn to each outside seam of the trouser leg from the bottom of the waistband to the bottom of the trouser leg.
   c. Overseas hat, with Camden “C” patch sewn on the left side.
      1. Cadet Private through Command Sergeant Major will have a black cord edge braid secured to the tip edge of the hat. [dress hat black cord on brim].
      2. Cadet Officers will have a silver cord edge braid secured to the tip edge of the hat. [dress hat gold cord on brim].
   d. Black web belt with brass buckle.
   e. Black military shoes with plain toe, lace-up type.
      1. Patent leather is only authorized with dress uniform.
      2. All students will wear leather shoes with class uniform.
   f. Black socks will be worn with the shoes. [No ankle footies – no low cut brand name socks]. [No short low cut white socks].
   g. The following accessories will be worn on the shirt:
      1. Collar insignia, i.e., JROTC insignia, rank, crossed rifles with ROTC insignia.
      2. Name tag (black with white back and edges). Centered above the button. Name tag may have plastic card or cardboard inside the shirt behind the name tag.
      3. Honor unit insignia.
      4. Academic achievement insignia (if authorized).
   h. See Figures 1 and 2 for the class uniform
   i. The athletic jacket may be worn with the class uniform. When worn with civilian clothes or with the class uniform, no other items except athletic pins will be worn on the jacket.
   j. Sword bearers will wear black leather belt with class uniform.

2. Dress Uniform Without Dress Coats: This formal uniform is worn during hot weather or until all new cadets have received their dress coats. This uniform consist of the basic class uniform with dress hat, white webbing, or sash and sword.

3. Dress Uniform With Dress Coats: This uniform consists of the gray shirt with tie, white trousers, dress coat, and the dress cap. This uniform is normally worn to church on Sunday and during SMI (Saturday Morning Inspection). See Figures 7 and 8. (During SMI, white webbing or sashes will be worn. See Figures 9 and 10).

4. Formal Dress Uniform: This uniform consists of a white shirt with tie, white trousers, dress coat, and the dress cap. This uniform is normally worn in dress parades and to formal dances. Bow tie will be worn to dances.

5. Combat Dress Uniform: This is the camouflage uniform worn when prescribed or during free time. The Combat Dress Uniform is known as ACU’s. The ACU must be worn as a complete uniform when outside the barracks, including cap, shirt, pants, belt, and boots. Low-quarter shoes may not be worn with this inform. Cadet rank and name tag will be worn.
B. OTHER UNIFORMS:

1. **Letter Jacket:** The Letter Jacket is intended for wear by varsity athletic letter winners; it will not be worn by non-letter winners. The Letter Jacket may be worn at any time jackets are authorized. The Letter Jacket will not be worn without the block “C” attached. Patches will not be worn on the jacket unless approved by the Athletic Director.

C. CIVILIAN:

A civilian clothing dress code is enforced at the Academy. Cadets are not allowed to wear cut-off pants or other items not in good taste. Underwear will not be exposed or worn as an outer garment. Items of civilian jewelry (necklaces, earrings, etc.) are not permitted. Only the following items of civilian clothing are permitted to be maintained be each cadet.

- Jeans (or other washable trousers) 2 pairs
- Shorts (bermuda or tennis type shorts) 2 pairs
- Jacket (windbreaker type) 1 each
- Shirts (knit type w/collar or button up w/collar) 2 each
- Bathing suit 1 each

D. INSIGNIA:

1. Corps and collar insignia for cadet privates: ROTC Corps insignia will be worn on the shirt collar as shown in Figures 11 and 12 and on the coat lapel as shown in Figure 13.

2. Insignia of grade for cadet non-commissioned officers; metal insignia will be worn on the shirt collar as shown in Figures 14 and 15 and on coat lapels as shown in Figure 16. The Cadet West Point Style cloth insignia will be sewn on both sleeves of the dress coat as shown in Figures 17 and 18. The cloth insignia for corporal will be sewn on both sleeves as shown in Figure 19.

3. Insignia of grade for cadet officers: Metal insignia will be worn on the shirt collar of all cadet officers as shown in Figures 20 and 21. The Cadet West Point Style cloth insignia will be sewn on both sleeves of the dress coat as shown in Figures 22 and 23. The Infantry with ROTC insignia and Camden Military letters (C.M.A.) will be worn on the lapel of the dress coat as shown in Figure 24.

4. Honor unit insignia: The honor unit insignia is a five-pointed star of blue enamel on gold-colored metal, 9/16 inch in diameter (Figure 25). The honor unit with distinction insignia is a five-pointed star of yellow enamel on gold-colored metal, 9/16 inch in diameter. The insignia is worn on the dress coat or gray shirt when worn as an outer garment; it is to be centered 1/4 inch above the right breast pocket with one point of the star up (Figure 26).

5. Academic achievement insignia: Distinctive insignia is authorized for wear by those in the top 10 percent of each JROTC class based on grades earned in JROTC courses. The insignia will be worn on the uniform during the academic term following that in which the grades were earned. The insignia is a gold-colored metal wreath 7/9 inch in height (Figure 27). It is worn centered immediately above the right breast pocket on the dress coat or gray shirt when worn as an outer garment. If the honor unit insignia is worn, the star will be pinned within the wreath (Figure 28). Subsequent awards are indicated by a felt pad background worn beneath the wreath without protruding beyond its edges. Pad color denotes the number of years the award has been earned: second award, red (scarlet); third, silver gray; and fourth, gold.

E. MEDALS AND RIBBONS:

1. Medals or ribbons will be worn on the dress coat at the proper military location on the dress coat.
2. Ribbons will be worn the majority of the time; medals will be worn in lieu of their ribbons for special occasions (i.e., dances, formal inspections, graduation, etc.). The wearing of medals will be prescribed for the event.

3. Medals or ribbons will be worn above the left breast pocket of the dress coat. Four ribbons or medals will constitute a row; an incomplete row will be centered with respect to those below it.

4. Ribbons or medals will be worn ranked from right to left, and from top row to bottom row. There will be no duplication of ribbons. Five gold star is permitted on the uniform.

5. Those medals that do not have an accompanying ribbon will be worn only on special occasions as explained in Paragraph E:2 above.

F. RANK OF RIBBONS AND MEDALS:

Ribbons and medals will be worn on the dress coat in the following order.

   James F. Risher Award
   Scholarship Award
   Commandant’s Award
   Superior Cadet Award
   Retired Officers Association Award
   Military Order of the World Wars Award
   National Sojourners Award
   Order the Daedalions Award
   Veterans of Foreign Wars Award
   American Legion Award
   Association of the United States Army Award
   Daughters of the American Revolution Award
   Sons of the American Revolution Award
   Best Drilled Cadet Award
   Deportment Award
   Band Participation Ribbon
   Drill Team Ribbon
   Color Guard Ribbon
   Other Ribbons as Awarded

G. CLUB PINS:

1. Members of school clubs are authorized to wear the club pin on their dress coats:
   Delta Kappa Sigma (DKS)
   Key Club

2. Pins must be worn on the flap of the left breast pocket.

3. A cadet must be a current member in good standing to wear the club pin.
H. **MILITARY BADGES:**
1. Cadets involved in JROTC may wear military badges on the cadet uniform after they have been awarded.
2. All military badges will be worn on the pocket flap of the left breast pocket.
3. No more than two badges may be worn at one time.

I. **CITATION CORDS:**
1. The following units/organizations are authorized to wear citation cords.
   a. Band: Blue/White
   b. Drill Team: Red
   c. Color Guard/Cannon Detail: White
   d. Staff: Black/White
2. These cords will be worn on the left shoulder; if more than one cord is authorized, the second will be worn on the right shoulder. No more than two cords will be worn at once.
3. Citation cords will be worn only while a cadet is a member in good standing of one of the organizations listed above in Paragraph I:1.

**UNIFORM AND INSIGNIA ILLUSTRATIONS**

[Figure 1: Class Uniform]
[Figure 3: Long sleeves shirts must be worn with a tie and tucked in between second and third button]
Figure 3 - Insignia on collar of cadet officer windbreaker (cadet private torch and disc as same as first disc for officer)

Figure 4 - Insignia on collar of cadet noncommissioned officer windbreaker

Figure 5 - Insignia on epaulet of cadet officer shirt (cadet private torch and disc same as first disc for officers)

Figure 6 - Insignia on epaulet of cadet noncommissioned officer shirt

Figure 7 - Dress Uniform, (formal uniform with white trousers)

Figure 8 - Dress Uniform officer of noncommissioned officer (formal uniform with white trousers)
Figure 9 - Dress Uniform with white webbing (formal uniform with white trousers)

Figure 10 - Dress Uniform with sword sling and sash (formal uniform with white trousers)

Figure 11 - Insignia on collar of cadet private, short sleeve

Figure 12 - Insignia on collar of a cadet private, long sleeve dress shirt with tie

Figure 13 - Insignia on dress coat of cadet noncommissioned officer and cadet private

Brass insignia ½” above the knot centered on lapel
Figure 14 - Insignia on collar of cadet noncommissioned officer

Figure 15 - Insignia on dress long sleeve shirt with tie

Figure 16 - Insignia on dress coat lapel for cadet noncommissioned officer

Figure 17 - Right sleeve

Figure 18 - Left sleeve

Figure 19 - Cadet corporal

Wearing of shoulder sleeve insignia

Figure 20 - Insignia on collar of cadet officer, short sleeve shirt

Figure 21 - Insignia on collar of cadet officer, long sleeve dress shirt with tie
Figure 22 - right sleeve

Figure 23 - left sleeve

Figure 24 - Insignia on dress coat lapel of cadet officers

Wearing of shoulder sleeve insignia

Figure 25 - Honor unit/honor unit with distinction insignia

Figure 26 - Wearing of honor unit/honor unit with distinction insignia

Figure 27 - Academic achievement insignia

Figure 28 - Wearing of academic achievement insignia with honor insignia

Figure 29 - Name plate on dress coat for all cadets rank

Figure 30 - Name plate on cadet short and long sleeve shirts
SECTION 7: DINING HALL

A. GENERAL:

1. The Commandant of Cadets and his appointed representatives are responsible for conduct and discipline of the Corps of Cadets in the Dining Hall.

2. The Cadet Battalion Commander, or senior cadet officer present, is responsible for forming the Corps, moving the Corps to the Dining Hall, and maintaining discipline and control of the Corps of Cadets while in the Dining Hall.

3. The Officer in Charge is the daily representative of the commandant and is directly responsible for conduct in the Dining Hall during his tour of duty.

4. Upon entering the Dining Hall, all cadets will stand at ATTENTION behind their assigned chair until “parade rest” is given and all cadets will bow their heads for the prayer given by the Officer in Charge.

   Cadets will be seated at the command of “seats” and no talking until “rest” is given, at which time cadets may talk in a low tone.

5. The Commandant of Cadets, Tac Officers, Battalion Commander, Company Commander within his company, and the Table Heads may use the Cross Arm Corrective Action at any meal in the Dining Hall to make on the spot correction of any improper table manner or conduct.

6. Table Head is in charge of his table and is held responsible for the actions and conduct of his assigned cadets.

7. Table Head will call up the cadets, “table, attention” when the level of sound is too high at his table or when there is improper table conduct. The cadets seated at the table will bring their arms up and straight across each other (right arm across the left arm) with a space of about four inches between the arms. The cadets will remain in that position looking straight forward without talking until the table head gives the command, “table, carry on.” The cadets, once the command “carry on” is given, will bring both hands straight up and then let them down and resume eating.

8. Table Head or a company commander may call up an individual cadet for a short period of time for an individual problem. Table Head, when calling up an individual, will snap his fingers and point his finger at the cadet who is to be corrected and the cadet will come to the Cross Arm Corrective Method and remain in that position until the Table Head snap his fingers and point at the cadet again to end the procedure. The Cross Arm Corrective Method will be used for on the spot correction for improper table manners or conduct problem.

9. Any cadet not following the above procedure to make corrections in his table manners or personal conduct will be written up for Direct Disobedience to Orders given by a Cadet Officer or Table Head and will receive fifty demerits up to 25 TBW’s.

B. CONDUCT IN THE DINING HALL:

1. Cadets are expected to conduct themselves as gentlemen at all times, refraining from loud or boisterous noises, laughing, or talking. Disturbances or other incidents that might attract undue attention from other cadets are forbidden. Cadets will not speak with cadets seated at other tables.

2. Anything inconsistent with the deportment of a gentleman at the table shall be a matter of official report by the cadet in immediate authority.

3. Cadets are not authorized to bring visitors into the Dining Hall for meals. If a cadet’s visitor wishes to eat a meal in the dining room, the cadet will make his request to the Commandant (through his Tac Officer) in ample time before the meal in order that arrangements may be made.
4. Following each meal, inspections of the Dining Hall and tables shall be made by the Officer in Charge to ascertain that tables are in order and that food has not been wasted.

5. THROWING ARTICLES AND CAUSING ANY DISTURBANCE IS STRICTLY PROHIBITED AND WILL BE CAUSE FOR SERIOUS DISCIPLINARY ACTION.

6. The Table Head will report breakage to the his Tac Officer after the meal. Report will include the cadet’s name, company, item broken, and circumstances, if the latter is deemed necessary.

7. Cadets are required to appear for meals in the Dining Hall with their faces, hands, and nails clean, and with hair neatly combed. Cadets will not clean their nails or comb their hair while in the Dining Hall. Cadets will always appear at mess with clean uniforms.

8. Cadets may not lean back in their chairs.

9. If a cadet does not desire a dish of food that is being served, he will not be required to eat it. The cadet will, however, refrain from commenting about the dish or from any act indicating his lack of desire for it. He will be required to eat everything he places upon his plate.

10. Cadets will not make any comments during announcements. Cadets called up by the Battalion Commander will place arms folded on the table in front of them (right arm across the left), eating and talking will not be permitted while the announcements are made at the podium.

11. When appropriate, cadets may applaud certain recognition announcements and introductions of guests. Excessive loud clapping, rhythmic clapping, foot stomping, or other such distractive behavior is not permitted. At no time will yelling and whistling be permitted after an announcement.

C. COMMANDS:

1. Attention: Cadets will sit at attention with arms folded (right arm across the left) on the table in front of them.

2. At Ease: Cadets may continue to eat, but will not be permitted to talk.

3. Rest: Cadets may commence eating and are permitted to talk in a low voice.

D. DUTIES OF THE TABLE HEADS:

1. Table Heads are responsible to the Commandant for the stringent enforcement of Dining Hall regulations. Table Heads will be held directly responsible for any breach of conduct or discipline at their assigned tables. The ranking cadet at each table is the Table Head and will be seated on the end of the table closest to the center of the Dining Hall.

2. Table Head is responsible for cadets observing the rules of table etiquette at all times.

3. Table Head will initiate the passing of all food around the table, insuring that each cadet gets his share before serving himself. A good leader will take care of his men first.

4. Table Heads will insure that no food is removed from the Dining Hall by cadets seated at their tables.

5. Table Heads will be held responsible for conduct at their tables.

6. Table Heads will insure that individual cadets police their tables before leaving the Dining Hall.

7. Table Heads will insure that the Dining Hall utensils (knife, fork and spoon) and glass, cup, plate, bowl, etc. are not taken from the Dining Hall. No items will be removed from the table and taken outside of the Dining Hall.

E. TABLE MANNERS:

1. All cadets will observe proper table etiquette when eating.

2. Proper utensil (knife, fork, and spoon) will be used when eating.

3. Serving spoons will be utilized when moving food from platters to plates.
4. When a cadet has finished eating, he will place his knife, fork, and spoon across the top of his plate.

5. Campus jackets, letter jackets, and raincoats will be placed on the back of the chair during the meal. Dress coats will not be removed during the meal.

F. CROSS ARM CORRECTIVE ACTION:

1. The Commandant of Cadets, Tac Officers, Battalion Commander, Company Commander within his company, and the Table Heads may use the Cross Arm Corrective Action at any meal in the Dining Hall to make on the spot correction of any improper table manner or conduct.

2. Table Head is in charge of his table and is held responsible for the actions and conduct of his assigned cadets.

3. Table Head will call up the cadets, “table, attention” when the level of sound is too high at his table or when there is improper table conduct. The cadets seated at the table will bring their arms up and straight across each other (right arm across the left arm) with a space of about four inches between the arms. The cadets will remain in that position looking straight forward without talking until the table head gives the command, “table, carry on.” The cadets, once the command “carry on” is given, will bring both hands straight up and then let them down and resume eating.

4. Table Head or a company commander may call up an individual cadet for a short period of time for an individual problem. Table Head, when calling up an individual, will snap his fingers and point his finger at the cadet who is to be corrected and the cadet will come to the Cross Arm Corrective Method and remain in that position until the Table Head snap his fingers and point at the cadet again to end the procedure. The Cross Arm Corrective Method will be used for on the spot correction for improper table manners or conduct problem.

5. Any cadet not following the above procedure to make correction in his table manners or personal conduct will be written up for Direct Disobedience to Orders given by a Cadet Officer or Table Head and will receive fifty demerits up to 25 TBW’s.

SECTION 8: BARRACKS

A. GENERAL:

1. The Company Commander will utilize cadet officers and non-commissioned officers in maintaining good order and discipline within his section of the barracks.

2. Cadets holding the rank of captain or above assigned to the Battalion Staff will have assigned duties in the barracks. They also will assist the Company Commanders within their own sections when needed in the maintenance of good discipline.

3. Tapes or compact discs with lyrics deemed inappropriate by Tactical Officers will be confiscated.

4. All lights will be extinguished when a cadet leaves his room. Radios and televisions will be turned off.

5. Overnight visitors will not be allowed in the barracks. Females visitors will not be permitted in the barracks at any time.

6. Cadets will remain decently clothed in the barracks.

7. Cadets will not leave their rooms during Study Hall except with specific permission of the faculty officer on duty.

8. Cadets will not take showers during Study Hall.
9. All doors in each barracks must have the proper and correct door tag.

10. Cadets will not visit any other barracks after 7:15 p.m. All cadets are to be in their barracks at Call to Quarters at 7:15 p.m.

B. COMPANY/ROOM ASSIGNMENTS AND EXCHANGE:

1. The Commandant is responsible for company assignments based on rank, duty assignments, cadet desires, and age/grade leveling.

2. Room assignments are made by the Company Tactical Officer (TAC) prior to registration based on the above factors.

3. Room exchange is authorized with prior approval of the TAC. Room exchange requests are completed by all cadets involved and processed through the company First Sergeant and Company Commander to the TAC for review and approval. If approved, cadets clean and check out of the room at the direction of the TAC. Room charts are adjusted as exchanges occur. UNDER NO CIRCUMSTANCES WILL A CADET EXCHANGE ROOMS WITHOUT FOLLOWING THESE PROCEDURES.

4. The First Sergeant of the Company must have a new door tag prepared BEFORE cadets are permitted to exchange rooms.

C. SECURITY:

1. Each room will be kept locked. Except for the occupants, NO ONE ELSE SHOULD HAVE THE COMBINATION. TACs maintain pass keys for inspection and emergencies.

2. Cadets MUST have a lock on their footlockers.

3. Valuables (watches, billfolds, etc.) should be locked in footlockers and safe when occupants are not physically in the room.

4. No cadet shall enter an unoccupied room for any reason.

5. Cadets should not give their room combinations to other cadets.

D. SAFETY:

1. Running, playing, scuffling, or “horseplay” in the barracks is forbidden.

2. Tampering with electrical wires, heaters, light fixtures, switches, toilets, or water fixtures is forbidden.

3. The possession or use of a toaster, hot plate/pot, coffee pot, heater, or any electrical cooking appliance is forbidden.

4. The possession or use of cigarettes, E-cigarettes, matches, lighters, lighter fluid, or any flammable fluid is forbidden.

5. Cadets will not tamper with any fire-fighting equipment located in the barracks. Cadets tampering with fire-fighting equipment are subject to dismissal.

6. Cadets are not permitted on the roof of any building for any purpose.

E. ROOM RESTRICTIONS AND STANDARDS:

1. A portable television set with a 22-inch screen is permitted (one per room). There will not be any large size television set permitted. Antennas must be either rabbit or enclosed within the cabinet of the television. Heavy duty extension cords should be used.
2. Each cadet may have one small compact radio/stereo type/CD player, no more than 10 CD’s/tapes. These items must be marked for identification including the CD’s/tapes. The radio/stereo and speaker system will not be large. No large speakers are permitted. The Academy will not assume responsibility for any damage caused by fluctuation in electrical current.

3. One pictures and one poster in good taste per the discretion of the Tac Officer may be hung on the walls. One bulletin board is equal to the one poster and the one picture. Only one wall mirror is authorized per room.

4. No personal furniture (such as chairs, tables, bookcases, TV stands, stereo stands, or extra stereo speakers) will be permitted in the rooms.

5. In order to standardize our room arrangements, all cadets must utilize curtains and rods available through the school supply room. All rooms must have the same type of curtains. No more than two sets of curtains and two rods are allowed per room.

6. Curtains will be hung from the curtain rod. No thumb tacs/nails will be used to hang the curtains.

7. No other curtains or window coverings will be allowed. There will be no towels, blankets, sheets, etc permitted at the windows at Camden Military Academy.

8. Desks will be together with trash can in the center. (Barracks depending)

9. Refrigerators or similar containers will not be kept in the rooms.

10. The possession or use of a microwave, toaster, hot plate, hot pot, coffee pot, heater, or any electrical cooking appliance is forbidden.

11. Foot lockers will be the standard size of 31 inches long, 17 inches wide, and 12-3/4 inches high. All foot lockers must not be larger than the standard size. All foot lockers will be placed under and even with the front edge of the bunk bed. Shoes will be placed in the bottom of the press. (Barracks depending)

12. Extra bags and boxes will not be permitted under the bunk bed. Suit cases must be stored with the Tac officers. A plastic container may be used for extra clothes. The plastic container must be small enough to go under the bunk bed and must be located behind the foot locker.

13. Food and beverages may be consumed in a cadet’s room. Food parcels received from home should be consumed within 24 hours. Food must be stored in a small sealed plastic food container. The food container will be locked in the wall locker (plastic food containers will be available in the supply room). No food will be left out in the room.

14. Personal computers (PCs) and laptop computers are permitted. The Academy will not assume any responsibility for these items if damaged by other cadets or damaged by fluctuation in electrical current. Surge protectors are recommended. Cadets are encouraged not to let other cadets use their computers.

15. The academy cannot accept responsibility for loss, damage, or theft of personal property. Parents should arrange for an extension of their personal property insurance to include fire and theft protection of all personal property such as computers, television, radios, video games, CD/tape players, etc.
SECTION 9: INSPECTIONS

A. GENERAL:

Inspections are a very important part of cadet life; inspections are conducted to assess the discipline, morale, welfare of cadets, and the condition of facilities. At Camden Military Academy, we conduct both barracks and personal inspections.

B. BARRACKS INSPECTION:

1. Barracks are inspected daily by the Company Tactical Officer and deficiencies reported.

2. Barracks are subject to inspection from 0630 hours until 1230 hours. Floors will be swept and all trash removed from trash cans. Arrangement of the room will be in accordance with the illustrations following this section. Footlockers will not be opened for AMI inspection.

3. From 1930 hours to 2145 hours, rooms will be subject to inspection (PMI). During this period, books may be out on the desk. There may be trash in trash cans, but the beds must be made, and all clothing must be hung up. Footlockers will not be open.

4. On designated days, the Corps of Cadets will undergo Special Morning Inspection (SMI) in the barracks. This inspection will be more formal than the daily inspections. All surfaces in the room will be free of dust. All furniture in the room will be moved, if necessary, in order to clean the entire floor area. Footlockers will be opened and neatly arranged.

C. PERSONAL INSPECTIONS:

1. Cadets will be inspected by the Tac Officers and the Cadet Officers at weekday lunch formations. This inspection will include cleanliness and serviceability of uniforms, brass, and shoes, as well as suitability of shaves and haircuts.

2. All cadets are expected to maintain the highest possible standards of personal appearance and personal hygiene at all times.

   a. Hair: A cadet’s hair must be of natural color; that color may not be altered while a cadet at CMA. The top will not exceed 2 inches and 1/2 inch on sides. The sides and back will be tapered, not blocked. No fadish haircuts will be allowed. Cadets will not cut or trim their own hair or that of any other cadet. Sideburns will not extend below the top opening of the ear and will have no flare at the base. Cadets will not be permitted to depart campus for leave, furlough, or a trip without a proper haircut.

   b. Shaving: Cadets who have developed facial hair must shave as often as necessary to insure a clean-shaven appearance. Authorization not to shave due to medical reasons may be granted only by the nurse. A permission slip signed by the nurse must be in possession of the cadet concerned.

3. Instructors will conduct spot inspections in the classroom to insure compliance with personal hygiene and uniform regulations.

4. On designated mornings, in-ranks personal inspections may be conducted as part of the Special Morning Inspection. The uniform will be dress unless otherwise specified. Rifles may be part of the inspection when directed by the Commandant of Cadets.

5. Prior to cadets departing on class, club, athletic trips, movie trips, town leave, special leave or any trip, a personal inspection will be performed by the faculty sponsor, OC, or a designated representative of the Commandant of Cadets. Those cadets not meeting the proper standards of personal appearance will not be allowed to depart the campus.

6. The Officer in Charge with the Officer of the Day and the Officer of the Guard will inspect those cadets on the work detail and those cadets walking tours prior to the start of tours.
SECTION 10: HONOR COMPANY COMPETITION

A. GENERAL:

The Company will be decided by evaluating the following areas:

Academic.................ACADEMIC WEEKLY TABULATIONS:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barracks Inspection</td>
<td>1. Classroom Demerits [Daily TOTAL for each company Mon.-Fri.]</td>
</tr>
<tr>
<td>Company Bulletin Board</td>
<td>2. Study Hall Ratings [Weekly calculations of pluses and minuses]</td>
</tr>
<tr>
<td>Dress Parade</td>
<td>3. Honors/Deans Lists [Number of cadets from each company on these lists by percentage]</td>
</tr>
</tbody>
</table>

Special Morning Inspection (SMI)
Intramural Sports
Commandant’s In Rank Inspection
Annual Drill Competition

B. ACADEMICS:

Each company is rated based on classroom conduct (company with the least number of daily demerits), ratings during the Evening Study Hall by the AOC, the number of cadets on the Honors List and Deans List, and with the least number of cadets on the failing list for the bi-weekly grading period.

C. WEEKLY BARRACKS INSPECTION:

The weekly barracks inspection will be completed by the Commandant of Cadets or his designated staff member.

D. COMPANY BULLETIN BOARD:

All updated forms provided by the Commandant of Cadets and from the Operations Office must be current and posted. Operations Officer will be responsible for daily inspections and the weekly report to the Commandant of Cadets.

E. SPECIAL MORNING INSPECTION (SMI) INDIVIDUAL:

Each Saturday morning, when there are no weekend classes, at the end of In-Ranks Inspection, the company Tactical Officer or his designated representative will select one cadet to participate in the Battalion Inspection. The Commandant of Cadets or a designated staff member will select a winning cadet. The Cadet Battalion Commander is responsible for giving the names and company designations of the winners to the Commandant of Cadets by 1200 hours.

F. INTRAMURAL SPORTS:

Throughout the year, intramural events will be staged. Company winners will add points for Honor Company.

G. ANNUAL DRILL COMPETITION:

The Annual Drill Competition will be held the last two weeks of the school year and will consist of squad, platoon, and company drill. Judges for this competition will be designated by the Commandant of Cadets. Every attempt will be made to obtain qualified military judges from off the campus. The Commandant of Cadets is the deciding authority in all disputes concerning this competition.

H. SCORING:

The Commandant of Cadets will prepare an Honor Company Competition Form and the Weekly results will be announced in the Dining Hall and will be posted in the Guard Room at the Risher Administration Building.
SECTION 11:   GUARD DETAIL

A.   GENERAL:

   The Guard Detail will be performed in accordance with the instructions outlined in this manual and any special instructions that shall be provided by the Officer in Charge (OC).

B.   GUARD MOUNT:

   1. Guard Mount will be conducted daily *immediately* before the breakfast meal.
   2. Guard Mount will be formed by the Officer of the Day.
   3. Guard Mount will form up on the sidewalk outside of the Dining Hall when the weather will permit an outside formation.
   4. Guard Mount will form up inside of the Dining Hall when there is inclement weather.
   5. A status report will be rendered by the Officer of the Day to the Officer in Charge.
   6. The Officer in Charge will brief the on-coming duty staff.
   7. The Officer in Charge will remind the duty staff to read their assigned duties as outlined in the Cadet Handbook (Blue Book - Rules and Regulations) and to review their assigned clipboards for information and procedures and updated lists.
   8. Cadets in the seventh and eighth grades can NOT be on duty as Sergeant of the Guard.
   9. Cadet leaving DUTY for ANY REASON must have a DUTY EXCHANGE FORM [exception is going to the bathroom].
   10. Duty Exchange Form MUST be approved by the OC or the Tac Officer and MUST be approve PRIOR to leaving duty.
   11. Duty personnel will not find a substitute because of town leave, movie trip, weight room, senior leave, etc. Cadets wishing to go on town leave, movie trip, etc. will need to EXCHANGE DUTY with another cadet for the WHOLE tour of duty.
   12. An EXCHANGE OF DUTY may be approved by the OFFICER IN CHARGE (OC) at Guard Mount. **Officer in Charge will ask that you complete the Exchange of Duty FORM. Duty Exchange Form is to be filed with the Operations Office.**
   13. A cadet may have his duty changed before the appointed date by using the Duty Exchange Form.
   14. A cadet changing duty will be assigned duty AGAIN the following week.
   15. All CADETS will have duty while enrolled at the academy. All FACULTY/STAFF OFFICERS have extra assigned duties.
   16. Cadets are assigned duty as OD, OG, SG, or Colonel’s Orderly based on their rank and grade level.
   17. The Officer in Charge will insure that all members of the Guard Detail understand their orders before being dismissed from Guard Mount.
C. **CADETS ON DUTY:**

   The Officer in Charge (OC) will have the following cadets assigned to the Guard Detail:

1. **Officer of the Day** . . . . . . . . (OD) is a Cadet Officer (MAJ - CPT - 1Lt - 2Lt).

2. **Officer of the Guard** . . . . . . . . (OG) is an NCO (1SG - MSG - SFC). Weekends - SSG

3. **Sergeants of the Guard** . . . . (SG) are cadets in grades 9th - 12th, with or without rank.

4. **Colonel’s Orderly** . . . . . . . . . Cadets in grades 7th - 8th, with or without rank.

5. Members on the Guard Detail are assigned duty on the Duty Roster that is published weekly by the Adjutant at the Operations Office.

6. All cadets will serve duty. Any cadets (OD-OG-SG-Colonel’s Orderly) going on furlough, town leave, etc., after the Duty Roster is published, without a proper approved replacement will be assigned 25 TBW’s and posted on the next updated PAD LIST.

7. Battalion Commander/CSM are considered to be on duty each day and is always at standby for any orders from the Commandant of Cadets.
SECTION 12: SCHEDULE OR MERITS

ACADEMIC MERITS:
1. Deans List - attaining a 90 or above in each class for a two week grading period .......... 15
2. Honors List - attaining an 85 average for a two week grading period with no grade below 77 .... 10
3. Classroom Merits - conduct or academic achievement (homework, etc.) - bi-weekly .............. 5
   (Instructors may set other criteria in the class which include appearance, initiative, and attitude)

STUDY HALL MERITS:
4. Company with ALL pluses on study hall rating sheet for each study period for the week .......... 5
5. Best rooms during the evening study hall - quietness, studying, etc. per the AOC ................. 5

DUTY PERFORMANCE: OD, OG, SG, Colonel’s Orderly
7. Outstanding [Out] ............................................................................................................. 5
8. Excellent [Ex] .................................................................................................................... 4
10. Satisfactory Plus [Sat +] ................................................................................................. 2
11. Satisfactory [Sat] ............................................................................................................. 1

SPORT MERITS:
   Sport activities in a varsity and junior varsity team - weekly merits ........................................ 5
   The coach is responsible to give a weekly list of players who are eligible to receive merits to OPERATIONS (No List = No merits)

WORK MERITS:
   Work or participation in any activity that contributes to the general improvement of the academy ................................................................. 5

BATTALION MERITS:
12. Battalion Winner SMI - Individual .................................................................................... 10
    Company Winner of Dress Parade - each member .................................................................. 5

PERMANENT DUTY MERITS:
13. Cadets serving in an assigned position - weekly merits (one per day) ............................... 5

MILITARY MERITS:
14. Participation on the Rifle Team, Drill Team, Cannon Detail and the Color Guard - weekly .... 5
   The coach is responsible to give a weekly list of members who are eligible to receive merits to OPERATIONS (No List = No Merits) [one merit per day of practice]

PARTICIPATION MERITS:
15. Library Merits/Carlisle House Merits/Dining Hall Merits .................................................. 5
COMPANY MERITS:

Company merits MUST be approved by Tac Officer/Company Officers.

Company merits WILL NOT be recorded unless approval signature of the TAC OFFICER or a COMPANY OFFICER is on the recommendation.

16. Outstanding + (PLUS) - Rooms in daily room inspection .................................................................5
   [Outstanding + (PLUS) should be limited to the very best rooms per barracks]

17. Outstanding - Rooms in daily room inspection ..................................................................................4
   [Outstanding Rooms should be limited to the MOST outstanding/exceptional rooms]

18. Excellent - Rooms in daily room inspection ......................................................................................3
   Good - Rooms in daily room inspection ...............................................................................................2
   Satisfactory - Rooms in daily room inspection is passing BUT no merits (fair job)

19. Best Rooms in weekly room inspection .............................................................................................5

20. Company Winner SMI - Individual .......................................................................................................10

21. BEST UNIFORM IN COMPANY FORMATION (uniform, shoes, brass, etc.) .........................................5

22. Vacuuming the hall ...............................................................................................................................5

23. Sweeping the porches ...........................................................................................................................5

24. Picking up trash around the company ................................................................................................5

25. Cleaning the sinks in the bathroom .....................................................................................................5

26. Mopping the bathroom floors .............................................................................................................5

27. Company Clerk (weekly) [one merit per day of recording] ..................................................................5

28. Conducting Bed Check with the Security Officer ...............................................................................5
   Best SG Uniform ..................................................................................................................................5
   Good SG Uniform .................................................................................................................................3

** Company Officers/TAC OFFICER may recommend additional merits for additional duties based on the duration of the task.

** Company merits are earned for EXTRA work and not the daily requirements for general cleanliness of the barracks.

** At the beginning of the second semester ONLY 50 merits will be carry over in the company record books.

** ALL REQUEST FOR TEN OR MORE MERITS MUST BE APPROVED BY THE OPERATIONS OFFICER.

FURLOUGHS: [Certification furlough may be granted without merits.]

1. Merit Furlough .................. MUST have 50 merits to earn weekend furlough.

2. Academic Furlough.............. Earned an average of 85 or higher in each class with no grade below a seventy seven (C) for the six weeks.

3. Senior Furlough ............... One extra furlough per semester to all seniors for a verified college visit.

4. Headmaster Furlough ........ Furlough granted at the request of a Tactical Officer with the approval of the Commandant of Cadets and the Headmaster of the Academy for the excellent performance of a cadet, personal conduct, or meritorious service to his company or to the academy.
### SECTION 13: SCHEDULE OF DEMERITS

#### INFRINGEMENTS OF THE RULES

Cadets will be required to walk 25 tours when they amass a total of 100 outstanding demerits per week after running out of merits.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absent from TBW’s Monday-Friday</td>
<td>Breaking barracks after taps</td>
<td>Cheating on a Quiz/Test</td>
</tr>
<tr>
<td>[ADD TOURS FOR NEXT DAY]...........15 TBW’s</td>
<td>Up to 50 TBW’s</td>
<td>100 TBW’s</td>
</tr>
<tr>
<td>Absent from PAD on weekends (Saturday or Sunday)</td>
<td>Breaking Campus Limits</td>
<td>Attempting to Cheat (in possession of “cheat notes,” etc.)</td>
</tr>
<tr>
<td>[ADD TOURS FOR NEXT DAY]...........25 TBW’s</td>
<td>Up to 100 TBW’s</td>
<td>50 TBW’s</td>
</tr>
<tr>
<td>Absent from Appointed Duty</td>
<td>Breaking barracks after Call to Quarters, at Recall</td>
<td>Helping Another Cadet to Cheat</td>
</tr>
<tr>
<td>[OD-OG-SG-Colonel’s Orderly]........25 TBW’s</td>
<td>50 TBW’s</td>
<td>Up to 100 TBW’s</td>
</tr>
<tr>
<td>Refusing to report to the Pad</td>
<td>Breaking into or entering another cadet’s room</td>
<td>Class:</td>
</tr>
<tr>
<td>............................................................25 TBW’s</td>
<td>Up to 50 TBW’s or Up to Dismissal</td>
<td>Absent from Class ...........................................50 TBW’s</td>
</tr>
<tr>
<td>Extremely Late to Pad - After 15 minutes</td>
<td></td>
<td>Absent from Tutorial...........................................10 TBW’s</td>
</tr>
<tr>
<td>[ADD TOURS FOR NEXT DAY]...........10 TBW’s</td>
<td>or No Credit per OC/OD/OG</td>
<td></td>
</tr>
</tbody>
</table>
Argumentative in Class ................................................................. 10 TBW’s
Inattention in Class ................................................................. 50 Demerits

Using a Cell Phone in the Classroom/Dining Hall/Library or

Durin g Study Hall............................................................................. Loss of Phone - 1 Week
Text Messaging with Cell Phone in Class...........................................Loss of Phone - 2 Weeks
Cheating, Copying or Sharing Homework / Classwork ..................... 50 Demerits
Trying to Borrow Homework .............................................................. 50 Demerits
Disturbance in Class ......................................................................... Up to 50 TBW’s
Dismissed from Class ......................................................................... Up to 50 TBW’s
Disrespectful Attitude ......................................................................... 100 Demerits
Extremely Late to Class...................................................................... 25-50 Demerits
Failure to turn-in all Cell phones to Tactical Officer or improper use of cell phone ...Up to 50 TBW’s

Late to Class......................................................................................
(1-4 minutes = 10 Demerits)
(5-10 minutes = 25 Demerits)
(11-15 minutes = 50 Demerits)
(16-20 minutes = 75 Demerits)
(21-40 minutes = 100 Demerits)

Throwing Items in class...................................................................... 25 Demerits
Out of Seat without permission .......................................................... 25 Demerits
Inappropriate Language ...................................................................... 25 Demerits
Littering the Classroom ..................................................................... 10 Demerits
No Homework .................................................................................. 15 Demerits
No Classwork .................................................................................. 50 Demerits
Failure to do Classwork ................................................................. 50 Demerits
Failure to participate in class .............................................................. 25 Demerits
Incomplete Homework ..................................................................... 10 Demerits
Continuously Having No Homework .................................................. 25 TBW’s
Unprepared for class (book, paper, pencil, pen, notebook, student planner, etc.) ............... 10 Demerits
Inattention in class .......................................................................... 25 Demerits
Lack of Effort in the Classroom ........................................................ 25 Demerits
Not Following Class Rules ................................................................ 10 Demerits
Sleeping in class ............................................................................ 25 Demerits
Head on desk................................................................................... 25 Demerits
Talking without Permission ............................................................ 25 Demerits
Gum, Candy, Food, Drink in class ....................................................... 10 Demerits
Obscene or inappropriate language or remarks .................................... 50 Demerits
Poor Attitude in class (talking back, etc.) .......................................... 50 Demerits
Playing Electronic Games in class .................................................... Loss of Device - 1 Week
Returning LATE from the bathroom [10 minutes] ................................. 10 Demerits
Playing in class ................................................................................ 25 Demerits
Playing in hallway ........................................................................... 25 Demerits
Leaving class without permission...................................................... 100 Demerits or Up to 25 TBW’s
Unauthorized material in the classroom .................................................. 10 Demerits
Writing on desk, chair, tale, bookcase, etc. ........................................ 25 Demerits
Uncooperative Attitude ......................................................................... 50 Demerits

**Conduct unbecoming a cadet and gentleman** ................................ Up to Dismissal
Cutting, dyeing, or otherwise altering the normal appearance of your
own hair or that of another cadet ......................................................... Up to 25 TBW’s
Changing duty without proper authorization ........................................ 50 Demerits

**D**
Desertion of post (without being properly relieved) (Leaving Duty Early) ................................ Up to 100 Demerits
Desertion of weapon .............................................................................. 25 TBW’s
Destruction of Incriminating Evidence .................................................. Up to 100 TBW’s

**Destruction of personal property, your own or that of another**
cadet (willful or negligent) ................................................................. Up to Dismissal
Destruction of school or government property (willful or negligent) .... Up to Dismissal
Defacing school or government property ................................................ Up to 100 TBW’s

Dining Hall:
- Improper Table Manners ................................................................... 25 Demerits
- Playing in Dining hall ........................................................................ 25 Demerits
- Excessive Talking/Noise in the Dining Hall ........................................ 25 Demerits
- Taking food from the Dining Hall ..................................................... 25 Demerits
- Taking items from the Dining Hall ..................................................... 25 Demerits
- Taking silverware from the Dining hall ............................................. 50 Demerits
- Throwing food in the Dining Hall ..................................................... 100 Demerits or Up to 25 TBW’s
- Wasting food ...................................................................................... 25 Demerits
- Leaving Dining Hall without Permission ......................................... 50 Demerits or Up to 25 TBW’s

Disorderly conduct (Carlisle House, church, barracks, mess hall, etc.) .... 50 Demerits or Up to 100 TBW’s

**Disregard for safety** ................................................................. Up to Dismissal

Direct Disobedience to Orders given by:
- Cadet Officers .................................................................................. Up to 100 Demerits or 25 TBW’s
- Table Head ....................................................................................... 50 Demerits
- NCOs in Performance of Duties ....................................................... 25 Demerits
- Faculty/Staff ..................................................................................... 100 Demerits or Up to 25 TBW’s

**Drug Possession / Selling Drugs** ...................................................... Dismissal

Duty:
- Improper Performance of Duty ....................................................... 25 Demerits
- Non-Performance of Duty ............................................................... 25 Demerits
- Leaving Campus without Duty Exchange Form .............................. 100 Demerits or Up to 25 TBW’s
Drinking or consuming, in any way, any alcoholic or intoxicating substance.

This offense includes the possession of any container or paraphernalia associated with the consumption of alcohol.

1st Offense: .................................................................Up to Dismissal
Disrespect to the Colors, Pledge of Allegiance or disturbance in Chapel......................................25 TBW’s
Disrespect to Cadet Officers ........................................................................................................35 TBW’s
Disrespect to NCO in Performance of Duties ...........................................................................Up to 50 Demerits
Disrespect to Faculty Officer .........................................................................................Up to Dismissal

Endangering the safety of another student.................................................................Up to Dismissal
Entering an unoccupied room .....................................................................................Up to 25 TBW’s
Entering a room without permission ...........................................................................25 Demerits
Exceeding authority .........................................................................................................15 Demerits
Exercising poor judgment .........................................................................................50 Demerits or Up to 100 TBW’s
Excessive time delayed between Barracks and Library (or between Library and Bks).........15 Demerits

Failure to check mail boxes in the Guard Room [CO/1SG] ..............................................15 Demerits
Failure to report serious violations of the rules and regulations of the Academy ...............Up to 100 TBW’s
Failure to comply with established rules, regulations or standard operation
   procedures of the Academy ......................................................................................Up to 100 TBW’s
Failure to report to faculty/staff officer as requested .....................................................50 Demerits
False Official Statement ...............................................................................................50 Demerits or Up to 25 TBW’s

Fighting..................................................................................................................Up to 50 TBW’s
   1. Provoking a fight ...............................................................................50 TBW’s or Up to Dismissal
   2. Striking another cadet and/or instigating a fight .................................................50 TBW’s or Up to Dismissal
Failure to make a mutual exchange of duty .....................................................................50 TBW’s or Up to Dismissal
Failure to check out/in with the Officer in Charge (OC) ..................................................50 Demerits
Failure to Comply to Orders given by:
   Cadet Officers .................................................................................................50 Demerits
   NCO in Performance of Duties ............................................................................25 Demerits
   Faculty/Staff .....................................................................................................Up to 25 TBW’s
Failure to Follow Instructions .....................................................................................25 Demerits
Failure to pick up laundry ............................................................................................10 Demerits

Fireworks possession .................................................................................100 TBW’s or Up to Dismissal

Gambling .................................................................................................................25 TBW’s
Haircut:
A. Improper Haircut ........................................................................................................ 25 Demerits
B. In need of Haircut ..................................................................................................... 25 Demerits
C. Sideburns too long .................................................................................................. 25 Demerits

Hazing/Physical Abuse ................................................................................................... Up to Dismissal
“Bullying” ................................................................................................................. Up to Dismissal
“Huffing” or otherwise inhaling the fumes of lighter fluid, deodorizers, or any other substance with the intent of intoxication.
(This offense also includes the possession of these items) ..................................... Up to Dismissal
Horseplaying in the barracks .......................................................................................... 25 Demerits
(running, playing, scuffling/wrestling in the hallway)

Inappropriate behavior ................................................................................................. Up to 100 Demerits/25 TBW’s
Incorrect Count by 1SG at Formation or SG at Recall ................................................. 50 Demerits
Impersonating an Officer/NCO [wearing incorrect rank] ............................................. 50 Demerits
Improper covering (blanket, sheets, etc.) at the windows in the barracks ................... 25 Demerits
Improper Conduct as a cadet (talking back, poor attitude, etc.) ................................. 50 Demerits
Improper hanging of curtains (thump tarcs, etc.) ....................................................... 10 Demerits
Improper Performance of Duty (OD, OG, SG, Orderly, etc.) ..................................... 25 Demerits

Insufficientation to Commissioned or Faculty Officer .............................................. Up to Dismissal

Late to Briefing .............................................................................................................. 25 Demerits
Late to Formation ......................................................................................................... 25 Demerits
Late from Leave (Cadets returning after taps without permission) ............................ 100 Demerits or Up to 25 TBW’s
Leaving appointed place of duty without permission from Faculty/Staff/Tac Officers
(Dining Hall, Duty, Church, PT, etc.) ............................................................................. Up to 50 TBW’s

Lending/Borrowing Money
(Cadets are not to lend or borrow money from another cadet) .................................. 25 Demerits
Littering .......................................................................................................................... 15 Demerits

Malingering at the Infirmary .......................................................................................... 25 Demerits

No Duty Exchange Form ............................................................................................... 100 Demerits or Up to 25 TBW’s
Duty Exchange Form NOT signed by OC/TAC Officer ............................................... 50 Demerits
Non-Performance of Duty ......................................................................................... 100 Demerits or Up to 25 TBW’s
Off Limits .......................................................................................................................... 50 Demerits
Out of Barracks without proper authorization (after Call to Quarters, at Recall, etc.) ........... 25 TBW’s
Out of Barracks after Taps ............................................................................................ Up to 50 TBW’s

Personal Hygiene (in need of a bath, etc.)............................................................................. 25 Demerits
Playing with fire or combustible material in the barracks (this offense includes the possession of matches, lighters, lighter fluid, fireworks, or any other combustible material used in a manner not in keeping with its purpose) .................. 100 TBW’s
Playing with fire extinguishers, alarms or sprinkler systems, or dialing 911 .................... Up to Dismissal
Playing in Formation ........................................................................................................... 25 Demerits
Profanity ............................................................................................................................ 25 Demerits
Profanity toward Faculty/Staff ...................................................................................... 100 Demerits or Up to Dismissal
Possession of unauthorized electrical items in the barracks (specify: heaters, hot pots, hot plates, coffee pot, etc.) ................................................ 50 Demerits
Possession of unauthorized furniture or related items in the barracks (specify: wall mirrors, lounge chairs, storage boxes, etc.) .................... 25 Demerits
Possession of unauthorized material ..................................................................................... 50 Demerits
Possession of unauthorized weapons, knives, guns, throwing sharp objects and clubs, etc. ................. 100 TBW’s or Up to Dismissal
Possession of a master key or any keys not one’s own or tampering with locks in an unauthorized manner .................. 100 TBW’s or Up to Dismissal

Quibbling (arguing a report) – argumentative ...................................................................... 50 Demerits

Room:
Not prepared for SMI ........................................................................................................... 50 Demerits
Bed made improperly ........................................................................................................ 10 Demerits
Bed not made .................................................................................................................. 25 Demerits
Dirty .................................................................................................................................. 25 Demerits
Dusty ................................................................................................................................... 10 Demerits
Failing inspection .............................................................................................................. 25 Demerits
Light on while out of room/barracks .............................................................................. 10 Demerits
Messy desk .......................................................................................................................... 10 Demerits
Not properly identified with cadet’s name (no door tag) ................................................... 10 Demerits
Press improperly arranged .......................................................................................... 10 Demerits
Repeatedly not prepared for daily inspection ............................................................. 25 Demerits
Trash in trash can ...................................................................................................... 10 Demerits
TV/Radio on while out of barracks ............................................................................. 10 Demerits
Unauthorized civilian clothes ....................................................................................... 50 Demerits
Unprepared for inspection.......................................................................................... 10 Demerits
Unsecured ................................................................................................................. 25 Demerits

Selling unauthorized material ..................................................................................... Up to 25 TBW’s
Spitting on the floor ................................................................................................... 50 Demerits or Up to 25 TBW’s
Smoking or “dipping” smokeless tobacco ...................................................................... 35 TBW’s

(This offense includes the possession of any of the above)
Smoking in barracks or buildings .............................................................................. 75 TBW’s
Possession of smoking paraphernalia/tobacco products of any type .......................... 35 TBW’s
Use of tobacco products in the classroom .................................................................. 50 TBW’s
Possession of excessive tobacco products or smoking paraphernalia ....................... 75 TBW’s
Stealing ........................................................................................................................ UP TO DISMISSAL
Striking another cadet .................................................................................................. 50 TBW’s

Study Hall
Absent from Learning Center ..................................................................................... 100 Demerits or Up to 50 TBW’s
Absent from Study Hall .............................................................................................. Up to 50 TBW’s
Assignments not written in student planner .............................................................. 10 Demerits
Disturbing Study Hall ................................................................................................ Up to 100 Demerits
Door closed during Study Hall ................................................................................... 50 Demerits
Headphones on without being on Honors/Deans List .............................................. 25 Demerits
In Bed without being on Honors/Deans List ............................................................. 25 Demerits
Late to Study Hall/Barracks ..................................................................................... 25 Demerits
No Student Planner .................................................................................................. 25 Demerits
Improper Student Planner ......................................................................................... 10 Demerits
Out of room without permission ............................................................................... 50 Demerits
Out of seat/standing at the door ............................................................................... 25 Demerits
Playing/excessive noise .............................................................................................. 50 Demerits
Yelling ......................................................................................................................... 50 Demerits
TV/Radio/CD player on during Study Period ............................................................. 50 Demerits
Talking on cell phone during Study Hall .................................................................. 50 Demerits
Sleeping during Study Period .................................................................................... 25 Demerits

Tattooing/Branding your body or another cadet ....................................................... 100 TBW’s or Up to Dismissal
TV on after taps ......................................................................................................... 50 Demerits
Unauthorized entry into another cadet’s room ............................................ Up to 25 TBW’s

Uniform:

Unauthorized uniform (no name tag, no belt, no rank on shirt, no hat, no tie, etc.) ..... 10 Demerits
Dirty Uniform ................................................................................................. 10 Demerits
On campus in improper uniform ................................................................. 10 Demerits
Shoes not shined/improperly shined ............................................................. 10 Demerits
Tarnished/unshined brass ............................................................................. 10 Demerits
Unauthorized uniform .................................................................................. 15 Demerits
Unserviceable uniform ............................................................................... 15 Demerits
Wearing unauthorized items ....................................................................... 10 Demerits
Unshaven ...................................................................................................... 25 Demerits
Improperly shaven ..................................................................................... 25 Demerits
In need of haircut .......................................................................................... 25 Demerits
Improper haircut ........................................................................................... 25 Demerits
Out of uniform .............................................................................................. 10 Demerits
Wearing improper belt buckle ..................................................................... 10 Demerits
Wearing white socks with uniform .............................................................. 25 Demerits
Wearing improper (civilian) belt with uniform ............................................. 25 Demerits

Unauthorized material (possession of material) ........................................ 50 Demerits
Possession of pornography .......................................................................... Up to 25 TBW’s
Distribution of pornography ......................................................................... 50 TBW’s

Unnecessary remarks .................................................................................. 100 Demerits or Up to 25 TBW’s

Up AFTER taps without permission:

In own room ................................................................................................. 25 Demerits
Out of room .................................................................................................. 50 Demerits
In another cadet’s room ............................................................................... 100 Demerits

Use or possession of illegal drug or paraphernalia ..................................... Dismissal
Uttering a discriminatory remark ................................................................. Up to 100 TBW’s

Visiting at/in an unauthorized place or time ............................................... Up to 25 TBW’s
Visiting another barracks at Recall ............................................................ 50 TBW’s
Visiting another room after Taps ............................................................... Up to 100 Demerits or 25 TBW’s

Wrongful possession of another cadet’s property .................................... Up to Dismissal

*Anything not specifically covered on this list will be dealt with at the discretion of the Commandant/Tac Officers.
SECTION 14: STUDY HALL

A. All cadets at the Academy are required to participate in a study hall period at least five evenings a week. These study periods are conducted in the cadets’ rooms in the barracks and are supervised by the faculty Academic Officer in Charge (AOC) with the support of the Tac Officer and the Officer in Charge (OC).

B. The study hall hours are from 1930 to 2130 hours (7:30 - 9:30 p.m.).

C. The time period between 2130 to 2200 hours (9:30 - 10:00 p.m.) is to be used to straighten up the rooms, shine brass and shoes, and go to the latrine. Cadets may not leave the barracks to visit.

STUDY HALL RULES

1. **ALL DOORS** to be opened for study hall when cadets are present in their rooms. **NO EXCEPTIONS.** Closed doors will result in a minus on the nightly rating sheet when cadets are in their rooms during study hall.

2. Cell Phones, TV, Radio, CD Player, IPOD’s music, ETC. **ARE NOT TO BE ON** during study hall.

   **Students LISTED on the current Honors List OR Deans List are hereby permitted to wear headphones during the evening study hall. AOC will check the Honors List and the Deans List to verify compliance. AOC will report anyone who is in violation of the above stated rule to the Tac Officer at the end of study hall and/or the AOC may write the cadets up for violation of the rules for study hall.** **All privileges for the Honors List or the Deans List will become effective AFTER these lists are officially announced in the Dining Hall.**

   *All privileges may pulled by Tac Officer.*

3. **Students are required to WRITE the homework assignment for each class period into their student planners. BE PREPARED FOR STUDY HALL.** The AOC with the SG will enter each room and **ALL STUDENT PLANNERS WILL BE CHECKED.** Cadets will stand at attention in front of their bunk bed as the AOC is checking for the Student Planners.

4. The AOC will enter each room at the beginning of each study hall to check on the student planner. SG should knock TWICE on the door and STAND at attention in the hall beside the door as the AOC enters each room. The cadets will **STAND AT ATTENTION in front of their bunks** until the command “AT EASE” is given and the AOC will check for all homework assignments. The command “CARRY ON” will be given as the AOC leaves the room.

5. Students **MUST be seated at their desks** during the evening study hall.

6. Students are **NOT to be out of their seats with their heads looking out of their rooms.** The AOC and the SG will be walking the hall checking, so there is no need to be standing at the doors.

7. **Students are not to be out of their rooms without permission.** Students will be written up by the AOC and will receive **DEMERITS** if found out of their rooms without permission. Visiting without permission is a serious violation and may result in a negative on the evening study hall rating sheet.

8. **DO NOT ASK THE AOC TO STUDY TOGETHER.**

9. **The classroom instructor, requiring the assignment, is the ONLY person who can give a note to study together.** Remember IF you need EXTRA HELP see your instructor during tutorial period. The FACULTY at CMA will ALWAYS be willing to help in their tutorial periods.
10. A NOTE to STUDY TOGETHER is good ONLY if the students are quiet. The AOC may REFUSE PERMISSION for students to study together at any time.

11. No one should be asking to use the bathroom or water fountain for the first hour. Go to the bathroom/water fountain BEFORE study hall. Students will be given an opportunity to go to the bathroom/water fountain after 8:30 p.m. There should never be more than two cadets out of their rooms in the bathroom or at the water fountain at any given time.

12. BE PREPARED FOR STUDY HALL with books, paper, pens/pencils, student planner, etc. The AOC does not have the time to permit students outside of their rooms during study hall seeking books, trying to find a pencil, borrowing class notes, ETC.

13. Go to the LIBRARY during the afternoons to check out BOOKS TO READ during study hall when you have finished all homework.

14. Anyone playing during study hall, talking too loudly, throwing items across the hall, ETC. will be written up and reported for demerits by the AOC and/or may cause the company to receive a negative rating for the evening study hall.

15. Students MUST be seated at their desks and can NOT sit on their beds if their names are NOT on the Honors/Deans Lists.

16. Students CANNOT STUDY IN BED unless they have EARNED the right to study in bed by being on the HONORS LIST/DEANS LIST. A new Honors List/Deans List is published every two weeks. MERITS are given to those individuals on the Honors List/Deans List.

17. STUDENTS ARE TO CHECK OUT WITH THE AOC to go to the Library. Your name will be checked against the Honors List/Dean List OR the students may have a NOTE from an instructor to go to the Library. No library note will be accepted without the current date. The library note MUST be from the instructor who gave the assignment.

18. Cadets going to the Library MUST sign OUT and sign IN with the AOC and not the SG. The cadets will only sign IN with the SG when the AOC is not present in the barracks.

19. Cadets going to the Barber Shop will sign OUT and sign IN with the SG.

20. The CHECK OUT/IN time with the AOC will be compared to the CHECK IN/OUT SHEET at the Library. Any excessive time from barracks to library or from library to barracks will be reported by the Operations Office to the Tac Officers.

21. QUIETNESS - DO NOT DISTURB OTHER STUDENTS WHO ARE TRYING TO STUDY AND MAKE GOOD GRADES.

22. The AOC will rate each barracks at the end of study hall each night. EACH company that EARNED all PLUSES in each column on the rating sheet for the week, will earn five (5) merits.

23. No telephone calls will be made or received during study hall.

24. Students are NOT to shine shoes or brass during the evening study hall. Recall is the proper time to perform the tasks of preparing the shoes and uniforms. Study hall time is to complete homework, read and review chapter assignments, study classnotes, and to read library books.

25. Students are NOT permitted to clean their rooms during the evening study hall. Recall is the proper time to perform the task of cleaning the rooms.
26. Athletic teams returning from any sporting events WILL NOT be allowed to shower during study hall. Showers, for the athletes, will be taken in the gym prior to returning to the barracks.

27. Once athletes, officers/seniors (from officer/seniors leave - OR ANY OTHER GROUP OR INDIVIDUALS) return to the barracks - THEY MUST START STUDYING.

28. Any group of cadets after being released from the gym MUST return DIRECTLY to the barracks. NO ONE IS PERMITTED to go from the gym or from any meeting on campus to any other place during study hall.

29. Any group of cadets returning to campus during study hall will report directly back to the barracks. Cadets returning to campus during study hall will not use the telephones.

30. Seventh and eighth grade cadets may go to bed at 2100 hours (9:00 p.m.) WITH THE PERMISSION OF THE AOC provided they have completed all homework assignments.

31. Seventh and eighth grade cadets MUST not leave their rooms at 9:00 p.m. because they had the same opportunity to go to the bathroom as the other students. IF they need to brush their teeth, ETC. they can remain in regular study hall as the other students and take the regular RECALL time to brush their teeth, ETC.

32. IF the seventh and eighth grade cadets are given permission to go to bed at 2100 hours (9:00 p.m.), the doors may be partially closed. The doors must never be completely closed because the AOC, the SG, and Company Officers will need to check their rooms for noise, head count, ETC.

33. Cadets going on Officers Leave on Wednesday nights and Senior Leave on Thursday night will sign OUT and sign IN with the SG. Members of the Corps of Cadets entitled to Officers Leave are MSG, 1SG and above - Sword Bearers. Members of the Corps entitled to Senior Leave are those cadets classify by the Academic Dean as seniors - check the Battalion Roster.

34. Cadets are NOT permitted to go BETWEEN barracks to study together. NO EXCEPTIONS.

35. In the preparation for study hall, the beds must be made and all clothing must be hung up. The rooms should be neat and organized.

36. The AOC will be checking for the proper CMA issued curtains at all windows. No more than two sets of curtains are allowed per room. NO other curtains or WINDOW COVERINGS will be allowed. There will be no towels, blankets, sheets, etc permitted at the windows.

37. Students using laptops during study hall should be seated so that their screens can be seen from their doors by the AOC.

38. There should not be ANYTHING blocking the view by the AOC of the students from their doors.

39. The AOC with the help of the COMPANY OFFICERS will insure that all the rules and regulations are enforced. The above rules are published for the students to provide consistency for each study hall in each barracks. The students are NOT TO REQUEST EXCEPTIONS TO THESE RULES - the answer the AOC will provide is NO. ANY exceptions to the STUDY HALL RULES AND REGULATIONS will be approved by the Dean of Students and the Commandant of Cadets.
SECTION 15: ACCOUNTABILITY BY THE 1SG

1. The Battalion Executive Officer, working under the command of the Battalion Commander and the Commandant of Cadets, will be in charge of the Accountability Program at the Academy.

2. The Battalion Executive Officer will work with the Officer in Charge, Officer of the Day, Company Officers, and the 1SG’s in supervising the accountability at the meal formations.

3. The 1SG of each company will report to the Officer of the Day at each meal formation.

4. The 1SG will receive reports from each squad leader and then the 1SG will report to the Officer of the Day who will be stationed on the sidewalk in front of the Dining Hall. [The new on-coming OD will take charge of the breakfast formation].

5. 1SG will salute the OD and say, “1SG______ of ______ Company reporting all present, Sir.” OR “1SG______ of ______ Company reporting the following cadets absent, Sir.”

6. The 1SG will report “all present” ONLY when everyone is in company formation. The 1SG will report the names of cadets who are missing from formation and give a reason for their absentee, if known, to the Officer of the Day. The 1SG will not report that “all are accounted for.”

7. It is the responsibility of the 1SG to give names of all cadets missing from the company to the Officer of the Day.

8. The 1SG will update his report to the Officer of the Day if any cadets arrive late to the formation.

9. The Officer of the Day will take the names of all missing cadets and compare the list to any cadets on furlough, in the infirmary, on school trips, etc.

10. The Officer of the Day will give a final report to the Officer in Charge. The OD may call any missing cadets to the podium in the Dining Hall.

11. The Battalion Officers, Company Officers, the Officer of the Day, and the 1SG are responsible to see that no cadets leave the Dining Hall early without the permission of the TAC Officers.

12. The Tac Officers are the ONLY individuals who can permit a cadet to leave the Dining Hall. Cadets will leave the Dining Hall ONLY for emergencies and then ONLY with the approval of the Tac Officers.

13. The Company Executive Officer will be responsible to give a seating chart for each table within his company to the Battalion Executive Officer. The Battalion Executive Officer will check at least one company at each meal for an accountability report within the Dining Hall. The seating chart will also be compared to the company cadet roster.

14. The Battalion Executive Officer may do an outside company roster check of any company at any formation.

15. The Company Executive Officer and the Battalion Executive Officer will arrange seats for any new cadets arriving at the academy.

SECTION 16: LIBRARY

The Library is open to everyone during free time [3:15 - 5:00 PM]. Cadets may visit the Library with a Library Pass from the faculty during classtime. Cadets, during the evening study hall, must have a Library Pass from the faculty and present that pass to the Librarian on duty.
Class uniform is required during class hours and the evening study hall. Civilian clothes may be worn during free time but shoes and shirts are required. No caps or hoods to be worn in the Library.

Books may be borrowed for a two week period. Books must be brought to the Library to be renewed. Back issues of magazines may be checked out. The most recent issues, which are on the shelves, may not be taken from the Library. REFERENCE BOOKS cannot be checked out.

Unauthorized possession of library material is considered theft.

Overdue notices are sent out on Mondays. Allowance cannot be paid until books are returned. Cadets will be charged for damaged or lost materials.

The Library is a place for study and pleasure reading. For the benefit of all, cadets are to observe the following rules:

- Cadets should be considerate of others.
- Cadets may not study together at night.
- No talking during the evening study hall.
- One cadet at a time in the restroom.
- Food, drinks, chewing gum, playing cards, cell phones, iPods, video games, CD players, etc. are inappropriate in the Library. These will be confiscated.
- Do not lean back in the chairs.
- Request permission before using computers.

Failure to comply with the rules and regulations may result in loss in library privileges.

**GUIDELINES FOR COMPUTER USE IN THE LIBRARY**

Through the generosity of the Cline family, the Cline Library has an on-line catalog, an automated circulation system, Internet access on ten computers, and other computers available for use by students for productivity and for learning. The materials and equipment are an extension of the Library program and intended to be used for the informational and educational needs of the cadets. They are expected to use it responsibly and for those stated purposes.

**GUIDELINES FOR USE OF THE COMPUTER EQUIPMENT IN THE LIBRARY:**

- Ask permission before using computers other than the on-line catalog.
- During classtime and evening study hall, the Internet may be used for class-related projects only. This must be approved by the Librarian.
- Save your work on disks or flash drives and not the hard drive. Disks and flash drives are available for purchase. If you need assistance saving or accessing documents, please ask the Librarian.
- Leave all settings as you found them. Do not rearrange or alter the desktop of the computer.
- Do not switch peripheral equipment.
- Shut down equipment only if instructed to do so.
- Only programs purchased by the Academy will be used on the computers. Personal software may not be used on Library machines.
- If you encounter any problems with the equipment, report it to the Librarian.
- Do not enter passwords or attempt to bypass restrictions.
Leave the computer areas clean and orderly.

Observe copyright regulations.

Information taken from electronic resources (e.g. on-line databases, electronic encyclopedias, etc.) should be cited as a reference. There is a fee of $0.10 per page for printed text and $0.25 for color pictures, maps, etc. Cadets are not charged for printing their own work.

No games are not to be played on Library computers. The Cline Library equipment is for educational and informational needs.

Do not waste computer resources.

Willful damage to materials or equipment will result in repair or replacement charges.

Social networking sites such as myspace are prohibited.

Misuse of computers will result in loss of the privilege of using them/visitiation to library.

Cadets are NOT to access inappropriate websites on the internet.

STUDENT BANK INSTRUCTIONS:

Allowance will be issued weekly.

The guideline for parents to use for student bank is $10.00 to $30.00 per week. Each parent deposits to the student bank for the year and designates the amount their son is to receive. The amount of regular allowance may not exceed $30.00 each week. Student bank is issued each week on the day that is set aside for the Company he lives in.

No advances are given, but cadets may save by not withdrawing one week and receiving two payments the following week. Savings of more than three weeks will be held until the cadet is ready to leave for furlough.

Parental permission is required to withdraw any amount beyond the regular pay.

Checks made out to cadets may be cashed; those over $50.00 must be initialed by the cadet’s TAC Officer.

Money cannot be issued if the account is empty. Cadets are not to borrow or loan money. It cannot be collected through the student bank.

SECTION 17: FORMATIONS

A. First Call is sounded at 0615 hours each morning except Sunday, sleep-ins or furlough. The call marks the official beginning of the day. It is the individual cadet’s responsibility to be up by first call.

B. Reveille is sounded at 0630 hours each morning; all cadets will be out of bed by Reveille.

C. Mess Call is sounded three times daily except Sunday. Cadets who are present on campus will meet all formations.

D. Fall-In is sounded five minutes after each formation; it establishes the time all cadets must be in formation at position of attention. The cadet chain of command will take the absentee report on this call.

E. Sick Call and medication distributions are announced by the nurse. Cadets desiring to see the nurse at any time other than those listed must obtain permission from the Officer in Charge, Dean of Students, Registrar, or Commandant of Cadets or Tac Officers.

F. Class Call is sounded by the bell system each class day at 0930 hours and every 40 minutes thereafter until lunch. The afternoon class call will sound at 1305 hours. The late bell will sound five minutes after the class bell; all cadets not in their classrooms at this time will be reported late.
G. **PT Formation** is at 0800 hours Tuesday and Friday. All cadets must be in formation in proper PT uniform by fall-in.

H. **Drill Formation** is at 0800 on Monday and Wednesday.

I. **Intramural Formation** is at 1530 on Tuesday and Wednesday.

J. **Recall** is sounded at 2130 hours. Recall at 2130 hours signals the end of daily organized activities and the beginning of preparation for bed.

K. **Guard Mount** is conducted daily prior to the breakfast meal. All members of the new guard detail must report to the front of the dining facility for guard mount. Any member of the guard detail not present in formation will be reported late or absent.

L. **Retreat** is played daily to show proper respect to the American flag as it is retired for the day. The ceremony consists of two songs; “Retreat” is played first, followed by “To the Colors” as the flag is lowered. Cadets in formation will be directed to stand at parade rest for “Retreat,” and at present arms while “To the Colors” is played. Cadets not in formation will stand at attention for both songs and render the hand salute when the colors are lowered when within the hearing distance of the songs being played.

M. **Call to Quarters** is sounded at 1915 hours Monday through Saturday evenings. At the first note of Call to Quarters, all cadets must move to their rooms and prepare for study period. At 1930 hours fall-in will sound; all cadets must be at their desks studying at that time. There will be no visiting. Visiting is defined as going to the room of another cadet or talking to cadets from other rooms. Latrine visits will not be permitted for the hour after fall-in sounds. On Sunday nights Call to Quarters sounds at 2030 hours, all cadets must be in the barracks.

N. **Taps** sounds at 2200 hours on all nights. Cadets, with the exception of the Company Commanders, Escorts and the Battalion Commander, must be in bed at this time. Cadets may not visit the latrine until 30 minutes after taps has blown. Athletic teams returning after taps must report directly to their rooms without disturbing other cadets. Permission for athletic teams to shower after taps must be coordinated with the Officer in Charge. Cadet Duty Officers returning to their rooms after taps will be permitted to have duty shower or visit the latrine for personal hygiene reasons, and return directly to their rooms. The period between taps and first call is reserved for sleep; all cadets are expected to respect this period. Cell phones, radio, television, Ipods and electric games are NOT to be on after taps.

O. **Fire Call** may be sounded by the use of barracks or classroom sirens. If cadets are in the classroom when fire call is sounded, they will immediately leave the building and report to an area designated by their teacher. Once the teacher has accounted for all students, he will send them to the parade field for the battalion formation. If cadets are in barracks, library, gym, or Carlisle House during non-classtime, they will report to the parade field. Cadets will remain off all roads leading through the academy to allow fire vehicles to move around campus. The Officer in Charge will receive the report from the Battalion Commander on the parade field.
SECTION 18: ACADEMIC AWARDS RESTRICTIONS

I. Deans List and Honors List

1. The Deans List names those cadets who have attained at least a 90 (A) in each academic subject during a two-week grading period.

2. The Honors List names those cadets who have attained an average of 80 (B) in academic subjects with no grade lower than 70 (C) in any subject during a two-weeks grading period.

3. Published and announced on Wednesday after a two-weeks marking period, the Deans List and the Honors List acknowledges academic excellence and determines certain cadet privileges, study in bed, study with headphones and receiving merits. All privileges for the Honors List or the Deans List will become effective ONLY after these lists are officially announced in the Dining Hall.

4. Cadets may be stricken from the Deans/Honors List by the Academic Dean for inappropriate classroom behavior.

II. The Eighty/Ninety Average [80/90]

1. Cadets earning 90 (A) or above in EACH ACADEMIC SUBJECT for a six-week period earns an academic furlough [1st, 2nd, 4th, 5th six-weeks].

2. Cadets earning an average of 90.0 or above in his academic subjects with no grade lower than 80 (B) for the semester are recognized by a Gold Star.

III. Academic Restrictions

1. Those cadets failing two or more subjects or the same subject for two consecutive marking periods are required to attend tutorial classes and the Learning Center.

2. A cadet on academic restrictions may not participate in varsity or junior varsity sports or in extra-curricular activities which would affect his study hall or tutoring class attendance.

IV. Tutorial Classes and Learning Center

1. Any cadet who fails two or more subjects or receives a “D” grade [60-69] in any subject, must attend tutorial classes.

2. Any cadet who fails two subjects or failed the same subject twice must attend the Learning Center for the two-week grading period.

3. By checking the Honors/Failing List for each two-weeks marking period, an instructor may readily schedule a student for tutoring in addition to his designated class period. He should not, however, interfere with a student’s attending a compulsory tutoring class.

V. Library

1. Students who are on the current Honors/Deans List may go to the Library during the evening study hall. Students will sign out and sign in with the AOC in the company.

2. Other students wanting to go to the Library are required to have the instructor’s approval by securing a Library Permit [Pass]. Library Permit Forms are available from the instructors.
SECTION 19: GLOSSARY OF TERMS

ACADEMICS: The education of each cadet is the prime concern of the Academy. Cadets attend five or six academic classes each day and may attend tutorial sessions once or more each week.

ACADEMIC INSTRUCTOR: CMA develops the whole man – mentally, physically, and morally. In order to accomplish this, a close student-teacher relationships exists.

AWARDS: Cadets earn awards and recognition for outstanding academic, military, and athletic achievement. Most awards are presented during commencement weekend activities, although some are presented during the school year.

BARRACKS: Each cadet is assigned to a barracks along with other members of his company. Usually two cadets are assigned to a room. Cadets within a company learn to work as a team, helping to promote a company’s identity. Room assignments are made at the beginning of the fall semester. The Tactical Officer may approve a request for changing roommates on a case-by-case basis.

BATTALION PARADES: These are full dress parades conducted on scheduled Sunday afternoons or for other special events held at the Academy. The parade usually consists of a retreat ceremony and a battalion review.

BUGLE CALLS: The schedule of classes and activities by which the Academy routinely operates.

CALL TO QUARTERS: This bugle call is sounded to alert cadets to report immediately to their rooms at 1915 hours.

CHAIN-OF-COMMAND: The linking of people through which responsibility and authority to supervise passes.

CHURCH: At CMA, which is a non-denominational school, cadets are required to attend a church of their choice. Transportation is provided for this purpose. Cadets must have written permission from their parents to change churches during the year. Religious services are also conducted on campus each Sunday morning.

CONFINEMENTS: Cadets who violate the rules and regulations are assessed an appropriate number of demerits. If, at the end of the week, the number of these demerits is more than the number of merits a cadet has accumulated, he is restricted to campus, listed for work detail, or with excessive demerits is required to walk tours.

DANCES: CMA will schedule a formal at the end of the school year. Cadets, their dates, and family may attend this function.

DEBATE TEAM: The Lanning P. Risher Chapter of the National Forensics League, CMA’s speech and debate team, participates in competition throughout the Carolinas and Georgia. Members compete in a variety of debate categories.

DEMERITS: Demerits are points given to cadets for violations of the rules and regulations of the Academy. An accumulation of demerits can result in an individual being restricted to campus, working on the work detail or being given tours to be walked. A schedule of demerits is in Section 13.

DRILL: Drill is an important activity at CMA. It helps instill discipline within the Corps of Cadets and is normally conducted two days a week.
**DRILL TEAM:** The cadet drill team, is named the James F. Risher Drill Team, consists of elite members of the corps. The drill team performs at basketball games, civic events, parades, and other activities at the Academy. The team participates in drill competition throughout the Southeast.

**DUTY ROSTER:** The duty roster details cadets who are scheduled for duty assignments at specific times. Rosters are posted on the bulletin board in the barracks and are announced in the Dining Hall.

**FLYING LESSONS:** Flying lessons are obtained at adjacent Woodward Field, Kershaw County’s municipal airport. Students with parental approval may arrange to take lessons for a fee.

**FORMATIONS:** A formation is a directed assembling of cadets with their company or designated group. All cadets on campus must attend all formations.

**FURLough:** Furloughs are given to cadets to allow them some time at home and to reward those students who strive to do well in their academic work and in other areas of school life.

**GENERAL ORDER:** General orders are written documents announcing promotions in the Corps of Cadets.

**GUARD ROOM:** The CMA Guard Room, located at the Risher Administration Building, serves as a point to link members of the administration with the functioning cadet body. Only authorized personnel on duty are allowed in the guard room.

**HAIRCUTS:** A cadet’s hair must be of natural color; that color may not be altered while a cadet at CMA. The top will not exceed 2 inches and 1/2 inch on sides. The sides and back will be tapered, not blocked. No fadish haircuts will be allowed. Cadets will not cut or trim their own hair or that of any other cadet. **Sideburns will not extend below the top opening of the ear** and will have no flare at the base. Cadets will not be permitted to depart campus for leave, furlough, or a trip without a proper haircut.

**HONOR COUNCIL:** The Honor Council, which consists of the Cadet Battalion Commander, the Executive Officer, and the five Company Commanders, investigates serious infractions of the Academy rules and regulations and makes recommendations to the Commandant as to corrective action.

**HONOR SOCIETY:** Delta Kappa Sigma (DKS) requires at least a 90 grade average, junior or senior standing, and excellent character. Members help charities and civic groups in the surrounding areas. As a DKS member, a cadet is expected to maintain an honors list average and to remain an example for emulation by all cadets. Delta Kappa Sigma was organized on campus in 1960. Membership is limited to fifteen members (ten seniors and five juniors).

**JROTC (Junior Reserve Officers Training Corps):** At CMA, when a cadet reaches the ninth grade he begins Army JROTC training in basic leadership and other military subjects. Classes meet for two periods a week. Credits are given for completion of courses. Cadets are required to be enrolled in JROTC throughout their high school years at CMA.

**KEY CLUB:** Civic organization affiliated with the Camden Kiwanis chapter.

**LEARNING CENTER:** A cadet is required to attend if he has failed two subjects for the previous two-week grading period. The Learning Center is open in the afternoon on Tuesday and Wednesday.

**LEAVE:** Leave time is awarded to cadets who qualify. This privilege gives them free time to spend off campus in Camden. It is given on weekends. The Academy provides transportation on a set time schedule.

**MERITS:** Merits are points given to cadets for good behavior, academic achievement, and extra work. One merit takes away 5 demerits. Fifty (50) merits may earn a cadet a weekend furlough. A schedule of merits is in Section 12.
MEMORANDUMS: Memorandums are written documents used to announce information to the Corps of Cadets.

MONEY ALLOWANCE: Each week cadets are allowed to withdraw money from their bank accounts to spend on necessary school supplies, toilet articles, etc. The administration suggests that cadets receive $10 to $30 a week, according to parental discretion.

NONCOMMISSIONED OFFICERS (NCOs): The backbone of the Corps of Cadets is provided by the NCOs, whose duties include Sergeant of the Guard and Officer of the Guard. NCOs hold position ranging from squad leaders to sergeant major.

OFFICERS: Cadet officers rank from Second Lieutenant through Lieutenant Colonel. They serve in varying positions of responsibility within the corps, ranging from platoon leaders to Company Commanders to Battalion Commander.

OFFICER OF THE DAY (OD): Each day a cadet with the rank of Major, Captain, 1 Lt. Lieutenant, 2 Lt. Lieutenant or CSM will serve as the OD, assisting the Officer in Charge.

OFFICER OF THE GUARD (OG): Each day a cadet with the rank of sergeant first class, first sergeant, master sergeant, serves as the OG, assisting the Officer of the Day and the Officer in Charge.

OFFICER IN CHARGE (OC): Each day a faculty officer, tactical officer, administrative staff or other designated individuals serves as OC. He insures formations meet on time and is the responsible official during off-duty periods.

PHYSICAL TRAINING (PT): On Tuesdays and Thursdays, each cadet is required to participate in the PT program. On Tuesday and Wednesday afternoons cadets not involved in a varsity or junior varsity sport will participate in the intramural program.

POLICE CALL: After the morning meal, each cadet, with other members of his designated squad, is required to clean or police an assigned campus area.

REGIONAL FORMAL INSPECTION (RFI): The Regional Formal Inspection is an inspection of the school’s military program. U.S. Army inspectors spend the majority of a designated day at the Academy and examine virtually every aspect of cadet military life. The results of the inspection determine the rating of the corps within the JROTC program.

RETREAT: Retreat is the bugle call signaling the lowering of the flag at day’s end. Cadets able to hear the bugle call are required to pay proper respect to the flag by presenting arms, if in uniform, or standing at attention if in civilian clothing. A Retreat formation is scheduled daily before the evening meal.

REVEILLE: Reveille is conducted each morning. The flag is raised, and cadets arise and prepare for morning formation.

RULES AND REGULATIONS: The code of conduct for all cadets is governed by a set of rules and regulations. Obeying these regulations insures a healthy environment and maintenance of discipline within the Corps of Cadets.

SIX-WEEK PERIODS: The academic year is divided into six six-week grading periods. At this time grades are sent to the parents. Cadets with averages of 85 or above in each subject becomes eligible for academic furloughs.
SPECIAL ORDERS: Those cadets assigned TBWs (tours to be walked) for serious violations of the rules are notified officially by a published special order, usually read after the evening meal. Special orders state the nature of the offense and the resultant disciplinary action.

SPRING BREAK: Cadets are granted a general furlough for spring break, a mid-point between Christmas break and graduation. It may include Easter weekend.

STUDY HALL: Study Hall, the time period when cadets are required to study, is scheduled Monday through Thursday from 1930 to 2130. In addition, for those weeks in which Saturday classes are scheduled, a regular evening study period is observed on Friday nights. During study hall, cadets are required to be at their desks studying. Cadets on the honors list may lie on their beds while studying or visit the library freely. Other cadets require a faculty officer’s written permission to visit the library during study hall.

SUBJECT RESTRICTIONS: Cadets are restricted to campus, if they fail two or more subjects for any two week grading period, they are required to attend tutorial classes and the Learning Center.

TAC: Tactical Officer - A senior NCO or officer who is responsible for the health, welfare, and discipline of the cadets in his company; he also acts as a liaison to their parents.

TAPS: This bugle call signifies day’s end and lights out each evening; at commencement, it marks the conclusion of school activities and the school year.

TATTOO: This bugle call alerts cadets to immediately begin preparation for bed.

TOURS-TO-BE-WALKED (TBWs): Gross violations of the rules and regulations are punishable by tour-to-be-walked. Uniformed cadets walk their tours in the afternoons in a designated area.

TUTORIALS: Cadets may need extra class time for individual study or assistance. CMA provides this through a tutorial system of class periods each Monday through Friday. A cadet is required to attend if he has a grade average of 76 or below in any subject for the previous two-week grading period. Others may attend tutorials voluntarily or seek assistance or academic encouragement. Teachers may require attendance of any cadet.

UNIFORM: Cadets wear a designated uniform on campus during the class day, for meals, etc., and whenever they depart the school. Uniforms include ACU’s, class (without tie), dress (coat and tie), and full dress (white shirt, bow tie). The appropriate uniform is announced at meals or by bugle call. The uniform always includes the appropriate uniform cap.

VISITORS: Cadets enjoy having visitors during free time. Leave for special visits by parents, grandparents, etc., may be arranged by notifying the administrators or by contacting the Officer in Charge.
SECTION 20: DAILY ROOM INSPECTION

MERITS FOR DAILY ROOM INSPECTION:

This guideline will provide an option for the Tac Officers in judging the cadets on room inspection. MERITS will be awarded on performance on how the cadets are cleaning their rooms in the barracks.

1. Outstanding PLUS [OUT +] -----------------------Award [6] merits. **BEST room[s] in the company.** No one can beat this room or rooms.

2. Outstanding [OUT ] -------------------------Award [5] merits. **EXCEPTIONAL rooms. GREAT Above and Beyond the normal rooms.**

3. Excellent [EX]------------------------Award [4] merits. **Rooms are in EXCELLENT condition. Top job in cleaning these rooms.**


5. Satisfactory PLUS [SAT +]----------------Award [2] merits. **Rooms are OKAY.**


7. Unsatisfactory [UNSAT]------TWENTY-FIVE DEMERITS. **Rooms NOT meeting the required standards. Failing room inspection. FAILURE to follow instructions/directions.**

8. Unsatisfactory MINUS [UNSAT -]---------FIFTY DEMERITS. **POOR inspection.** Falling **BELOW the required standards of the Academy. Violations of the Rules and Regulations.**
SECTION 21:  CADET OF THE WEEK - CADET OF THE MONTH

I.  CADET OF THE WEEK

1.  There will be a CADET OF THE WEEK from each company.

2.  Each company commander with the recommendations of the Chain of Command and with the approval of the Company Tac Officer will submit a name of a student EACH WEEK to the Battalion Commander to be the Cadet of the Week from each company.

3.  Cadet of the Week will be judged on personal appearance, room inspection, formation inspection, classroom conduct and general conduct in the dining hall, company and on the campus.

4.  Cadet of the Week must not be on the Pad, Work Detail, Subject Restrictions or the Learning Center.

5.  Cadet of the Week will be announce in the dining hall and POSTED on the Company Bulletin Board.

6.  Cadet of the Week may receive as his reward an allotment of food and refreshment for the amount of two dollars [$2] per day for five days [5] at the canteen located in the Carlisle Student Center.

7.  Cadet of the Week may receive his reward of food and refreshment for the amount of ten dollars [$10] at one time within the seven days when the cadet is the Cadet of the Week.

II.  CADET OF THE MONTH

1.  One cadet will be chosen from all cadets who won the Cadet of the Week during the same month to be the Cadet of the Month.

2.  The Battalion Commander with the recommendations of the Tac Officers and the approval of the Commandant of Cadets will announce the Cadet of the Month for each month of the school year.

3.  The cadet who is chosen as the Cadet of the Month will receive a free furlough.

4.  Cadet of the Month may receive as his reward an allotment of refreshments for the amount of two dollars ($2) per day for five days [5] at the canteen located in the Carlisle Student Center.

5.  Cadet of the Month may receive his reward of refreshments for the amount of 10 dollars ($10) at one time within his month of winning the Cadet of the Month.
ALMA MATER

Mighty Camden, we salute thee now
And may this be our eternal vow,
That the truths held dear
By thy code austere
Shall thunder in our ear.
In adversity
Let us steadfast be,
And face life’s trials without fear.
May love of God and love of man,
Freedom, truth, and duty to our land,
Forge a bond between us,
Man to man.

By COL. LANNING P. RISHER
Headmaster Emeritus
Camden Military Academy

CADET PRAYER

Heavenly Father, we beseech Thee to behold with Thy favor this, our Academy, that, through the care and instruction of the young men committed to it, Thy Name may be glorified. Be Thou guide to those upon whom rests its government; enlighten with wisdom those who teach; and grant that we who learn may be blessed in our studies; and our characters so molded that we may evermore stand fast in Thy truth, and abide in Thy love, through Jesus Christ our Lord. Amen.

By THE RIGHT REVEREND ALBERT S. THOMAS
S.T.D. (1873-1967)
Sometime Bishop of the Episcopal Diocese
of South Carolina