OFFICE OF THE SUPERINTENDENT

STAUNTON MILITARY ACADEMY

Staunton, Virginia

GENERAL ORDER 1 April 1970

NUMBER 6

1. The regulations for the Corps of Cadets of Staunton Military Academy are published for the information and guidance of all concerned. Each cadet will be furnished a copy for his use. He is responsible to keep it in good condition and up to date at all times. It will be displayed on top of each cadet's desk for formal inspections.

2. Every cadet is expected to comply with this and other school regulations and orders. Ignorance of regulations or orders is not a valid excuse for failure to comply with them.

3. The spirit as well as the letter of rules shall govern.

Harrison S. Dey

HARRISON S. DEY
Colonel, S.M.A.
Superintendent

ADMINISTRATION

1. The Superintendent directs all matters concerning policy, administration, and operation of Staunton Military Academy.

2. The Headmaster supervises all studies and other academic matters.

3. The Commandant of Cadets is in immediate command of the Corps of Cadets and is in charge of the internal administration of the operation of barracks. He is responsible for the discipline, appearance, and behavior of the Corps. He is assisted in these duties by the Military Department and by all members of the academic staff.

4. The Senior Army Instructor (SAI) is in charge of and responsible for carrying out the military training program, military training of the Corps of Cadets, proper wearing of the uniform by cadets, and selection of cadets for leadership in the Corps. He is assisted by members of the Military Department and by members of the faculty.

5. The Director of Athletics will direct and supervise all cadet athletic and physical training activities.

6. The Treasurer and Business Manager are responsible for all financial matters of cadets and the operation of the business affairs of the Academy. He is also Fire Marshal for the Academy.

PRINCIPLES

Staunton is essentially a military school. The school authorities promise parents and guardians supervision of cadets entrusted to their care.

Four basic principles guide cadets in the performance of duty: honesty, cleanliness, and punctuality, and thoroughness. Cadets will apply these principles constantly.

1. **HONESTY:** A cadet in his life at Staunton will measure his actions by a standard of honor which will make him true to himself, to his duty and his fellow cadets in the broadest and best sense. He must realize that it is unfair to any cadet to allow himself to fail in his duty and by so doing, build up habits of carelessness and disrespect for law. Similarly, with regard to himself, he must feel that evading punishment or securing anything to which he is not clearly entitled cannot compensate for a lower standard of honor.

2. **CLEANLINESS:** A cadet will be clean in the most exacting sense of the word. His hair must be short, face clean shaven, and his body and clothing clean at all times. His equipment, furniture, room, and every place for which he is responsible will be kept clean and neat.

3. **PUNCTUALITY:** A cadet will be punctual at every duty and appointment whether he is summoned by a general call (Bugles, bells, etc.,) or is obliged to watch time for himself.

4. **THOROUGHNESS:** In the performance of duty, military or academic, a cadet will fully inform himself as to his obligation and be thorough and be painstaking in carrying his duty to completion at the time prescribed.

REGULATIONS

FOR THE

CORPS OF CADETS

OF

THE STAUNTON MILITARY ACADEMY

STAUNTON, VIRGINIA

INDEX

SECTION 1. ABSENCES

1. Only the Superintendent, the Commandant of Cadets, the school Doctor, or nurse on duty, the Headmaster, the SAI, or the Officer in Charge (only in exceptional circumstances) may excuse a cadet from any duty or formation.

2. A cadet is "absent from formation" if not in ranks before the cadet Company Commander's oral report is made to the Battalion Commander.

3. A cadet, regardless of his rank is "late" if he is not in his exact and proper place at the last note of assembly.

4. Unless expressly stated, no leaves or privileges granted to a cadet will excuse him from any duty or disciplinary action. When for any reason a cadet misses part of a duty or a class, he will attend as much of it as he possibly can. He will report as soon as possible to the guard and proceed at once to the class or place of duty. If he has an appointment which is to commence while a class or duty is in progress, he will attend the formation, go to the place of duty and ask permission of his instructor or person in charge to leave in time to keep the appointment. If the appointment is completed prior to the termination of the duty, he will return at once to the place of duty. A cadet excused from drill or ceremony will go to study hall or other designated place until the end of drill or ceremony from which he is excused, unless authorized to witness the drill or ceremony by the Commandant or the Military Duty Officer.

5. Day Students must bring a written note from home from their parents giving the reason for being absent.

STUDENT LEAVES OR DEPARTURE ON FURLOUGHS

6. Cadets are responsible for knowing the material covered in class or in homework when they are absent class.

7. Cadets are required to turn in all missed homework specified by the teacher when they return to class after being absent.

8. Cadets will be allowed to make up all graded work they missed during an authorized absence; if a teacher does not require that the work be made up, the work will not count against the cadet.

a. Cadets must attend help class and/or confinement study hall until required missed work is completed according to the directions of his teacher(s).

9. Themes, reports, research papers, experiments, notebooks must be turned in on or before the date they are due.

10. These regulations apply to all absences caused by: a. guard duty, b. athletic contests, c. medical leave, d. furlough, e. being in any administration office during class period, f. going to nurse during class periods.

SECTION 2. ACADEMIC LOAD AND CHANGES OF COURSES

1. All cadets must carry a minimum academic load of four subjects and military training each semester.

2. Five subjects and military training may be carried by students at the discretion of the headmaster.

3. Changes of courses may be made only in the first three weeks of each semester and only with the approval of the Headmaster or guidance counselor.

4. No **new** course may be started after the first three weeks of a semester. Any class change after this time must come at the beginning of a semester.

5. No cadet may drop from a class without a change of course slip.

6. No cadet may join a class without a change of course slip.

7. Change of course slips are obtained from the Headmaster's Office and list subjects to be dropped and subjects to be added. The slips must be signed by teachers of all subjects listed and returned to the Headmaster's Office.

SECTION 3. BARRACKS REGULATIONS

QUARTERS

1. The barracks will be divided into divisions and subdivisions as directed by the senior cadet officer in each barracks. Each division and subdivision will be in charge of a faculty officer assisted by cadet officers and noncommissioned officers as may be required.

2. a. Room assignments will be made by the Commandant. Requests for specific rooms or roommates made before the opening of school will be granted when possible, however, arbitrary assignments will be made when necessary.

b. Changes of rooms or roommates will be made only in the most unusual circumstances and after careful review of the case by the Commandant. Shifts of rooms and/or roommates because of petty differences will be discouraged.

3. The occupants of each room shall be room orderly successively for a period of one week at a time, changing Monday at reveille. Orderly cards will show the name of each occupant, with the top card on the orderly board showing the name of the orderly for the week.

a. If a room orderly is absent because of sickness, guard or leave, the room occupant next in line for the duty shall be responsible for the room and will change the orderly board, putting his own name at the top.

b. The room orderly is responsible for the cleanliness and order of the room; however, each cadet is responsible for his own bed, clothing, desk, and personal belongings and is answerable to the room orderly for their appearance. **Rooms must be kept in a condition of readiness for inspection at all times.**

c. Immediately after reveille each morning and again between third mess and 1900 hours each room orderly shall sweep the floor and see that the room is ready for inspection.

d. New cadets are assigned to "sweep detail". They will sweep galleries as directed.

4. Room doors will be unlocked when the room is occupied, locked at all other times.

5. a. Late lights, lights after taps, are permitted when authorized by the Commandant of Cadets.

b. The headmaster may give written permission for certain cadets to have late lights for study purposes.

c. Other individuals will not be granted special late lights without expressed permission of the Commandant.

6. Cadets are allowed radios (without outside antenna) and record players. They will not be left running during the absence of occupants of a room. They will never be amplified beyond reasonable limits. They will never be played during a morning C. Q. (class schedule) or evening C. Q. (study period), after taps, or during room inspections. Possession of television sets is not permitted.

7. Cadets will be reported for burning an unnecessary number of lights. They will be reported for possession of unauthorized electrical equipment, i.e. coffee pots, flat irons, hot plates, rotisserie heaters, and other such equipment that will draw additional current from the electric lines. These articles, when discovered, will be confiscated unless turned in voluntarily by the cadet.

8. Water used to wash other floors will be thoroughly mopped up at once. Water will not be taken from washrooms for any other purposes than for drinking and for washing floors, woodwork, or windows.

9. Trash or litter will not be thrown or swept into the hallways, or upon galleries, quadrangles, or classroom or study hall floors; trash cans provided for the purpose will be used.

10. Nothing will be thrown from windows or buildings at any time; nor will cadets climb out of windows, sit on windowsills, or appear before windows unless properly dressed, nor talk loudly to others therefrom.

11. Physical games of any sort, and the throwing, batting or otherwise playing with balls of any kind or of similar articles, are strictly prohibited in rooms or hallways of quarters, or upon galleries or quadrangles, or in the immediate vicinity of barracks.

12. Entering the room of another cadet during his absence is prohibited.

13. Running on galleries or through hallways, "chases," "roughhousing", loud shouting and similar disturbances are prohibited in quarters at all times.

14. The prohibition of unnecessary disturbances in barracks applies to the blowing of bugles in barracks or elsewhere on the Academy grounds, except for authorized calls at proper times or scheduled bugle practice.

15. The playing of other instruments, drums or cymbals, when the intent is mere noise rather than practice, and the result is an intentional nuisance will not be permitted. Special barracks rules may be applied to the playing of all musical instruments.

16. Amplifiers are not permitted in cadet rooms.

17. Breakages in barracks will be reported at once to the senior cadet officer in barracks. The cadet responsible is liable to disciplinary action and to be charged for the damage.

18. For a period of one hour after "taps" latrine privileges are not permitted except in emergencies, in which case the cadet will seek permission from the barracks duty officer. This provision applies also to cadets having late lights; however, the cadet subdivision inspector has fifteen minutes latrine privileges immediately after "taps" inspection without request, while cadets returning from special leave or duty may have sink leave upon request.

19. Cadets shall not—

a. Tamper with or change electric wiring or fuses.

b. Place paper shades, lanterns or other inflammable material over electric bulbs or in contact with electric wiring.

c. Bring into barracks or have in quarters animals of any kind.

d. Remove any articles of property from the room of a cadet without specific permission, even with full intentions of returning the article.

e. Under any circumstances order food to be delivered to his room.

f. Remove from or place into his room, school furniture for any reason without expressed permission from the Commandant.

g. Allow females to enter the barracks without permission from the Commandant of Cadets.

h. Bring into barracks or have in quarters soft drink bottles of any type.

20. Smoking on Academy grounds is allowed only in cadet rooms and the cadet canteen.

21. Cadets who smoke must provide an ash tray for their room.

22. Cigarettes will not be thrown on the floor.

23. Cadets will have an SMA blue blanket as their topmost bed covering.

24. Only rugs of the type, one for each of the room occupants and of size and color sold in the Supply Room will be permitted.

25. The use of desk type chairs at room table is permitted. However, except for cadet officers and master sergeants, no overstuffed or easy chairs are permitted. Cadet officers and master sergeants may have one such chair per room.

26. Rooms, hallways, and galleries or quadrangles shall be policed thoroughly by 1910 hours (Call to Quarters) and cadets performing these duties will at that time return at once to their rooms or report to study hall as required. They must be studying by the 1915 hours bell.

27. Taps will be observed rigidly, and cadets who are not in bed at taps will be reported. To insure such observance, cadets should pay particular attention to the warning bell five minutes before taps. At that time they should repair to their rooms, leave only a ceiling light burning, and get into their beds. The ceiling light will be turned out by the inspector.

28. Nothing is to be placed on the walls of cadet rooms except Howie Rifle Certificates, officer's commissions and other school issued certificates. Each cadet may have one small bulletin board of the type sold in the cadet Supply Store. Data will be scotch-taped on the back of doors when so directed.

29. Civilian visitors are not permitted in barracks at any time without permission of the Commandant of Cadets. Exception: fathers of cadets are permitted in barracks at any time.

30. Room Lights:

a. Burning of lights when occupants are absent is prohibited. Overhead lights will be burned only when the room is occupied.

b. All lights will be put out at taps, except as authorized in orders and regulations.

CALL TO QUARTERS

31. Call To Quarters is referred to as "C.Q."

32. C.Q. will be observed as follows:

a. During all times set aside for Academic work when a cadet has no recitations, laboratory work, or examination, or is not required to attend study hall; these hours are normally from School Call 0810 hours until recall from school 1410 hours on Monday thru Friday inclusive, and during such times and hours as are prescribed for examinations.

b. Unless otherwise ordered, on all nights except Friday (general leave night) from 1910 hours to "tattoo" at 2140 hours and from taps to reveille.

c. On Friday nights and other leave nights published in orders, from after general leave until reveille.

33. At Call to Quarters all cadets shall repair promptly to their respective rooms and shall remain there except to perform other duties specified in orders.

34. Room doors will be open except when all occupants are in Study Hall. This policy will be in effect during warm weather as announced by the Commandant.

35. Rooms must be cleaned for inspection to include clothes hung in press, floor swept, etc., at all times. Cadets in Study Hall must clean room prior to leaving.

C.Q. FOR STUDY

36. During normal C.Q. (taps to reveille excluded) cadets are expected to be studying.

37. Strict C.Q. will be observed in the morning by all cadets when they do not have a class or study hall, and in the evenings during the two specified study periods.

38. Uniform for a morning C.Q. will be the uniform for class. Some combination of the SMA uniform will be worn during the evening C.Q. Minimum dress would be slippers, trousers (no shorts), and T-shirt. Bathrobes are optional. However, when leaving the barracks, cadets must be attired in a complete SMA uniform.

39. No visiting is permitted. All loitering about the hallways, quadrangles, galleries, walks, terraces, or elsewhere and all playing of games are prohibited.

40. Cadets will not lie or sit on beds during C.Q.

41. Non-academic activities not permitted during C.Q. include conversation between roommates, playing radios or record players, making or receiving phone calls, shoe or brass shining, letter writing, putting room or possessions in order (unless directed to do so by barracks duty officer), taking showers or shaving.

42. Cadets may not leave the room for any reason without the approval of the barracks duty officer. If out of his room on an authorized errand, a cadet will proceed directly without loitering and insofar as possible without noise.

43. No meetings of societies or groups will be scheduled during C.Q. without the written permission of the Headmaster.

44. Cadets wishing to leave the barracks for academic visits to a faculty officer not on duty must make arrangements in advance. A written request from the faculty officer concerned and approved by the Headmaster must be presented to the faculty supervisor and time of departure and return must be stated on the request and presented to the faculty supervisor on duty.

45. Cadets canvassing the barracks for any purpose during evening C.Q. must obtain written authorization from the Headmaster or Commandant. The barracks duty officer must be advised before beginning to canvass.

47. Since intermission (2020 to 2030 hours) is intended for latrine privileges, no other requests for latrine privileges will be granted, except in cases of illness.

48. Under no circumstances will permission be granted for a cadet to visit another room to borrow articles or to get assignments. Matters of this sort will be handled before C.Q. or during intermission.

49. During C.Q. cadets will not come to attention when the faculty member on duty merely opens the door and gives the room a visual inspection. However, should a member of the faculty step across the door sill or speak to an occupant, then cadets are expected to come immediately to attention and remain so until put at ease.

50. During that period of the academic day from 0800 hours through 1415 hours Monday through Friday the following rules will be followed.

a. All seniors, Post Graduates and those cadets on the headmasters list will be in their **own room** during their free period(s).

b. All cadets other than those referred to in paragraph 50a. above will be in study hall during their free period(s).

c. Visits to any of the following academy facilities during a cadet's free period(s) will be **strictly prohibited.**

(1) Kable Station Post Office
(2) The Canteen
(3) The Cleaning and Pressing building
(4) The Gymnasium
(5) The Treasurer's Office or Business Office
(6) Any other Academy non-academic facilities.

d. Following are exceptions to the above stated policy. During a cadet's free period(s) he may visit the following facilities **on official business only.**

(1) The Headmaster's Office
(2) The Commandant's Office for an infirmary slip if the cadet becomes ill.
(3) The Library
(4) The Post Office and Canteen **between classes only.**
(5) The Supply Room

e. This policy will apply to all day students who during their free period(s) will be either in study hall or the library.

MODIFIED C.Q.

51. Modified C.Q. refers to an evening Call to Quarters that is not strictly for the purpose of study.

52. During modified C.Q.:

a. Radios, phonographs, and musical instruments may be played at reasonable volume.

b. Visiting is permitted in a cadet's own barracks at the option of the supervising faculty officer, with a limit of four cadets in any one room. Visiting another barracks is not permitted.

c. Nongambling card or other indoor games may be played only by permission of the barracks supervisor.

d. Cadet may attend meetings of authorized societies or groups by signing out and in with the barracks supervisor. Permission for such meetings must be obtained from the Headmaster or Commandant.

e. Wandering from room to room or going to the wash-room is not permitted without permission.

f. Alterations and additions to these rules may be made by the Senior Barracks Supervisor.

SECTION 4. CADET OFFICERS AND NONCOMMISSIONED OFFICERS

1. Appointment to commissioned and noncommissioned rank is considered to be one of the highest honors paid to a cadet. It is obligatory that all commissioned and noncommissioned officers cheerfully and loyally support the policies established by the Academy.

2. Any cadet officer who discriminates in favor of another cadet officer or any other cadet or who seeks popularity at the expense of the faithful performance of his duty or uses his office for personal gains shall be reduced in rank.

3. Any cadet officer or noncommissioned officer who fails to properly discharge the duties of his office shall be reduced in rank.

4. It shall be the duty of all cadet officers and noncommissioned officers to report any violation of regulations, to correct mistakes, to obey cheerfully and willingly such orders as they receive from proper authority, to cooperate with the authorities of the academy, to do all in their power to promote the welfare and efficiency of the Corps of Cadets, and to set an example to those under them by a quiet and firm demeanor and gentlemanly bearing.

5. Since the Staunton Military Academy is primarily an educational institution, a cadet officer should not lose sight of the fact that the academic achievement of individuals and organizations should be kept foremost in mind at all times. He should, by example and encouragement, strive to raise the academic standing of his unit.

6. The success of a cadet officer or noncommissioned officer is measured not only through the proficiency of his unit, but through that units development in every line of endeavor, be it academic, athletic, or military.

7. With specific permission of the Commandant, cadet captains may call meetings of other cadets of their companies for official conferences as the need arises within the limitations imposed by Section 3.

8. Specific duties and responsibilities of cadet officers and noncommissioned officers are directed under separate memorandum specifications.

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SECTION 5. CHURCH ATTENDANCE

1. Cadets are required to attend church on Sunday morning. For this purpose, each cadet will be assigned to a church squad of his choice.

2. No cadet will change church squads except upon written permission from parent or guardian submitted to the Commandant.

3. Cadets excused "military duties" or "marchings" by the school doctor may under some circumstances be excused church and will report to the Officer of the Day with books prepared to study.

4. Cadets who wish to attend Sunday School in addition to church must secure permission from the Commandant.

5. Each Church Squad will be under the command of the senior cadet officer or cadet noncommissioned officer in the squad who is charged with the maintenance of order and discipline both to and from church and at divine service.

6. Church squads will be marched "at attention" to and from church.

7. Conduct on the part of any cadet that might prompt unfavorable comment will be unconditionally reported by the cadet officer or noncommissioned officer in charge of the squad. All cadets are expected to be at their best appearance at all times, but especially in church.

SECTION 6. CLASS RANKING

CANDIDATES FOR GRADUATION

1. Candidates for graduation will be ranked according to grade average at the end of the first semester and at the end of the year.

2. The highest grade average will receive rank No. 1, the second highest average, No 2, and so on to the lowest average.

3. Rank will be based on work done in the senior year only.

4. Rank will be based on all subjects each semester.

5. Military training will not be included in ranking.

6. For subjects considered "Non-College Preparatory" a grade of 70 will be used in figuring the average.

7. All marks on all subjects taken in the senior year will be used in figuring average.

8. Subjects will be weighted for ranking purposes according to an announced formula.

POST-GRADUATES

9. Post-Graduates will be ranked as a group.

10. Ranking will be computed in the same manner as that for candidates for graduation. (See paragraphs 1-6 above.)

11. All marks on all subjects taken during the year will be used in figuring averages.

THE CORPS

12. The Corps (less Candidates for Graduation and post graduates) will be ranked according to grade average at the end of the year. There will be no first semester ranking.

13. The highest grade average will receive rank No. 1, the second highest average, No. 2, and so on to the lowest average.

14. Rank will be based on work done in the current year only.

15. Rank will be based on all subjects each semester.

16. For subjects considered "Non-College Preparatory" a grade of 70 will be used in figuring the average.

17. All marks on all subjects taken during the year will be used in figuring averages.

SECTION 7. CLASSROOM REGULATIONS

1. Cadets shall report to classrooms according to the schedule prepared for them by the Headmaster's Office.

2. Each class shall have a section leader with the primary duty of checking attendance at class and reporting absences and lates to the instructor.

3. The ranking cadet in each class will ordinarily be section leader. In his absence the next senior cadet takes charge. If there is not a cadet officer or noncommissioned officer in the section, the instructor shall appoint a section leader and alternates.

4. In addition to reporting the result of his roll call to the instructor, the section leader will assist the instructor in maintaining order in the classroom particularly during periods when the instructor is absent.

5. Upon entering a classroom, cadets shall go at once to their assigned seats. At assembly the section leaders will bring the section to attention and report the result of his roll call to the instructor.

6. After the instructor has received the report of the section leader and returned the salute, the section leader shall give the command "seats".

7. A cadet who is not at his seat when the starting bell for the class period finishes ringing shall be considered late.

8. Each instructor will submit a daily absentee report to the Headmaster.

9. During class periods cadets shall sit erect and pay close attention. Cadets will follow the classroom procedures established by the instructor.

10. Instructors will not knowingly detain a cadet after dismissal from class nor shall a cadet having a class immediately following remain in the classroom after the final bell.

11. When a cadet at any recitation feels that, because of sickness, he is unable to do himself justice, he will obtain permission from his instructor to leave the classroom and will report to the Commandant's Office to obtain an Infirmary pass and then may proceed to the Infirmary.

12. In cases where a teacher is absent, the section leader will seat the class, take a roll. If the teacher is not present five minutes after the period starts, the section leader will put the assistant section leader in charge and report to the Headmaster or to his assistant for instructions. No class will ever be dismissed without orders from the Headmaster or one of his assistants. The section leader will give the list of cadets absent and late to the Headmaster's Office.

SECTION 8. CONDUCT

1. Cadets should strive at all times to make their conduct conform to the Staunton Military Academy Code of Honor and Conduct.

2. If any cadet considers himself wronged by another cadet or by an officer of the Academy, he may submit a complaint through the Commandant of Cadets to the Superintendent, who will have investigation made if appropriate correct the wrong or injustice.

3. All combinations or joint actions of cadets, for the purpose of violating or evading regulations, orders or instructions issued by competent authority, or for the purpose of expressing disapprobation or censure of any person connected with the Academy, are prohibited and will be considered a serious offense which might result in dismissal.

4. Cadets are expected to conduct themselves with dignity at all times and on all occasions. In cases not specifically covered by regulations, cadets will conduct themselves in accordance with proper social service, and the usual rules which govern proper and gentlemanly conduct.

5. The chewing of gum by cadets is prohibited during class, at any place while on duty, at dances or other social functions on or off campus, or any time or place where such act might appear undignified.

6. No cadet or group of cadets will call meetings to discuss any group or individual action without the approval of the Commandant.

7. The use of profane or improper language is prohibited.

8. Hair will be cut close on the sides and back and no more than one inch on top of the head.

9. Expression of disapproval of published orders is strictly prohibited.

10. Cadets will not create unnecessary noise in quadrangles, barracks, Mess Hall, or other buildings. Yelling, calling in a loud tone to other cadets, whistling, pounding on tables in the Mess Hall, loud playing of radios or musical instruments, slamming doors, and scraping bed across the floors when making down bed, are examples of noises to be avoided.

11. Cadets are prohibited from riding in aircraft of any description without specific permission from the Commandant and written parental approval.

12. Cadets are not permitted to have automobiles at the Academy or in the vicinity thereof. Cadets are prohibited from driving automobiles unless accompanied by parents, members of the faculty or other responsible adults. A responsible adult is considered to be a person of 21 years of age or older.

13. All announcements to the Corps of Cadets as a group must be approved by the Commandant.

14. The giving of a gratuity or present to any officer or cadet officer of the Academy by any individual or group of cadets is forbidden.

15. The act of maliciously damaging any private or school property by a cadet or cadets will constitute a serious offense. Cadets observing such acts will report the offense and name(s) of the offender(s) to the Commandant by the most expeditious means. Failure on the part of a cadet or cadets to report such acts will constitute dereliction of duty and will be dealt with accordingly.

SECTION 9. DAY STUDENTS

1. A sign in-out board is maintained for Day Students of the senior school in the Commandant's Secretary's office. Day studetns will sign in at least 10 minutes before the first morning class, and may sign out after afternoon drill unless detailed to other duty and except as indicated in subsequent paragraphs.

2. When a Day Student must leave the "Hill" for any reason during the day, he must sign out when departing.

3. Under no circumstances will a Day Student drive an automobile on the campus of the Academy. He will turn car keys in when he signs in each day. Cars will be registered with the Commandant.

4. When Day Students have signed out to go home, **they are not to return to the Academy grounds for any reason without being in the proper uniform and officially signing in.**

5. Day students are not to visit in barracks during evening Strict C.Q. During free academic periods of the school day, Day Students are to report to the Study Hall or to the Library as directed by the headmaster.

6. Day students must attend the following military formations unless excused by the Commandant or the SAI:

a. Second Mess—Day students will eat regular second mess on Monday through Friday.

b. All scheduled drill periods to include Saturdays, and as a minimum parades or other ceremonies schedule for the first and third Sunday each month.

c. Other functions as directed.

7. It is the responsibility of each Day Student to be present at prescribed formations in the proper uniform. Uniform information may be procured by calling the Guard Ofice. The fact that a Day Student may be in improper uniform will not excuse him from formations.

8. Cadet commissioned or noncommissioned rank may be awarded to Day Students. Such rank carries with it the same responsibilities as are carried by cadets with similar rank who live at this institution. For example, the fact that a cadet squad leader lives at home in no way diminishes the responsibility he has for his squad.

9. Military grades and credit are awarded on each cadet's performance of military functions. Failure to comply with instructions may result in an unsatisfactory military science training grade.

10. Day Students are an integral part of the Corps of Cadets. On the Academy grounds or in uniform elsewhere, Day Students are subject to and will comply with all cadet regulations, including uniform regulations. Wearing of the uniform at home and while off the Academy grounds is optional.

11. A platoon as a part of Headquarters Company may be organized with Day Students. When so organized, special instructions will be issued on its functions by the SAI and Commandant.

12. Absences from academic or other required school activities must be explained by a written note from the Day Student's parents. If the absence covers an academic period, the note will be turned into the headmaster. For other periods the note will be turned into the Commandant.

13. Day Students are specifically forbidden to give rides to boarding students.

SECTION 10. DISCIPLINE

GENERAL

1. Demerits are not punishment but a means of rating cadets in conduct. They will be given for every violation of regulations. Merits may be awarded as indicated in subsequent paragraphs for outstanding performance by the Commandant or the Superintendent.

a. A cadet will be reported as deficient in conduct if he exceeds 200 demerits during the academic year. A cadet officer or noncommissioned officer who shall exceed the limit of demerits permitted for him during any two successive months shall be subject to reduction. Any cadet who receives large numbers of demerits for any academic month will be subject to special disciplinary action and forfeiture of privileges. The following demerits are considered excessive for any month: old cadets over 10; new cadets, over 15.

b. A report of the conduct standing of each cadet deficient in conduct will be furnished the Superintendent and the SAI at the end of each academic quarter. A statement of conduct record will be mailed to parents each semester.

c. The Superintendent may, from time to time, give individual citations with merits to cadets. Other recommendations for citations will be made to the Commandant of Cadets.

d. Citations will be awarded for conduct above excellent standards of bearing, neatness, and military appearance. Acts of leadership of tangible benefit to SMA or extremely efficient performance of duty which reacts to the credit of the Corps of Cadets a whole will be recognized.

2. Any violations of regulations, existing orders, recognized rules of proper and gentlemenly behavior, or acts in themselves subversive to good order and military discipline will entail corrective punishment.

3. All violations of regulations, existing orders, etc., will be reported by individuals authorized to make reports to an officer or NCO of the guard.

4. The Guard will enter a report of these violations alphabetically on a delinquency sheet.

5. The names of cadets reported on the delinquency sheet will be posted at approximately 1700 hours daily on the delinquency bulletin board after each twenty-four hour period. Cadets incorrectly reported have twenty-four hours after posting to answer the report to the Commandant or his assistant either orally or in writing. ANY REPORT NOT ANSWERED IN THE TWENTY-FOUR HOUR PERIOD WILL BE CONSIDERED CORRECT.

6. It is the responsibility of cadets who are on leave or other authorized absence to ascertain whether or not they have been reported, and to answer their reports, if they desire, not later than the day following their return.

7. Certain serious reports require a written explanation. In all cases where a written explanation is required (WER), this report will be submitted within 24 hours from time of notification.

8. All military duties, and official reports are a matter of honor, and cadets in all such circumstances are "On Honor".

PUNISHMENTS

9. Admonition, deprivation of privileges, reductions in grade or rank, confinements, punishment tours, and special orders are some of the forms of punishment used.

10. The length of punishment periods may be decreased at the discretion of the Commandant when warranted by the improved behavior of the cadet.

11. a. For any serious breach of discipline a cadet may be placed in arrest summarily in his own room, by any officer of the Academy, the cadet Corps Commander, or by the Cadet Officer of the Day. Such action, together with the charge, will be reported at once to the Commandant.

b. Cadets under arrest shall attend all duties except guard duty. Cadets in room arrest or in confinement to the SMA campus will be required to sign in at specified periods with the Sergeant of the Guard.

12. a. Dismissal from the Academy is resorted to in serious disciplinary cases.

b. Dismissal offenses may include but are not limited to the following:

Absent without official leave (AWOL)

Alcohol liquor, use, possession of

Ammunition, possession of

Assault

Authority, combinations against

Automobile, illegal use of

Breach of arrest or similar restrictions

Conduct, immoral

Conduct, improper reflection on character

Conduct, improper reflecting discredit of the Corps

Conduct, to the prejudice of good order and discipline, (massing together)

Dishonest or dishonorable actions

Disobedience to a direct order

Disrespect to a faculty officer, or to a cadet officer, or noncommissioned officer in the discharge of his duties

Explosives, fireworks, possession or discharge of

Gambling

Hazing

Insubordination

Key, possession of Master Key or any key not one's own

Knives, possession of, with cutting or pointed blade over 2½ inches or switchblade

Leadership, corrupt

Narcotics or hallucinating drugs, use or possession of

Order, refusal to obey

Orders, failure to obey

Property, School or private or public, willful destruction of or damage to

Repeated offenses of misconduct — accumulation of excessive demerits

Special Privilege, abuse of

Theft

Usury

Vandalism

13. Minor infractions of rules normally are punished by admonition, deprivation of privileges and confinements or punishment tours.

14. a. Confinements and punishment tours will begin at a specified time as approved by the Commandant.

b. An assigned cadet officer, under the supervision of the Commandant, or in his absence the Officer in Charge, will have charge of punishment tours and confinements.

c. Cadets on punishment tours will be assigned duties as directed by the Commandant or his assistant. Such tours may include marching, running, exercises, manual labor, and other tasks.

15. One to twenty demerits may be assessed for minor offenses.

16. The penalty tour sheet listing cadets due for punishment will be posted on the Commandant's bulletin board prior to 1700 hours on Tuesday. Each cadet is personally responsible for knowledge of his punishment status without further announcement. When the number of penalty tours hours are in question, cadets will report to the Commandant between 1600 and 1645 hours Thursdays or at other announced times.

17. New cadets may accrue 15 demerits for minor offenses in any one month. When a new cadet's demerits exceed 15, he will be detailed to "Beat Squad". Each demerit over 15 will result in one hour on "beat". Merits may be earned by or given to individuals. Each merit will cancel one demerit. Merits may not be carried over from one month to the next. The above particulars are also applicable to old boys except old boys can accrue only 10 demerits before being detailed on "Beat Squad." However, merits will not normally offset demerits given for absences. Such absences require the offender to work off the assigned demerits during penalty tour times.

18. Confinement and punishment will be given only with the approval of the Commandant.

SECTION 11. FIRE DRILL REGULATIONS

1. The signal for a fire drill or an actual fire will be all of the following:

a. Repeated 5 seconds ringing of the bells.

b. Public address system alert.

c. The shout of fire until occupants are aware of it.

2. On the sounding of Fire Call all personnel will proceed quickly but without running by routes indicted in paragraph 4 to their respective company formation on the asphalt. The Cadet Guard of the Day will report to the Commandant, or OIC in the Commandant's absence, in front of North Barracks.

3. Should the Fire Call sound during a class period, Cadets will clear the Buildings under the supervision of instructors who will be the last to leave their classrooms.

a. Cadets will proceed immediately to their respective company formation on the asphalt.

b. Instructors, having cleared classrooms and performed other duties outlines in sub paragraph (1) below, will report to the Commandant in front of North Barracks.

c. Academic buildings and Barracks insofar as classrooms are concerned are to be checked to see that all personnel are clear as follows:

(1) Memorial Hall—As directed by the Head of the Mathematic Department.

(2) North Barracks—As directed by the Head of the Science Department.

(3) Chemistry Laboratory—As directed by the Head of the Science Department.

(4) South Barracks—As directed by the Head of the English Department.

4. Should Fire Call sound when Cadets are in quarters, barracks will be evacuated in the following manner:

a. South Barracks—1st Bn. C. O., is OIC.

(1) "A" Company—Exit via east stairwell and proceed through sally-port to respective company area on the asphalt.

(2) "B" Company—Exit via northwest stairwell and proceed through sally-port to respective company area on the asphalt ("B" Company cadets living on east side of sally-port will exit via east stairwell).

(3) "C" Company—Exit via southwest stairwell and proceed through sally-port to respective company area on the asphalt.

b. North Barracks—2nd Bn. C. O. is OIC.

(1) "F" Company—Exit via east stairwell and proceed to respective company area on the asphalt.

(2) Band—Exit via west stairwell and proceed to respective company area on the asphalt.

c. Kable Hall—Cadet Barracks Commandant is OIC.

(1) "D" Company—Exit via east stairwell through east front door and proceed to respective company area on the asphalt.

(2) "E" Company—Exit via west stairwell through west front door and proceed to respective company area on the asphalt.

d. West Barracks (Senior Cadet is NC OIC) Exit through main stairwell and proceed to respective company area on the asphalt.

5. Miscellaneous

a. When any room or building is clear, all windows and doors will be closed but not locked.

b. In case of actual fire the person discovering the fire should do the following:

(1) Direct the guard to sound the alarm.

(2) Direct the guard to call the Staunton Fire Department 885-1414.

(3) Proceed with any assigned duties.

c. All personnel after mustering to their designated place will stand by for further instructions.

6. The Business Manager is designated "Fire Marshall" of Staunton Military Academy and is responsible for all measures for fire prevention and fire protection.

SECTION 12. FURLOUGHS AND LEAVES

FURLOUGHS

1. Furloughs are those periods during which academic duties are suspended and cadets of all classes are allowed to return to their homes. Furloughs are granted for stated periods: during the summer, at Christmas, and in the spring.

2. As the Academy is not prepared to care for cadets until school opens, no cadet will return until the last day of his furlough without authority of the Superintendent.

3. During Christmas and Spring holidays, a furlough is granted cadets for visits to their homes, or to be guest of others upon invitation approved by parent or guardian and submitted to the Commandant.

4. A cadet who overstays a furlough without proof of unavoidable necessity will be punished upon return for absence without leave.

5. All cadets will conform to the regulations during periods of travel to and from the Academy. The complete cadet uniform will be worn when leaving and returning from furlough.

6. A furlough ceases upon a cadet's arrival in Staunton, whereupon he will report without delay to the Commandant's office. After furloughs, cadets who return early will be subject to regulations and hours for "General Leave".

LEAVES

1. Only the Superintendent, Commandant, Assistants to the Commandant, or in exceptional cases, the Officer in Charge are authorized to grant leave.

a. Kind:

Dance

Emergency

General

Group

Headmasters

Sick

Special

Weekend

b. Requesting Leave:

(1) Cadets will submit special leave requests to Cadet Company First Sergeant 24-48 hours in advance.

(2) First Sergeant will check to be sure individuals will not be on "Beat Squad" during the requested leave period and to insure the leaves are correctly filled out.

(3) First Sergeants will separate absence permits by date and place them in alphabetical order.

(4) First Sergeants will give the absence permits to the Commandant at least 24 hours in advance of the requested leave date.

2. Conduct on Leave: Compliance with the provisions of the SMA regulations cited is an individual responsibility of each cadet. Further, it is the responsibility of every cadet Officer and Noncommissioned Officer to require all persons of lesser rank than themselves, regardless of organization, to comply with these regulations. If an Officer or a Noncommissioned Officer permits any cadet in his presence to violate such regulations, he is guilty of gross neglect of duty and can expect to be reduced in rank. Officers and Noncommissioned Officers lose neither their authority nor responsibility when "off the Hill" and all cadets remain subject to that authority in an official capacity whether on leave or not.

3. General Leave: General leave is permission for all eligible members of the Corps of Cadets to be absent from the Academy for a definite period. Cadets who are on general leave may go to any point within 5 miles of Staunton without special authority. Cadets who desire to visit places in excess of 5 miles will first secure permission in writing to do so. Periods of general leave are as follows:

a. Tuesday after drill until evening mess (Old cadets only).

b. Friday nights from after retreat until 2150 hours.

c. Saturdays from afternoon mess until retreat.

d. Sundays from afternoon mess until 1530 hours. (All Leaves and furloughs terminate prior to parade on Sunday).

e. Cadets on Headmaster's list may submit request for Special Leave to run until 2150 hours on Saturdays.

4. Eligibility: Cadets who are not on guard, in the Infirmary, excused formations, confined, in arrest, restricted to limits, or due to served punishment hours or academic confinements are eligible for all general leave to which their status might entitle them. Cadets on "Beat Squad" are not authorized to request leave during periods when "Beat Squad" is being conducted.

5. Special Leave: Special leave (other than town leave) may be granted by special permission in each case under unusual circumstances and when the leave for the cadet is requested by his parents. Written or telegraphic application is required.

6. Headmaster's Leave: Cadets who maintain an 80 average during any quarter are placed on the headmaster's list. This list is submitted to the Commandant. These cadets may submit Saturday leave requests unless they are on beat squad.

7. Special Town Leave: Special town leave will be granted cadets under special circumstances to transact business at times other than at general leave periods. Applications for special town leaves will be submitted on the prescribed form written in ink 24 hours in advance of the commencement of the leave. Special town leave does not excuse a cadet from academic help class or other duty. Leave begins when a cadet leaves the Academy grounds and terminates upon his returning to the grounds.

8. Emergency Leave: Upon the receipt of written or telegraphic application containing news of critical illness in the immediate family or of other emergency, leave of absence may be granted for the period made necessary by the emergency.

9. Group Leave: Group leaves are granted on one application in quadruplicate to athletic squads and in cases where a group of cadets desire leave for the same purpose or activity. A faculty member normally will accompany the group and must be named in the application. Such request must be in the Commandant's Office at least 24 hours prior to commencement of leave. Cadets making trips with

an athletic squad or other group will not leave the group in order to visit places other than the one to which scheduled, without written recommendation of the coach or faculty advisor approved by the Commandant of Cadets in each case.

10. Sick Leave: Sick leave will be granted to a cadet only upon recommendation of the School Doctor.

11. Dance Leave:

a. Cadets attending Academy dances will check in and out of barracks with the faculty officer on duty in the barracks. Cadets not having escort duty who have not reported to barracks within 15 minutes after the termination of a dance, will be reported.

b. Cadets wishing to escort dates to and from the dance will submit a written application for special leave 24 hours prior to the dance. Leave for the purpose of escorting dates to their homes will be limited to one hour after the termination of the dance.

c. Group leaves are normally granted for the purpose of attending dances other than those of the Academy.

12. Week-end Leave:

a. Cadets who earn the Superintendent's ribbon in any one semester may request 2 week-end leaves with written parental approval in the next semester.

b. Cadets who earn the Headmasters ribbon in any one semester may request one week-end leave with written parental approval in the next semester.

c. Seniors and Post Graduates who meet the criteria set forth above are encouraged to use their weekend leaves for college interviews. Christmas, and Spring furloughs are the recommended times to arrange for college visitations. In any event underclassmen will not be granted weekend leaves to visit college campuses. Leaves to visit a college will be granted to cover a Monday or Friday only if the institution specifically says that they cannot give a Saturday interview. (See paragraph 12-22.)

d. Weekend leaves will normally start after classes Friday and terminate at 1530 hours Sunday. No weekend leaves are given over either Thanksgiving or Easter weekends. In any event a letter addressed to the Commandant from the parent requesting academic leave for a cadet must be received a minimum of seven days in advance of the requested weekend.

13. Cadets who go on leave are subject to all regulations of the Academy, will wear the prescribed uniform at all times and will conduct themselves in such gentlemanly and military manner as will reflect credit upon the Corps.

14. Friday evening leaves are terminated at 2150 hours and inspection by a faculty officer will be made between 2155 and 2200. A cadet not in his room at this faculty inspection will be reported absent. It will be his responsibility to report in person to the inspecting officer as soon as he returns to his room or to barracks.

15. Any cadet on special leave will see that his room is in order before departing.

16. Any cadet going on leave for more than 72 hours will turn in his rifle and equipment at the Armory.

17. Any cadet on leave or furlough requiring an extension thereof will make application for such extension in ample time to permit his return at the end of the leave or furlough in case the extension is not granted.

18. If while a cadet is on leave or furlough, it becomes apparent that sickness will prevent his returning on time, he will report the fact at once to the Commandant and on his return to duty will submit a written statement from the doctor setting forth the facts of the case. He will place himself on sick report and go to the Infirmary at the next sick call after he returns.

19. Furloughs and leaves, other than those announced, will be allowed only under emergency conditions. Exceptions to this rule cannot be made without being unfair to other boys who for various reasons may not take leave. Absences away from the Academy except at regular vacation times are definitely detrimental to high academic standing. The no-leave rule is in the best interest of the work of the students and the school.

20. Dental work, special eye examinations, etc., should be looked after during the summer, Christmas, or spring furlough. Leaves should not be requested for this purpose. In cases of emergencies, there are competent specialists and ample facilities in Staunton for taking care of any needs of the cadets.

21. Hitch-hiking or asking for rides while on leave or at other times is prohibited.

22. College Interview Furloughs:

a. College interview furloughs are considered a privilege granted only to deserving seniors and post graduates. Such furloughs will be approved only in accordance with the following policies:

(1) Insofar as possible arrangements for college interviews will be made during Christmas and Spring vacations. In this way minimum time will be lost in academic attendance.

(2) **Not more than TWO college furloughs** will be granted an individual during the school year.

(3) Every effort will be made to arrange interviews on Saturdays. If the institution does not grant Saturday interviews and the interview must be made on Friday, then a letter from the institution stating that Saturday interviews are not held must be presented to the Commandant along with parental approval for the trip. **These letters must be presented to the Commandant when making application for the furlough a minimum of seven days in advance of the requested weekend.**

(4) Telephone consent from parents authorizing a cadet to visit a college or telephone confirmation from a college that an interview has been arranged will **NOT** be accepted. All matters relative to college interview furloughs must be in writing.

(5) Cadets departing on college furloughs will not be permitted to leave the Academy until 1410 hours of the day preceding the interview.

(6) Furloughs must be arranged with the Commandant at least seven days in advance.

(7) Cadets who have penalty tours must work off such tours before departing the Academy on furlough.

(8) All college furloughs will terminate not later than 1545 hours on Sunday. Upon returning cadets will immediately turn in furlough slips to the Sergeant of the Guard and sign in on the Furlough Registration Sheet.

b. The above policy will be strictly adhered to. Exceptions to the above stated policy will be made only in cases of extreme hardship.

SECTION 13. GRADES AND REPORTS

1. Reports are mailed home:

   a. Twice during each semester.

   b. At the end of each semester.

   c. End of the year.

2. Grades are given in numbers on a scale of 0 (bottom) to 100 (top).

   a. Grades below 70 are failing grades.

   b. Grades below 50 are recorded on report cards as F.

   c. Passing average for the year is 70.

3. Only semester grades are recorded on permanent records.

4. Requirements for Passing:

   1. Passing average for the year is 70, (based on two semesters with no semester grade less than 60.)

5. Letter equivalents of SMA grades:

   A — 100 - 90

   B — 89 - 80

   C — 79 - 74

   D — 73 - 70

   F — 69 - 0

SECTION 14. GRADUATION REQUIREMENTS

COLLEGE PREPARATORY COURSE

1. Eighteen (18) units are required for graduation.

   a. Two (2) units may be military science.

   b. Sixteen (16) units must be from the areas of English, Mathematics, Science, Language, and Social Science.

2. The following specific units are required:

   a. English I, II, III, IV (4 units)

   b. Algebra I, II, Plane Geometry (3 units)

   c. U. S. History, U. S. Government (2 units)

   d. World History or World Geography (1 unit)

   e. Two years of laboratory science (Physical Science; Earth Science; Biology; Chemistry; Physics; Earth and Space) (2 units)

   f. Two years of the same foreign language (2 units)

3. Military science, regardless of grade level, must be passed in the year of graduation.

4. Credits in new subjects earned in summer schools after the 9th, 10th, 11th grades may be used in the total of 18 required for graduation. No new credit to be applied toward graduation requirements may be earned in the summer following the 12th grade.

5. 4½ units must be earned at S.M.A. One of these units must be English.

6. One year seniors must meet the following requirements:

   a. Pass 4½ units (including English, Government and Military Training.)

   b. Have all the units required by S.M.A. for graduation (S.M.A.'s language requirement may be waived.)

NON-COLLEGE PREPARATORY COURSE

7. Written permission of parents is necessary before a cadet is classified in the Non-College Preparatory Course.

8. Cadets lacking any of the units required for graduation in the College Preparatory Course are classified in the Liberal Non-College Preparatory Course.

9. Eighteen (18) units are required for graduation.

a. Military Science may be evaluated as follows:

M.S. I — ½ unit

M.S. II — ½ unit

M.S. III — ½ unit

M.S. IV — ½ unit

b. Language, Algebra and plane geometry are not required.

10. The following specific units are required:

a. English I, II, III, IV (III and IV may be NCP) (4 units)

b. U. S. History, U. S. Government (2 units)

c. World History or World Geography (1 unit)

d. Two years of laboratory science (general science, if laboratory; biology; chemistry; physics; earth and space) (2 units)

e. Two units of some kind of math

11. Military Science, regardless of grade level, must be passed in the year of graduation.

12. 4½ units must be passed at S.M.A. One of these must be English. (May be NCP English.)

POST GRADUATE CERTIFICATES

13. The Post Graduate Certificate is awarded to those cadets who have graduated from high school.

14. A minimum of 3½ units must be made to earn the Post-Graduate Certificate.

a. Military Training may be counted as ½ unit and must be passed to receive a certificate.

16. English V is required to receive the Post-Graduate Certificate.

SECTION 15. GUARD REGULATIONS

1. GENERAL:

a. An Interior Guard will be maintained at the Academy during all times that the school is in session.

b. Informal Guard Mount will normally be held in front of Kable Hall Monday through Friday at 1600 hours, and at 1145 hours on Saturday and 1330 hours on Sunday unless otherwise directed. During inclement weather Guard Mount will be held on the porch of North Barracks.

2. COMPOSITION:

a. The Guard will consist of one Officer of the Day, one Sergeant of the Guard, one Corporal, and three Orderlies, two Gate Guards, and one Bugler.

b. The Officer of the Day and the Guard Company will be detailed by the Brigade Adjutant as outlined below.

c. Members of the Guard will be detailed by the First Sergeant of the Company concerned as outlined below.

d. The Bugler will be detailed by the Bugle Sergeant.

3. GUARD SELECTION:

a. First Sergeant:

(1) Maintain the guard roster for his own company in a fair and impartial manner and in accordance with existing regulations as directed by the Military Department. He will notify persons selected at least 72 hours in advance of their guard mount and give the MDO by second mess the names of cadets detailed for guard duty. **Cadets will not be permitted to volunteer to stand guard mount or perform the guard tour for another cadet who has been detailed from the company guard roster.** Violation of this provision will result in disciplinary action for the cadets concerned. Guards changes may be authorized only with the permission of the Commandant or in his absence the MDO. Company guard rosters are subject to Military inspection without notice.

(2) Members of Varsity teams will be excused from guard duty during the season of the sport in which they participate. First Sergeants will obtain official varsity team rosters from the Commandant or the SAI at the start of each season.

b. Brigade Adjutant: Maintains the roster for Company Guard and the Officer of the Day in a manner similar to that prescribed for First Sergeants. These rosters are also subject to inspection without warning. O. D. and company guard rosters will be posted at least 15 days in advance. Copies will be furnished the SAI and Commandant. The Band will not be scheduled for guard which mounts on parade days.

c. Bugle Sergeant: Maintains a roster designating bugler of the guard. This roster is subject to the same regulations prescribed for First Sergeants roster. It will be posted at least 15 days in advance with copies to the SAI and Commandant.

4. DUTIES OF THE GUARD PERSONNEL:

a. Officer of the Day:

(1) New and old O. D. together report to the Commandant immediately after guard mount for instructions. If the Commandant is not present, they will then take their instructions from the Military Duty Officer at Guard Mount or the Assistant to the Commandant. (See para 7c for method of reporting.)

(2) The OD obtains the names of cadet missing from each formation from First Sergeants. Absences and lateness will be reported on the Delinquency Sheet for the day.

(3) He will locate those cadets who are reported absent from formations without authority and when found direct those cadets to their proper place of duty. Locating an absent cadet does not alter the absentee sheet.

(4) He will correct and report cadets for misconduct and violations of uniform regulations.

(5) The OD will check with the Officer in Charge of Barracks during each Call to Quarters and after taps for absentees.

(6) It is his responsibility to supervise the activities of the guard, insuring that guard duties are performed properly, in a military manner, and in strict adherence to the FOUR PRINCIPLES OF S.M.A. (Honesty, Cleanliness, Punctuality, and Thoroughness).

(7) He also prepares the report of delinquencies for posting on the bulletin board. This report is to be prepared in duplicate both of which must be approved by the Commandant, Assistant Commandant, or the Officer in Charge. The original of the report will then be placed in the Commandant's "IN" box and the copy will be posted on the Commandant's bulletin board in the hallway of North Barracks.

(8) The "stick list" should be posted prior to the relief of the OD after guard mount. When writing up delinquencies, the individual's last name will be in alphabetical order, followed by his initials, his company designation, making certain that names are spelled correctly and the proper initials have been affixed. A separate list for absentee reports will be used. When more than one cadet has the same last name, both initials will be used.

(9) A delinquency box is kept in the Sergeant of the Guard's Ofice. The key to this box is maintained by the Commandant and will be given to the OD at hte time he is preparing his "stick sheet". No cadet will be allowed to trifle with, look into, alter, or remove any delinquency reports unless he is on duty as OD or Sergeant of the Guard and then only with the expressed permission of the Commandant, Assistant Commandant, or the Officer in Charge.

(10) Members of the guard to eat early mess will be designated by the OD.

(11) He will report reveille and parade absentees to the MDO broken down by company. Cadets who are excused will be noted as such on his list.

(12) The OD is responsible for the prescribed telephone usage by cadets.

(13) It will be the responsibility of the OD to see that the guard has the proper forms in sufficient number to perform duties properly.

(14) The Officer of the Day will be considered as the senior ranking cadet, after the Corps Commander, during his tour of duty.

(15) He will close and lock Wieland gate at taps nightly, reopening it at 0630 daily.

(16) The OD will insure that the guard room is manned by either he or the Sergeant of the Guard by 0630 hours on weekdays and Saturday and 0715 hours on Sunday.

b. Cadet Sergeant of the Guard:

(1) Is responsible to insure that the guard is in proper uniform and present for guard mount at the proper time.

(2) Checks all reports of absences against authorized absence list.

(3) Controls the pass book, and he only allows cadets properly attired to sign out.

(4) Insures that there is no loitering in the guard office.

(5) Remains in the vicinity of the Commandant's Office at all times unless relieved by the Officer of the Day.

(6) Only the OD can replace the Sergeant of the Guard at his place of duty.

(7) Follow this checking procedure for absentees:

(a) Check classroom once after first report.

(b) If not located, check washrooms in barracks, canteen, infirmary, and all possible hiding places.

(c) Successive unauthorized absences will be reported to the Comandant or one of his assistants immediately.

(8) Is responsible for cadets who are restricted to the school grounds, or those who must muster. They must muster on Friday, Saturday, and Sunday at specified times.

c. Cadet Corporal of the Guard:

(1) Controls and dispatches messengers.

(2) Supervises police of the Guard Office.

(3) Will permit no loitering in the Guard office.

d. Gate Guard:

(1) Will be posted at 0800 hours daily and relieved immediately after completion of march-in at third mess.

(2) Will be under arms, except for inclement weather, (rain or snow).

(3) Will not relieve himself unless directed to do so either by the MDO, the Commandant, or in their absences, the OD.

(4) Will salute all faculty and military personnel entering or leaving the school grounds. (The proper salute for guards with rifle is PRESENT ARMS).

(5) Will come to port arms when any persons (other than faculty or military personnel) enter or leave the school grounds.

e. Orderlies:

(1) Under the direction of the Corporal of the Guard, they will gather absentees from classes in session, help classes, confinement study halls, and Saturday morning Military classes. After gathering these reports, they will be turned in immediately to the Sergeant of the Guard.

(2) Act as messengers.

f. Bugler:

(1) Will blow all bugle calls for formations.

(2) Make announcements to the Cadet Corps as directed by the Officer of the Day.

(3) Will not be counted on the grade sheet for the guard detail but will be treated as an individual cadet not included in the Honor Company rating for companies going on guard.

5. GUARD REGULATIONS:

a. Sergeant of the Guard's Office:

(1) Smoking is prohibited in the Guard Office.

(2) Only those whose official duties require their presence or those who have phone privileges, will be permitted in the Guard Office.

(3) The Guard Office will be kept policed at all times. This office will be inspected daily before or after Guard Mount by the Military Duty Officer.

b. Uniform: The normal uniform for guard mount is summer or winter "B" with white belts, white gloves, or grey gloves, and low quarter shoes. The Cadet OD may prescribe the "D" jacket, overcoat or raincoat as necessary because of inclement weather. During their tour of duty, gate guards wear uniform "C" full dress on Sundays, holidays, and on special occasions as directed by the Commandant.

c. Restrictions:

(1) During the period from 1915 hours to taps Monday through Saturday, and from 1845 hours to taps on Sundays, outgoing calls will be made only by permission from the Officer in Charge.

(2) Cadets will not be called to the phone during strict C. Q. unless the operator states that the call is "EMERGENCY—long distance", in which case the Officer in Charge will be notified and the cadet called to the phone.

(3) Members of the guard will use neither the guard nor pay phones for personal calls while on duty except to receive bona fide long distance calls.

(4) Phones will not be used for the purpose of ordering food or other sustenances from town.

6. WALKING POSTS AND GUARD SPECIAL ORDERS:

a. Each cadet subject to duty as a member of the guard should be familiar with the following special orders before going on guard. The Military Duty Officer will spot check compliance with this paragraph.

b. The Special Orders for members of the guard are as follows:

(1) As gate guard, to walk my post in a military manner, keeping always on the alert, and noticing everything taking place in sight and hearing.

(2) To report promptly to the Officer of the Day any unusual occurrences that take place.

(3) As gate guard to talk to no one except in the line of duty or to answer questions from visitors or members of the faculty.

(4) To quell all disturbances and maintain order on the school grounds at all times.

7. INFORMAL GUARD MOUNT:

a. Informal Guard Mount will be held every day at times indicated in paragraph 1.

b. Formation: (See figure 1).

(1) New Guard: At the sounding of Assembly the New Guard will form on the walkway in front of Kable Hall facing the Mess Hall.

(2) Old Guard. At the sounding of Assembly the old guard (minus the Sergeant of the Guard) will form on the left of the new guard facing the Mess Hall.

(3) Procedure:

(a) The New Officer of the Day commands: "Guard, FALL IN." At this command, the guard takes its place as indicated in figure 1. The New OD then commands: "Dress Right, DRESS", verifies the line, moves forward three paces, faces down the line and commands: "Ready, FRONT". The New OD takes his place 3 paces in front of and centered on the New Guard. He then commands: "Parade, REST".

(b) When the New Guard has been given Parade Rest, the old OD forms the Old Guard. The old OD commands: "Dress left, DRESS". The Old Guard dresses on the New Guard. After verifying the line, the old OD moves 3 paces forward, faces down the line, and commands: "Ready, FRONT". He then moves to his post 3 paces in front of and center on the Old Guard, and faces the New OD.

(c) When the old OD is at his post, the new OD calls his Guard to attention, and the OD's face each other and exchange salutes. Both guards are then placed at Parade Rest. The OD's then about face and assume the Parade Rest position.

(d) As the Military Duty Officer or his representative approach, both OD's come to attention and about face and call their guards to attention and about face again. The MDO takes his post 4 paces in front of and centered on and facing Kable Hall. When the MDO has taken his post, the old OD presents his guard, saluting and saying: "Sir, Cadet, Rank, Name, reports the old Guard ready for inspection." The MDO moves by the most direct route to a position 1 pace in front of the new OD. He inspects the new OD, and then the new guard. Upon completion of his inspection, the MDO and the old OD return to their positions in front of the old guard and exchange salutes. The MDO then moves by the most direct route to a position 1 pace in front of the old OD and the old guard, and inspects it in a like manner.

(e) Any member of the guard found unfit for duty will be given an appropriate number of demerits. If the Guard is found satisfactory, the MDO instructs the new OD to mount his guard and relieve the old guard. The MDO then returns to his post; both Guards are called to attention, the New and Old OD's salute the MDO, who then moves off. The Old Guard is dismissed and the New Guard assumes its duties.

c. Immediately after Guard Mount both the new and old OD report to the Commandant or his designated representative. Both OD's will enter the office simultaneously, halt two paces in front of the Commandant's desk, where the old OD will salute and say: "Sir, I report as the old OD". He will be asked if he has anything to report. After their exchange, the Commandant will say: "You are relieved". The old OD then will salute, about face, and leave the office. As the old OD leaves, the new OD will salute and say: "Sir, I report as the new OD". He will then receive any special instructions after which he will be told, "You are posted". The new OD then salutes, about faces and leaves the office.

8. GUARD PERFORMANCE RATING FORM:

a. The Inspecting Officer will fill out the Guard Rating Sheet both at the start of Guard Mount and at the end of his tours, entering in any cuts or comments needed if the guard did not perform all of its duty satisfactorily. He will then turn the complete top half of the form to the SAI for the Honor Company Rating and the bottom half to the Commandant's Secretary for posting of such merits as were accumulated by the Guard team during their tour of duty.

b. The old Sergeant of the Guard Office will be inspected after the Guard Mount by the Inspecting Officer.

c. The Sergeant of the Guard Office must be in a satisfactorily condition before the Old Guard will be relieved. If a rating of 90 or more points is received, one merit may be awarded to each member of the Guard team. The gate guard may receive two merits.

d. Improper performance by any member of the guard may result in cuts being given against the entire guard.

INFORMAL GUARD MOUNT FORMATION

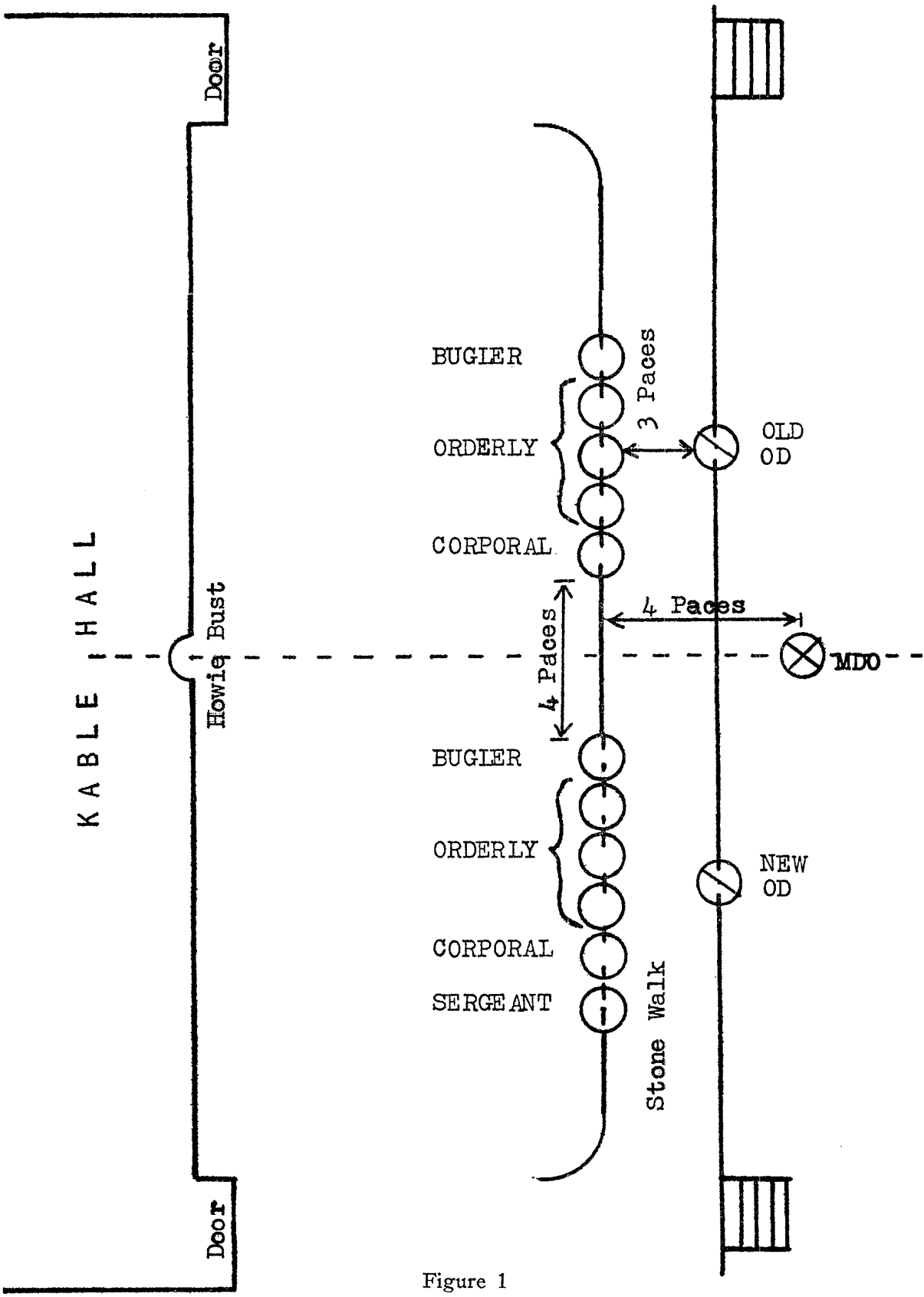

Figure 1