

Cadet Handbook and Regulations

2023-2024



Missouri Military Academy

Mexico, Missouri USA

Cadet _____

Company _____ **Room No.** _____

Property No. _____

Co. Adviser _____

Cadet Honor Code

I will not lie, cheat, or steal,
nor tolerate those who do.

I have read and understand
this Honor Code
and agree to live by it.

Signature

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DISCLAIMER/STATEMENT OF NON-DISCRIMINATION

Nothing in this handbook may be construed as a contract between the cadet and their parents and the Missouri Military Academy. MMA reserves the right to change, modify, or apply any of the policies, procedures, and rules contained herein without any notice to cadets and their parents.

At Missouri Military Academy there shall be no discrimination against any person in admissions, employment, or otherwise that is in violation of the law. At Missouri Military Academy and in keeping with its purpose, goals, and philosophy, the school shall demonstrate its commitment to an inclusive and equitable school community for all its constituencies, through all of its program and operations, regardless of ability, age, gender, race, religion, sexual identity, socio-economic status, and any other identifiers important to the school.

EMERGENCY PROCEDURES

- A serious incident/accident is defined as any incident involving cadets with indication of criminal activities, injury, health risk, or extreme mental anguish.
- Take every incident seriously and react immediately.
- Never leave a fellow cadet alone that is suffering a serious injury or mental anguish.
- Send a runner to get help from a member of the commandant's staff or faculty member.
- If you are carrying a cell phone, you are authorized to call a deputy commandant at one of the following numbers:

573-473-4193

573-473-6402

573-581-1776 ext. 429

ENGLISH ONLY

English only will be spoken on campus. All communications amongst cadet leaders to subordinates and peers will be in English. Exceptions to this rule will be in the residential halls during leisure time.

ACCREDITATION

The Missouri Military Academy is a fully accredited member of the Independent Schools Association of the Central States (ISACS).

Chapter 1 ACADEMY INSTITUTIONS

CADET PRAYER

O God, our Father, Thou Searcher of men's hearts, help us to draw near to Thee in sincerity and truth. May our religion be filled with gladness and may our worship of Thee be sincere.

Strengthen and increase our admiration for honest living and clean thinking. Encourage us in our endeavors to live above the common level of life. Help us choose the harder right instead of the easier wrong. Endow us with the courage that is born of loyalty to all that is noble and worthy. Protect our homes, our loved ones, and those engaged in defending the liberty of our nations. All this we ask in the name of the Great Friend and Master of Men. Amen

OUR MISSION

Missouri Military Academy empowers young men to unlock their potential through a program of academic excellence, character and social development, and leadership training within a structured environment.

OUR VISION

Missouri Military Academy is a globally recognized learning institution that develops young men who are of sound moral character and self-disciplined to strive for and achieve their goals, are academically and socially prepared to attend and graduate from college, and are better prepared for life as a result of the Academy's mentoring and focus on academic, physical, character and social development.

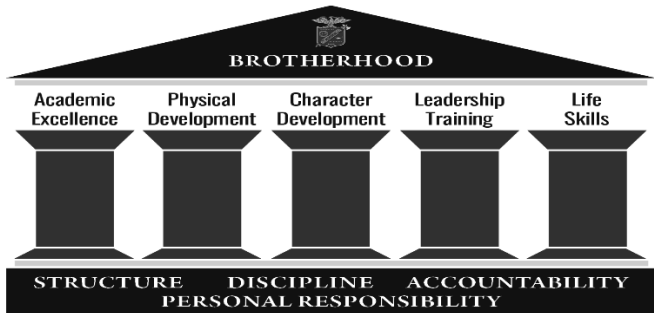
CADET RESOLUTION

My goal in life is to achieve in my profession and to become a citizen of the highest integrity in my community.

To this end I resolve that:

- *Honesty and integrity* in thought, word, and deed shall characterize my relationships with others.
- *Excellence* shall be the hallmark of my endeavors.
- *Respect* and consideration for all persons and their property shall be my resolve.
- *Strength of character* shall be my objective as I strive to achieve greater self-discipline and the highest physical, mental, spiritual, and moral development at MMA.
- *Responsibility* shall be my watchword, both in my obligations to others and my commitment to my own objectives and ideals.
- Remembering that noble thoughts inspire noble deeds, I shall aspire to a life of honor and able service to my family, self, community and country.

36° Education Military Education Model



CORE VALUES

Discipline + Scholarship + Leadership = Success

- **Academic Excellence.** Providing a world-class education that prepares our cadets for college entrance and graduation from the nation's finest four-year colleges and universities.
- **Duty.** Performing one's obligations, tasks, service or functions that emanates from their position or station in either life or a group.
- **Honor.** To exercise and maintain fairness, integrity and honesty in one's beliefs and actions.
- **Integrity.** A firm devotion to moral and ethical principles and soundness of character in all our affairs.
- **Loyalty.** To one's family, friends, teammates, institution and nation.
- **Respect.** To render appropriate deferential regard and esteem to family and friends, teammates and competitors, peers and leaders, institutions and one's country.
- **Personal Courage.** To choose the harder right over the easier wrong.
- **Selfless Service.** Service to each other, our families, the Academy, community and nation.
- **Leadership.** Simply put, one's ability to influence others in a positive manner to accomplish an assigned task.

HONOR CODE

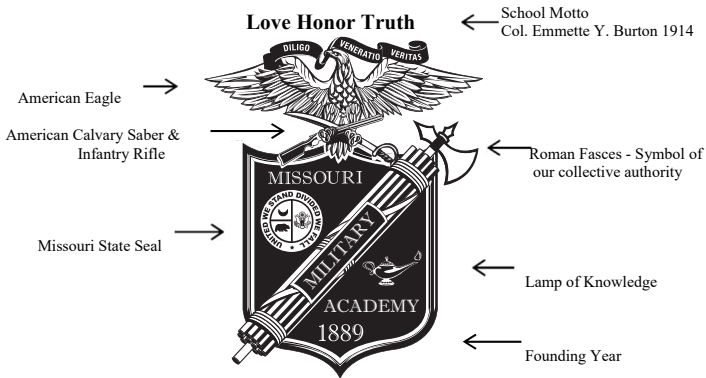
I will not lie, cheat, or steal, nor tolerate those that do.

These twelve words are some of, if not the most important concepts which will touch you both here at MMA and throughout the course of your life.

SCHOOL MOTTO

Diligo, Veneratio, Veritas / Love, Honor, Truth The motto was established by the school's fifth president, Col. Emmette Young Burton in 1914.

Missouri Military Academy Crest



GUIDANCE from the PRESIDENT

Missouri Military Academy (MMA) has been helping young men take command of their future success since 1889. Thousands of young men like you have graduated from MMA and gone on to become successful businessmen, attorneys, physicians, artists, teachers, law enforcement officers, skilled technicians, military officers, and leaders in many other professions. As members of the MMA Corps of Cadets, they prepared themselves to meet the challenges of college, society, and life. They developed life skills and learned self-discipline, developed themselves physically, emotionally, culturally, socially, and spiritually while formulating a positive personal moral code. Most importantly they were persistent in pursuing their goals and never quit. You can have the same success!

At MMA, we have very high expectations for every cadet. As you work toward graduation, you are expected to make progress and achieve proficiency in the following areas:

- Know and live by MMA standards of conduct and personal appearance.
- Demonstrate self-discipline, self-direction, and personal accountability.
- Adhere to the Honor Code, displaying ethical and moral behavior.
- Become a productive and supportive team member and a patriotic citizen.
- Become culturally aware, display respect and consideration for others, and embrace appreciation for diversity.
- Develop excellent time management skills, a positive work ethic, and an eye for attention to detail.

The values and expectations found in this handbook reflect our belief that our military educational model — consisting of structure, self-discipline, and accountability — will elevate you above your peers. You are expected to be honest, responsible, and accountable for your actions. MMA’s Honor Code states, “I will not lie, cheat or steal, nor tolerate those who do.”

Life at MMA is not soft, and you will be held accountable for your actions. You will find that the faculty, staff, coaches and cadet leaders stand ready to help you when you need or ask for it. Those cadets who participate in corps activities, athletics, seek to support their cadet brothers, and follow the rules, are the ones that gain the most and become leaders in the corps.

My guidance for every cadet is straightforward:

- Know the standards.
- Live by the standards.
- Correct those who ignore the standards.
- Help your fellow cadets who are having trouble meeting the standards.
- Expect to be held accountable.

MMA is about your success! The entire faculty, staff, coaches and administration are prepared to help you make this a great school year.



Richard V. Geraci
Brigadier General, USA (Ret)
President

HISTORY

"Our hearts are bound to thee in love and loyalty." MMA Alma Mater

For more than a century, your school has prepared young men like you for success. Our history is rich with tradition, but like any healthy institution, MMA continues to evolve with the times.

In November of 1889, the public-spirited citizens of Mexico, Missouri, under the leadership of Governor Charles H. Hardin, donated sixteen thousand dollars, and a beautiful campus of twenty acres of land for the purpose of establishing a military school. The enterprise was entrusted to Colonel A. F. Fleet, a Civil War veteran, who contributed largely of his own means and erected, west of the city, buildings adapted to the special purpose of thorough mental and physical training. The school grew rapidly in public favor, placing upon its rolls representatives from every congressional district in Missouri, and twenty other states until the fall of 1896, when the buildings were totally destroyed by fire.

In the spring of 1900, after a lapse of four years, the Business Men's Association of Mexico, desiring to take up the question of re-establishing the Academy, requested a conference with Colonel A. K. Yancey, who for twelve years had been the successful president of Hardin College, and Colonel W. D. Fonville, who for seventeen years served as the superintendent and proprietor of Alabama Military Institute. The conference resulted in an agreement to rebuild the Academy on plans submitted by Colonels Yancey and Fonville.

The citizens of Mexico donated the thousand dollars to the new enterprise, thus manifesting a laudable public spirit, as well as inspiring confidence in the men in charge. President Yancey and Superintendent Fonville furnished the requisite money to complete fifty thousand dollars, purchased an elegant bluegrass campus in the eastern suburbs of the city, and began the construction of the new Academy about the first of June 1900.

On September 20, 1900, the doors of the Academy opened for the reception of cadets. The attendance from the start exceeded the most sanguine expectation of the school's supporters. In the first session of the Academy, cadets representing the best people came from eleven states.

In 1901, the school sustained a severe loss in the death of Colonel Yancey. Later, Colonel Fonville purchased the interest formerly held by Colonel Yancey and became the proprietor of the Academy. To meet the demands of an increasing attendance, additional residential halls and classrooms were constructed; also, the chemical and physical laboratories were enlarged and provided with better equipment.

In 1911, Colonel Fonville retired from the active presidency of the Academy and was succeeded by Colonel W. R. Kohr, who remained in charge for three years.

In 1914, Colonel E. Y. Burton was elected president of the Academy.

In 1933, a new organization headed by Colonel C. R. Stribling, Jr., who had been connected with the Academy for thirteen years as instructor and commandant, assumed control.

In the spring of 1939, the Academy celebrated its Golden Jubilee with Postmaster General James A. Farley, Governor Lloyd C. Stark, and other notables from the War Department participating in the ceremonies.

In order to improve its service to young men, MMA was re-organized in 1948 as a not-for-profit educational corporation, controlled by a board of trustees composed of alumni and parents.

In subsequent years, the Academy had solidified its position as one of the nation's leading prep schools. The scholastic, athletic, military, and activities programs at MMA have been broadened. Fourteen new buildings have been erected since 1956. Appearances by the band and Fusileers in six presidential inaugurations and elsewhere on network television have added to the Academy's fame.

In 1963-64, MMA celebrated its Diamond Jubilee with a year-long series of convocations, commemorating the school's 75th anniversary as a prep school.

On July 15, 1968, Col. Charles Stribling III, a member of the Class of 1944, became the seventh president of MMA. Col. C. R. Stribling, Jr. was elected to the position of chairman of the board.

The elder Colonel Stribling died on December 5, 1983, at the age of 86, in his sixty-third year of the MMA faculty. The Administration Building was renamed Stribling Hall by the board of trustees in 1981 in tribute to his widely-acclaimed career as an educator and civic leader.

The U. S. Department of Education in 1985 designated MMA as one of the nation's 65 Exemplary Schools, the only military school so honored.

During 1988-89, the Academy celebrated its centennial, with dedication of the new Centennial Gymnasium by Governor John D. Ashcroft, four world class concerts, four convocations, a Centennial Pageant, and a host of noteworthy events.

Col. Ronald J. Kelly, veteran MMA teacher, coach, company advisor, director of admissions, executive officer, and superintendent, was selected as the eighth president of the Academy and took office on August 1, 1993.

Maj. Gen. Robert Flanagan, USMC (Ret), was selected as the ninth president of the Academy and took office on July 1, 2007. Maj. Gen. Flanagan oversaw the building of Barnard Hall, the refurbishment of the field house and rebuilding Stribling Hall's reconstruction.

Mr. Charles A. McGeorge succeeded Maj. Gen. Flanagan as the tenth president of MMA. He took office on July 1, 2012. President McGeorge was responsible for several key initiatives during his tenure which involved the renovation of the MMA Chapel, Albright Assembly Hall, Echo Barracks, as well as displaying school historical artifacts on the campus grounds.

Brigadier General Richard Geraci, USA (Ret), was selected as the 11th President of MMA and took command of the Academy on February 5, 2019.

The General Clifton B. Cates, Class of 1910

19th Commandant of the U.S. Marine Corps

Cates was an honor student and four-letter athlete at Missouri Military Academy. He graduated from the University of Tennessee and went on to lead a distinguished military career, eventually becoming the 19th Commandant of the Marine Corps. Cates is well known as the man who fought Congress to save the U.S. Marine Corps from possible extinction in 1951, paving the way for the USMC's growth and prosperity.

Cates is the recipient of the Navy Cross, the Distinguished Service Cross with an Oak Leaf Cluster. He is one of only nine Marines to receive two in WWI, in addition to the Purple Heart. He was awarded a Silver Star for his gallantry at Soissons. In addition to his medals from the U.S. military, he was recognized by the French government with the Legion of Honor, one of the greatest compliments that could be paid any officer, and the Croix de Guerre

with Gilt Star and two palms.

In World War II, after commanding the 1st Marine Regiment in the Guadalcanal-Tulagi landings and the capture and defense of Guadalcanal, the general fought as commander of the 4th Marine Division in the Marines operation, the Tinian campaign and the seizure of Iwo Jima. He won the Legion of Merit with Combat “V” at Guadalcanal, the Distinguished Service Medal at Tinian and a Gold Star in lieu of a second Distinguished Service Medal at Iwo Jima. General Clifton B. Cates is widely known and revered as a military hero whose perseverance and tenacity exemplify the traits of a leader.

In honor of one our most famous graduates, his birthday of 31st of August has been designated as General Clifton B. Cates Day at MMA.

The Clifton B. Cates “I Will Hold” Award for Leadership

The creation of the “I Will Hold” Award was inspired by a quote from the general, made in July 1918 during a battle in France. Cates was leading a platoon within the 96th Company when it was attacked – killing most of the company, including the commander. Cates took over temporary command, and while wounded in the leg and shoulder, he scribbled a note to the battalion commander,

“I have only 2 men left out of my company and 20 out of other companies. We need support but it is almost suicidal to try to get here as we are swept by machine gun fire and a constant artillery barrage is upon us. I have no one on my left, and only a few on my right. I will hold.”

The award was established in 2014 to commemorate the 125th anniversary of the Academy’s founding and honors leaders and alumni who have demonstrated determination, steadfastness and perseverance through times of challenge.

HISTORY OF THE SENIOR RING

The senior ring was believed to have originated in 1933. The ring today has not changed over the years and has many unique symbols to remind you of MMA’s cherished heritage and our corps values.

Looking near the bottom of the ring you will see an engraving representing oak leaves. Historically, the oak leaf is a symbol of strength, wisdom and endurance. In ancient times, the Celts, Greeks and Romans held the oak in high esteem and found it a sign of status. The campus today is home of many varieties of oak trees, just like the numerous cadets of the corps (past and present) who come from throughout the Americas and other great nations.

Moving up the side of the ring, you can see crossed sabers, a rifle and crossed cannons. The saber, is a close combat weapon, symbolizing your immediate or close range goals for the day or week. The rifle is a mid-range range weapon that reminds you of your short term goals for the month or quarter. The cannon is a long range weapon that reminds you of your long term goals for the year and beyond.

On both sides of the ring is the school year which is the only symbol on the ring that changes. Above the school year are two bald eagles that face both forward and backwards. The eagles serve to remind you of where you came from and the freedom to choose where you are going after graduation. The wings of the eagles encircle the words Missouri Military Academy which is found at the top of the ring. The eagles and the encirclement of their wings around the school's name epitomize the corps loyalty, devotion, freedom, truth, honor and hope which reinforces and protects the academy's legacy.

Finally, at the top of the ring can be seen the letters MMA which are encircled by seeds which symbolizes the virtues of truth, love, hope, strength, leadership, honor, devotion, freedom and service to others. Those virtues have been planted in every cadet who attended the academy both past and present.

As seniors, you wear the ring where the MMA letters are readable only to you. The reason for this is because you are still a cadet and need to remember to focus on your time left at the Academy. When you graduate from the

Academy, you will turn the ring around so MMA faces away from you to symbolize your freedom to choose where you are heading in life.

Always, wear your ring proudly and remember you are a graduate and cherished son of one of the few great Military Academies in the country.

TRADITIONS

(Long established custom that has been passed on from one generation to another in order to maintain the core values and military customs cherished by the Academy.)

1. Honor is a lifestyle.
2. Senior Walk is reserved for seniors in recognition of their attainment as upperclassmen. New seniors are allowed on Senior Walk after they have passed the *Cadet Handbook* test. Underclassmen are not allowed there without permission of the senior class, with the exception of those who must perform service there assigned by the school.
3. The appearance and conduct of cadets in and around the city of Mexico is expected to conform to the highest standards contained in the MMA motto: **“Love, Honor, Truth.”** That applies to furloughs and the summer leave.
4. Missouri Military Alma Mater: The MMA Alma Mater, “Old MMA”, will be sung at the end of every significant event, to include athletic games, banquets, etc., by the MMA athletes and fans...win, lose or draw.
5. Stribling Remembrance Day on 29 March. Each year MMA will honor and remember the exemplary service to the Missouri Military Academy by the Stribling Family. This takes place on the birthday of Colonel Stribling III.
6. Clifton B. Cates Day on 31 August. In remembrance of Clifton B. Cates, Class of 1910
7. VESPERS is conducted on Sunday evenings in the chapel after dinner. It is a time for spiritual, moral reflection and core values.
8. Crucible is a rite of passage all cadets must participate in at the

- conclusion of their Marron Phase training. It is a series of physical and mental obstacles intended to challenge cadets as leaders and as a team.
9. **Passing Through Ceremony.** New cadets are recognized for passing all training requirements and the Crucible. Families of new cadets participate in the hat pinning ceremony, where cadets receive their coveted hat brass as a symbol of their membership in the corps of cadets.
 10. **Evensong.** An MMA tradition since 1941 and is held once a year during December. Evensong features live readings and musical performances by Missouri Military Academy choir members and musicians.
 11. **Final Review** is typically conducted during Mother's Day weekend and is the final review of the school year that all designated leaders will participate in.
 12. **Final Formation** is conducted immediately following Senior Commencement in front of Tear Drop Lake. Final Formation officially closes the school year. Only designated senior leaders who are currently in leadership positions and authorized to carry sabers are allowed to participate in Officers Center during this formation.

DEDICATIONS AND MEMORIALS

1. **Carter Memorial** is dedicated to CPT Elijah Carter, MMA Quartermaster who drowned while attempting to save cadets who disobeyed school regulations when they entered the creek on horseback while at flood stage. This area is designated as a place of respect to honor the memory of a hero.
2. **Charles R. Stribling III Statue** is in honor of former Academy President Colonel R. Stribling '44, who spent more than 75 years in dedicated service to MMA. Dedicated in 2019, the statue was made possible by Phil Baum '63, whose generous gift funded materials for the project. Artist Javier Campuzano '82, donated his time and talent to create the statue.

3. Stribling Hall was named in tribute to Colonel C.R. Stribling. Colonel Stribling served as faculty and commandant from 1920-1933, President from 1933 through 1968, and Board of Trustee chairman from 1968 through 1983.
4. Barnard Hall was dedicated on October 3, 2009. This was made possible by the generosity of Leslie C. Barnard, Jr., Class of 1948, and his wife, Joanne N. Barnard, and is named in their honor.
5. Flanagan Field is dedicated in honor of Major General Robert Flanagan, USMC (Ret), who was the 9th president of the Academy.
6. Cortada Confidence Course was made possible by a generous donation from 2016 graduate Oscar Cortada of Barcelona, Spain, and his father, Javier Cortada. The field and Confidence Course are named in honor of their support to MMA.
7. Alain P. Garcia Almada Field House was dedicated to the memory of former Cadet Alain M. Garcia Almada, 1987-2004, who was tragically killed in an accident while on campus.
8. Ekern Cadet Health Clinic is named in honor of Dr. Peter Ekern, who served as the Academy physician for 42 years. Dr. Ekern retired in 2011.
9. Bill Chrismer Memorial Tree is dedicated to William “Bill” Chrismer who died in a tragic accident at his home. Bill was an MMA employee from 1989-2019 when he retired. Even after his retirement, Bill continued to support MMA as a driver for cadets to various appointments and events until his passing in 2023.
10. Wall of Honor and Veterans Plaza is a wall honoring alumni, faculty, family, friends and staff who have served in the Armed Forces.
11. Brad Calvert Baseball Field is named in memory of Bradley Calvert, a former Cadet who attended MMA from 1971-1972.
12. Grant Cannon is a Civil War cannon used by General Ulysses S. Grant, the former General of the Army during the U. S. Civil War and the 18th President of the United States. The cannon was dedicated during MMA’s 125th annual homecoming in 2014.
13. Koster Media Center is named for R. Stribling Koster of Chicago. He currently serves as the chairman of the board of trustees at MMA, and has

served as a member of the board for more than 35 years.

14. Albright Assembly Hall is named in honor of Robert Albright, '49, who enjoyed a successful banking career and has given back to MMA in time and treasure. Albright served as board of trustees member, in addition to funding support for faculty and more.
15. Tear Drop Lake is the traditional location of MMA's final formation.
16. "A" Barracks Memorial located in Barnard Hall is in memory of the now retired "A" company that was formally located in the present location of Barnard Hall.

Chapter 2 GENERAL INFORMATION

1. NEW CADET TRAINING:

- a. Prepares incoming new cadets for success through the character education virtues of teamwork, respect, responsibility, duty, service, and self-discipline.
- b. Teaches new cadets to be loyal and effective followers, appreciating the importance of cleanliness, punctuality, and thorough work.
- c. Introduces new cadets to daily operations and the corps of cadets.
- d. Instructs and trains each new cadet in the conduct, standards, and rules and regulations as outlined in the Cadet Handbook.
- e. Introduces new cadets to the customs and traditions of MMA.
- f. Provides a sound leadership experience for the cadet chain of command and all upper-class cadets through their positive, inspirational leadership by example.
- g. New cadet training is not intended to be a stressful environment, but a period where seasoned cadets, through patience and example, assimilate new cadets into the daily functions and traditions of the Corps

Phi/Honor Society, and qualified seniors. This phase will end at the discretion of the Commandant.

4. CADET IN GOOD STANDING REQUIREMENTS:

- a. A minimum GPA of 2.0*.
- b. A “C” grade or higher in department*.
- c. No outstanding tours or on X-tours.
- d. Not on ISS, OSS, or honor probation.
- e. Making progress on community service hours.
- f. Actively and eagerly participating in all scheduled physical fitness events as well as assigned athletics.
- g. At the discretion of the president, academic dean, and commandant
- h. No failing grade.

*Most recent marking period GPA and department.

5. ACADEMIC DUTY versus MILITARY DUTY; A duty, both academic and military, is the most important obligation for a cadet; it will take priority over everything (recreation, special privileges, etc.). Duty is complete only if he has performed the task to the best of his ability as assigned.

a. Academic Duty

- 1) Completion of academic duty occurs at the end of a cadet’s last scheduled class or other academic duty, such as evening study hall.
- 2) Only the academic dean, assistant dean, commandant, cadet health center staff, or deputy commandant may excuse a cadet from academic duty.

b. Military Duty

- 1) Completion of military duty occurs as directed by the commandant in accordance with the plan of the day (POD).
- 2) Only the commandant, deputy commandant, or cadet health center staff may excuse a cadet from military duty. (Examples – inspections, formations, parades, physical training, etc.)
- 3) All military duty changes will be made in writing and signed by both parties 24 hours in advance at the deputy commandant’s office. (See duty change request form example in back of book.)

- 4) Duty changes will be made with the commandant or deputy commandant.
- 5) A cadet who has no tours may take a duty for a cadet who has an “F” during tutoring or study hall.
- 6) If a duty change is necessary, it is the responsibility of the originally assigned cadet to secure a replacement. If he has exhausted all possibilities, he should bring the problem to the attention of the cadet in charge of scheduling the duty. It becomes the responsibility of the scheduling cadet to assign a replacement.

6. ABSENCES (UNEXCUSED)

- a. An unexcused absence is defined as any absence without approval of the academic dean and the commandant. Examples include, leaving early and returning late from furloughs.
- b. Excessive unexcused absences could result in loss of academic credit.
- c. A cadet who is absent without excuse can receive no more than 75% credit for any work missed during that absence.
- d. Cadets departing early or returning late from furlough without express permission from the commandant will be reduced one rank for every two days late. Any unexcused absence may be grounds for dismissal.
- e. An unexcused absence management fee/prolonged furlough fee of \$300 will be charged to the cadet’s account.
- f. Athletics is considered a cadet’s appointed place of duty during scheduled hours. Unexcused absences from these programs will be subject to disciplinary action.

Chapter 3 ACADEMIC DIVISION

“Education is a conquest, not a bequest. It cannot be acquired; it must be achieved. Its chief value lies not in its possession but in the struggle to obtain it.”

principal

Eugene Lamm, former MMA

1. CLASS ATTENDANCE IS MANDATORY

- a.** Three unexcused absences will result in a mandatory meeting with the academic dean, and the cadet will be assigned to guided study hall.
- b.** Cadets late to class must present proper documentation (tardy pass) to the class instructor at class entry and with minimal interruption.
- c.** Excessive Absence - A cadet shall be allowed a maximum of five unexcused absences from any class during a semester. Cadets who accumulate in excess of five days in any class are subject to loss of credit for that class. After two unexcused absences, parents will be notified by the course instructor.
- d.** Three unexcused tardy or absences by day school cadets will result in a meeting with the academic dean, the cadet and the cadet's parent(s). Any unexcused tardy or absence past 3 will result in assignment to guided study hall and a fee will be assessed to the parent(s).
- e.** Excused Absence-The cadet shall obtain his assignments from teachers in advance, if possible. This includes absences due to athletic events. All classroom assignments (including tests) are to be submitted by the cadet upon returning to school. Teachers will grade and return assignments as soon as is practicable.
- f.** Unexcused Absence- An unexcused absence is failure to return from furlough on time without permission and supporting documentation, unauthorized absence from class or campus.
- g.** All unexcused absences will be reported to the assistant dean, academic dean and commandant staff.

2. GRADES

- a.** Marking period grades are published by the registrar, as approved by the office of the academic dean.
- b.** Marking Period 1 and Marking Period 2 (MP1/MP2) make up the first semester and Marking Period 3 and Marking Period 4 (MP3/MP4) complete the second semester.
- c.** Grades are posted on Grades Online.
- d.** Cadets are responsible for completing all academic work for each class.

- e. When an excused absence from class occurs for official duty, sickness, or approved furlough, a cadet will have one day for each academic day absent to complete the missed work. The cadet is responsible for making up missed work and scheduling time for making up tests.
- f. The instructor will work with the cadet to ensure all work is completed.
- g. Unexcused absences will receive up to 75% credit for days missed. A grade of "0" will be assigned for work not completed within 3 days.

3. GRADING SYSTEM - All Grade Levels

Numeric Score	Letter Grade	Numeric Score	Letter Grade
97-100	A+	77-79	C+
93-96	A	73-76	C
90-92	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
		Below 60	F

4. REQUIREMENTS for HIGH SCHOOL GRADUATION

- a. All seniors must apply to a minimum of two colleges before Thanksgiving Furlough and at least four more before Spring Furlough, for a minimum total of six submitted college applications.
- b. All graduating seniors must be accepted to a minimum of two colleges.
- c. All seniors and juniors must also apply for a minimum of four private scholarships to attend college prior to Spring Furlough.
- d. Community Service Requirement: High school cadets must complete 8 hours of community service each semester.

5. COURSE REQUIREMENTS to EARN a HIGH SCHOOL DIPLOMA

English: 4 credits

Speech: 1 credit

Social Studies: 3 credits (must include U.S. History, and Economics/U.S. Government)

Math: 3 credits

Science: 3 credits; including one lab

Fine Arts: 1 credit

Practical Arts: 1 credit

Physical Education: 1 credit

Technology: 1 credit

Health: .5 credit

JROTC/LET: Continuous enrollment in Leadership Education courses (1per year): 4 credits

Personal Finance: .5 credit

Electives: 5-8 credits

Minimum number of credits for graduation: 24

Beginning with 2025 graduates, the number of credits to graduate will increase to 28.

Graduation requirements may not reflect every cadet's course load.

6. COLLEGE and CAREER COUNSELING

- a. The director of college and career placement is responsible for helping cadets gather the necessary information to understand the college application process.
- b. Cadets will consult with the director of college and career placement concerning their credits for graduation and entrance requirements of the college to which they expect to apply for admission. Each graduating cadet must apply to at least six colleges or universities prior to Spring Furlough and be accepted to two colleges.
- c. MMA uses the NAVIANCE platform to assist college and career readiness. All cadets are required to create a NAVIANCE account.

7. ACADEMIC PLANNING

- a. MMA advises cadets to complete courses consistent with their

preferred college's admission standards. For a full list of courses, see the MMA website.

b. Cadets in a university track should start taking a foreign language by their sophomore year.

c. It is recommended that cadets complete all required electives by their sophomore year, including one credit of a fine art and a practical art. This allows them more freedom in their junior and senior year to take Triumph (college/dual credit) courses, courses at the Hart Career Center, Presser Arts Center courses or other courses more tailored to their interests.

d. Colleges look favorably on additional math, English and science credits.

8. CLASS RANK - Class rank is determined by the cumulative weighted GPA of all years of high school

9. ADVANCING from one grade to the next:

a. One semester's study of a subject represents one unit of credit. Advancement is awarded for completion of listed requirements.

b. Nine week classes are completed at end of marking period.

c. Advancing eighth grade cadets receive a Certificate of Promotion at Final Assembly.

10. COMMUNITY SERVICE REQUIREMENTS

a. High school cadets must complete a minimum of 8 hours per semester (total of 16 per academic year) of community service while at MMA.

b. Middle school cadets must complete a minimum of 4 hours per semester (total of 8 per academic year) of community service while at MMA.

c. Failure to complete community service hours may result in the cadet not being promoted to the next grade level.

11. SCHEDULE CHANGES

- a. All course changes will be approved by the academic advisor, registrar, the class teacher(s), a parent/guardian, the assistant dean, and the academic dean (in that order).
- b. No course changes will take place after the 2nd week of classes. A course drop/add request form must be completed during this time.
- c. Cadets will continue to attend their scheduled course(s) until an official change has been made and the registrar gives them a new schedule.

12. DROPPING CLASSES

- a. Cadets will take at least four academic classes per semester and all high school cadets will take one JROTC/Leadership class each academic year.
- b. Request for dropping a class must be made no later than the end of the first week of class in any given semester. Only the academic dean can waive this.
- c. Drops made during the first week of classes will not appear on the permanent record. Any drop approved after the first week will be recorded as: Withdraw Passing (WP) or Withdraw Failing (WF).
- d. No credit will be awarded for dropped classes.
- e. Cadets may not add classes after the end of the second week of school.

13. APPROVED REASONS for DROPPING CLASSES

- a. A required course is needed for the year.
- b. Inappropriate skill level/placement.
- c. Cadet has not met prerequisite entry requirement.
- d. Repetition of class already passed with a C or better.
- e. Scheduling issues.

14. HONOR GRADUATE DISTINCTION REQUIREMENTS

- a. Cum Laude 3.5 – 3.59 GPA
- b. Magna Cum Laude 3.60 – 3.79 GPA
- c. Summa Cum Laude 3.80+ GPA
- d. Graduating seniors in good standing must have maintained levels of scholastic excellence which warrant such

distinction.

- e. The valedictorian and salutatorian must be cadets that have attended MMA their entire junior and senior years.

15. **ACADEMIC HONESTY - "ON MY HONOR"**

- a. In an effort to make both honor and character an active part of our daily experience, all MMA cadets will write in the upper right hand corner of their exams, papers, tests, quizzes, major projects, and any written statements, "**On My Honor**" along with their full name.
- b. This practice is an active demonstration of one's honor, symbolizing that they have neither given nor received any unauthorized help in the preparation and submission of this work.
- c. The academic policy is as follows (per offense, per student, not per class):
 - 1) 1st offense- 50 % off with the opportunity to redo the assignment. Parents will be contacted.
 - 2) 2nd offense- 0 with no opportunity to redo the assignment.
 - 3) 3rd offense-Honor Council convened, whether the cadet admits to the offense or not.

16. **TRIUMPH PROGRAM (College Dual Credit Courses)**

The dual credit program allows qualified cadets to take college courses through William Woods University and earn college credits while at MMA. The Academy will abide by all rules and regulations of the partnering college with regard to their courses. Contact the registrar for details.

17. **GUIDED STUDY HALL PLACEMENT and PROCEDURES**

- a. Faculty members will place cadets with grades of "D" or "F" in Guided Study Hall (GSH). GSH is not meant to punish cadets for failing to turn in an assignment unless it is the reason grades are below a "C." Guided study hall will be under the supervision of faculty members.
- b. Guided study hall hours are from 1900 to 2015 Monday through

Thursday. Cadets will be in the uniform of the day.

- c. Athletes in guided study hall who maintain eligibility (not more than two F's in a grading period) are allowed to participate in varsity contests.
 - d. Guided study hall will be held in the academic building. An accountability formation will be held in the atrium at 1850. Designated cadet S-5 is responsible for organizing accountability formation for GSH with assistance from the CLAs.
 - e. Any unexcused absence from GSH will result in a cadet being considered to be not in good standing for a minimum of one week and will result in the loss of privileges (phone, general leave, promotions, etc.).
 - f. All cadets in GSH will be placed at the front of the line to receive their evening meal to ensure they are not late for GSH.
 - g. Faculty members assigning cadets to GSH will ensure that they have an assignment for each night listed in Google Classroom, and cadets must have all materials necessary with them to do homework.
 - h. Cadets may use computers for academic purposes only. Cadets may not use headphones/earbuds unless authorized by faculty members through Google Classroom. Cadets are expected to bring their computer charging cables to guided study hall.
 - i. Cadets are not allowed to have food, candy or drinks during guided study hall.
 - j. A member of Delta Phi or National Honor Society will be available from 1900 to 2015 as a cadet tutor.
- 18. TRANSLATION POLICY** -Computers and translators are only to be used at the discretion of each teacher.
- 19. STUDY HABITS**-Learning how to study is a skill in itself that requires practice. While there are no specific rules which can be applied to everyone, the following have been found to be of practical

value.

- a.** Study your most difficult subject first, least difficult last.
- b.** Spend time on every subject every day, even if you have no homework.
- c.** Scan the introduction, headings, and final paragraph of a reading assignment to get a beginning level of understanding. Then go back and read with purpose.
- d.** Change the headings into questions which ask who, what, where, when, how, and why. Answer these questions to help retain the knowledge.
- e.** Make use of study aids such as your class notes, graphs, charts, maps, pictures, and chapter questions.
- f.** Never postpone an assignment until the last day. Do your assignments while the material is fresh in your mind.

20. JROTC DEPARTMENT

- a.** The JROTC department is responsible for the Army JROTC/LET program of instruction, headed by the Senior Army Instructor (SAI) and assisted by other Army Instructors (AI).
- b.** The JROTC/LET (Leadership, Education, and Training) program is designed to teach high school cadets the value of citizenship, leadership, service to the community, personal responsibility, and a sense of accomplishment, while instilling in them self-esteem, teamwork, and self-discipline.

21. COUNSELING

- a.** Cadets may speak with their faculty advisor, company leadership advisor, chaplain, registrar or guidance counselor.
- b.** The registrar and the director of college and career placement, along with the deans and the faculty, will assist cadets in making the proper class selections, as well as helping cadets make good academic and personal decisions.
- c.** A professional licensed counselor is available upon request by cadet or parent through the commandant's department. There is a fee for his services.

22. CLASSROOM PROCEDURES for CADET LEADERS

- a.** Cadets are to enter the classroom in a quiet, orderly manner.
- b.** When the bell rings to begin class, the highest ranking cadet will call the class to attention without interrupting the teacher.
- c.** Cadets are to remain at the position of attention until the teacher gives the command, “At Ease.”
- d.** The teacher will check attendance and report absentees to the academic office.
- e.** Cadets entering the room after the bell are considered late, unless they have a valid written excuse.
- f.** The cadet will report to the teacher (salute, “Reporting to class, sir/ma’am.”) before taking a seat.
- g.** When the dismissal bell rings, the ranking cadet will call the class to attention, without interrupting the teacher, then the teacher will give the command, “Dismissed.”

23. BACKPACKS/BAGS OF ANY TYPE

- a.** All backpacks or bags of any type will be placed in assigned lockers in the academic building prior to the start of class. They will not be brought into the classrooms or placed anywhere else in the academic building.
- b.** All backpacks will be issued/purchased through the MMA Quartermaster Store. Cadets will not be allowed to use backpacks or any other type of bag brought from home.

24. ACADEMIC FOURRAGERE-Cadets who earn a GPA of 3.7 for two consecutive marking periods are granted the privilege of wearing the Academic Fourragere for the next marking period.

25. NATIONAL HONOR SOCIETY

- a.** National Honor Society (NHS) is a nationally recognized academic honor society that honors cadets who have normally earned a minimum 3.7 GPA and the reputation of exhibiting virtuous behavior.

- b.** National STEM Honor Society is also a nationally recognized academic honor society, specifically in the areas of science, math, technology, and engineering. Cadets must have a B or higher average in 4 STEM classes within one academic year to be eligible for inclusion in this honor society.
- c.** At MMA, a committee comprised of academic department chairs considers candidates for NHS twice during the academic year.
- d.** It is a requirement for members of NHS to give back to the MMA community through some kind of service, including but not limited to, tutoring other cadets.

26. DELTA PHI HONOR SOCIETY

- a.** Delta Phi was founded under the guidance of Major Marquess Wallace in 1929.
- b.** The purpose of Delta Phi is to foster high ideals of character, to encourage scholarship, to promote the best interest of the corps of cadets, and to cherish and preserve the traditions of MMA.
- c.** Delta Phi Pledges- All cadets are eligible that have earned a GPA of 3.7, for two consecutive marking periods (MP1 and MP2).
- d.** Associate Membership- Pledges who have earned a GPA of 3.7, for the marking period following their selection as pledges (MP3).
- e.** Full Membership- Associate members who have earned a GPA of 3.7 for the marking period following their selection as associate members (MP4).
- f.** Probation- Any associate or full member that fails to earn a minimum GPA of 3.7 for the marking period, shall be placed on probation, and will lose all rights and privileges of membership. He may be reinstated the next marking period, if he earns a GPA of 3.7 without grades less than a "C".
- g.** A Delta Phi member at any level, who willfully or repeatedly shows lack of respect for the ideals and principles of the Academy or the responsibilities of Delta Phi (or who willfully abuses privilege granted to him as a member of Delta Phi) may lose or have suspended his membership and privileges by a majority vote of the executive committee: academic dean, president, vice

president, and treasurer of Delta Phi.

- h.** A Delta Phi member at any level who is assigned X-tours will automatically be placed on Delta Phi probation, and must meet with the executive committee for review of his membership status after probation.

i. NHS/DELTA PHI (associate or full member) Privileges

- 1) May wear the NHS pin/Delta Phi cord and pin.
- 2) Full members may wear the NHS/Delta Phi ribbon.
- 3) May check out unlimited numbers of books at a time.
- 4) Any member, between 1900-2100 hours may:
 - a) Study at his option.
 - b) Check email.
 - c) Leave his room without asking permission.
 - d) With the permission of company leadership advisor go to another cadet's room only to give him academic help.
 - e) Use his audio equipment with headphones, if he does not disturb his roommate or those in adjacent rooms.
 - f) Prepare uniform, shine shoes or brass.
 - g) Members may study at their desk between the hours of 2200- 2230.
 - h) Full Delta Phi members are granted additional phone privileges outlined in Chapter 14 of this handbook. Pledges and associations do not qualify.

j. NHS/DELTA PHI (associate or full member)

Responsibilities

- 1) Uphold the ideals and traditions of MMA.
- 2) Honor truth for its own sake.
- 3) Encourage among his fellow cadets the principles of honor, integrity, and scholarship.
- 4) Are required to assist, and tutor during assigned GSH times.

Chapter 4 ATHLETIC DIVISION

1. **INTERSCHOLASTIC SPORTS (Varsity)**-Missouri Military Academy is a member of the Missouri State High School Activities Association therefore; any cadet representing the Academy in an interscholastic activity must comply with the MSHSAA eligibility standards.
2. **ELIGIBILITY for INTERSCHOLASTIC ATHLETICS**
 - 1) All MSHSAA rules for eligibility will be enforced.
3. **NO QUIT POLICY**-Cadets will not be able to change sports or quit their varsity sport after the “No Change Date.” The purpose of this policy is so that cadets will learn to face challenges, overcome adversity, and learn the value of commitment.
4. **TRANSFER and SPORT CHANGES**
 - a. Cadets will have three days from the opening of the athletic season to request making a change in their athletic activity.
 - b. Any cadet named to a varsity team after tryouts, will not be allowed to quit as per the “NO QUIT” policy.
 - c. To qualify for any leadership position, a cadet must participate on a varsity/JV team for a minimum of two sports seasons during the academic year.
 - d. In the event that a cadet in a leadership position violates the NO QUIT policy, that cadet will lose the leadership position he holds.
 - e. If a cadet is dropped from the athletic team, the coach will notify commandant staff of the drop immediately. The cadet will not leave the team for 3 days in order to ensure that all necessary people are informed of the change.
5. **MIDDLE SCHOOL ATHLETIC LETTER CRITERIA**
 - a. Cadets must have competed in at least 75 percent of eligible contests.
 - b. Must have good disciplinary and attendance records with the coach.
 - c. Letters are given at the discretion of the coach and athletic director.

6. VARSITY AND JUNIOR VARSITY ATHLETIC LETTER CRITERIA

- a. Cadets must have competed in at least 75 percent of eligible contests.
- b. Must have good disciplinary and attendance records with the coach.
- c. Letters are given at the discretion of the coach and athletic director.

7. ATHLETIC FORMATION

- a. Athletic formation will be conducted under the supervision of the commandant's department. All coaches will be present.
- b. Formations and roll call will be conducted in the dining facility.
- c. Team captains/managers will conduct roll call and then muster teams in the foyer. Teams will be mustered one team at a time.
- d. Once accountability is complete, teams will be marched by their team captains to their practice/changing areas under the supervision of their coaches.
- e. Coaching staff, team captains/managers will be responsible maintaining accountability of each cadet throughout the duration of athletic practice.
- f. Athletic Director will provide current rosters to the coaches and commandants department and notify departments of any changes as they occur.
- g. Cadets will not leave athletic practice before 1745.

Chapter 5 ORGANIZATIONS and ACTIVITIES

1. **BOY SCOUTS**-The Boy Scouts of America (the BSA) is one of the largest youth organizations in the United States, with more than 2.4 million youth participants and nearly one million adult volunteers. The BSA was founded in 1910, and has a proud history at MMA. All cadets in grades 7 through 12 are welcome and encouraged to join MMA's Scout Troop 1889. Boy Scouts will meet once weekly.

2. CADET COUNCIL

- a. Meets at least quarterly to consider the welfare of the Academy and makes recommendations to the cadet corps and administration when necessary.
- b. Membership is composed of the commandant, dean, athletic director, and elected representatives from each school class.
- c. The council will meet with the president each semester.

3. COLOR GUARD-The color guard represents the national colors at various functions and events, under the direction of the commandant and military department. The International Color Guard is composed of cadets who carry the flags of all countries represented in the corps of cadets. The color guard is responsible for all national, international, state and office flags, to include their maintenance and appearance.

4. DRUM, BUGLE CORPS and BAGPIPES

- a. The Drum and Bugle Corps, or Bagpipers plays for meal formations and special ceremonies.
- b. The buglers are regularly detailed by the commandant to blow all calls for reveille until taps under the supervision of the officer of the day.
- c. The Bagpipers are regularly detailed by the commandant for special occasions to represent the academy.

6. FUSILEERS/BRIGADIERS (DRILL TEAM)

These units are composed of the best drilled cadets in the corps from within Middle School and High School cadets and represents MMA at drill meets and competitions. These platoons perform complex drill maneuvers, following the U.S. Army Drill Manuel, while carrying out precision movements with the drill rifle.

7. RIFLE TEAM- This unit is composed of the best marksmanship cadets in the corps and represents MMA and Rifle competitions. Competitions are held at the local, state and national levels.

8. M CLUB (athletic honor organization)

Letters are awarded at the direction of the coach and athletic director.

a. Membership Criteria

- 1) Must have been awarded varsity letter in two different sports.
- 2) Membership will be lost if he fails to earn a varsity letter for two consecutive athletic seasons in which he is eligible to compete.
- 3) Membership may be lost by action of the athletic department, academic dean, commandant, and the “M” Club president for failure to observe athletic training rules or failure to uphold the spirit and traditions of MMA.

b. Privileges

- 1) Members may wear the club insignia on their dress uniform.
 - 2) Members may wear the letter jacket with the uniform to home athletic events, unless otherwise directed by the commandant in place of the winter/flight jacket.
- c.** The Eagle Club is an award to be given to any member meeting the criteria listed above in the M-Club, who has also lettered in three or more sports in a 365 day span of time.

9. TAPS

The MMA yearbook, *Taps*, is a valuable remembrance of cadet days. The yearbook is produced by the English department and is supported by the marketing department. A cadet editor is selected annually by the English department chair, TAPS faculty advisor, and the commandant.

10. THE EAGLE

The Eagle is the official magazine of cadet life. *The Eagle* is also posted on the MMA web site. A cadet may participate by submitting articles or serving as cadet photographers at various events, based on skill, behavior, and faculty advisor approval.

Chapter 6 AWARDS

1. LEGION of HONOR

Membership in the Legion of Honor is the highest award given a cadet at

MMA. Qualifications for membership: a senior cadet that has attended MMA for at least two consecutive years; outstanding in some phase of cadet activities; above all, the cadet must have demonstrated industry, integrity, and an abiding sense of loyalty to MMA, its officers, and its policies. This plaque hangs in the Stribling Hall rotunda.

LEGION of HONOR MEMBERS

1918 - Major Joe Small	1918 - Captain Don Hooton
1919 - Sergeant Harold Wall	1919 - Cadet Roland Aby
1919 - Major Keith Davis	1921 - Major Floye Hazelton
1921 - Captain Richard Long	1921 - Lieutenant Harold Donkle
1922 - Major Charles Wall	1923 - Major T.T. Johnson
1923 - Captain Edgar Lindenmeyer	1923 - Corporal Horace Gunn
1924 - Captain William Barkley	1924 - Captain Harlow Johnson
1924 - Captain John Wall	1924 - Lieutenant Fay Russell
1925 - Major Hugh Havel	1925 - Lieutenant Edwin Neville
1925 - Lieutenant Calvin Johnson	1926 - Major James Rockwell
1926 - Lieutenant William Garwood	1926 - Sergeant John Mallory
1928 - Major Victor Holman	1928 - Lieutenant Jewell Upp
1930 - Major Walter Hedenkamp	1930 - Captain Charles Hayden
1931 - Major Fred Locke Morris	1931 - Captain Walter Olson
1934 - Major Herbert Brown	1935 - Captain James C. Springer
1936 - Major William D. Bright	1937 - Major Jack Barber
1938 - Major Edward A. Buenger	1940 - Major Jack Nesselrode
1943 - Major Speros Boudoures	1943 - Captain Bill Beeson
1943 - Captain Donald Cornbleet	1944 - Major L.E. Schneiter, Jr.
1944 - Captain Themis Pailas	1944 - Captain Charles Stribling III
1945 - Major Jack Phillips	1947 - Major Ross Femstrum
1947 - Captain Tim Donovan	1948 - Major Jack Logan
1949 - Major Jim Stephens	1951 - Major Tom Richmond
1951 - Captain Dan Galvin	1953 - Major Clifford Clark
1954 - Major William Speros	1954 - Captain Larry Rockel
1955 - Major Osborn Johnston	1956 - Captain C.B. Dodson, Jr.
1957 - Major Kurt Tegtmeier	1957 - Captain Dennis Tiger
1957 - Captain Fred Schulman	1957 - Captain Sam Bird
1958 - Major Lynn Shaw	1958 - Captain Jim Krause
1958 - Robert M. White II '33	1961 - Major James Daly
1963 - Major John Hummel	1965 - Major Harry Hoyt
1966 - Major Jeffrey MacLellan	1967 - Major Alan Jacobs
1968 - Major Thomas Troll	1969 - Major Linn Cornick
1972 - Major Fernando Tremari	1974 - Major Ted A. Baer
1975 - Major Daniel Lesinski	1978 - Major Dean Davidson
1978 - Captain Garret Swanson	1979 - Major Chris Deal
1981 - Major Paul Toedebusch	1982 - Major David Steinmetz
1983 - Major Mike Walker	1984 - Major Robert Steinmetz

1986 - Major Kip Horstmann
1987 - Major Todd Misemer
1994 - Major Manuel Obregon
1995 - Major Sebastian Csaki
1997 - Captain Anthony Dane Ehler
1998 - Major Eric Brown
1999 - Major Roberto Villarreal
2000 - Captain Miguel Salinas III
2001 - Captain Bradley Coleman
2002 - Captain Yannik Suro
2005 - Major John Earl
2007 - LTC Giuseppe Poletti
2008 - Major Javier Guevara
2010 - Major Juan Pablo de Esesarte
2011 - LTC Kyle Perkinson
2012 - LTC EuiJeong Chung
2014 - LTC Roel Rodriguez
2016 - LTC Mohammad Emran Babak
2018 - LTC Victor Arturo Leon
2020 - LTC John Murphy
2022 - MAJ Rene Garcia Garza

1986 - Captain Gregory Steinmetz
1992 - Major Nicholas Turner
1994 - Captain Federico Villarreal
1996 - Major Andrew Deon
1997 - Captain Brian Grisson
1999 - Captain James Busalacki
2000 - Major Jared Leefers
2001 - Major Bradley Nedblake
2002 - Major Ricardo Guerra
2003 - Major Leonard Stephens
2005 - Captain Gerardo Ramos
2008 - LTC Yuscanne Campos
2009 - LTC Thomas Clubb
2010 - LTC Daniel Lee
2011 - LTC Alan Ramos
2013 - LTC John Dillon
2015 - LTC D*Cherion Nelson
2017 - LTC Alejandro Gastelum
2019 - MAJ Chandler Bollinger
2021 - LTC Sun Kit Tsui
2023- Major Gorka-Aitor Yarte-Zertuche

2. VALEDICTORIANS of RECORD

Summa Cum Laude (SCL), Magna Cum Laude (MCL), Cum Laude (CL)

1949 - Richard Abbott
1951 - Dudley Miller
1953 - Leon McCormack
(CL)
1955 - Bell Haney
1957 - Fred Schulman
(SCL)
1959 - Mike Dalton
1960 - Richard Bird (MCL)
1962 - Laurie Craig (CL)
(CL)
1964 - David Peak (CL)
1966 - Richard Matthews (CL)
1968 - Dirk Gress (SCL)
1970 - David Kern (CL)
1972 - Ted Manassa (CL)
1974 - Curtis Kirtley (CL)
1976 - Alan Haberman (MCL)
1978 - Dean Davison (SCL)
1980 - Price Laird (SCL)
(MCL)
1982 - David Steinmetz (MCL)
1984 - Guillermo Maquivar (SCL)

1950 - Donald Lane
1952 - Stanley Peskind
1954 - Robert Clinton

1956 - Don Fromme (MCL)
1958 - John Roeder

1959 - Lee Sultzman
1961 - James Daly
1963 - Gary Graham

1965 - David Arendes (CL)
1967 - Kendall Tinkcom
1969 - Gary Klinepeter (CL)
1971 - Greg David (CL)
1973 - Jerel Best (MCL)
1975 - Tom Wittman (SCL)
1977 - Carl McAfee (MCL)
1979 - Chris Dan (SCL)
1981 - Gregg Cline

1983 - Nicholas Costanzo (SCL)
1985 - Mark Guffey (SCL)

1986 - Alp Onyuru (MCL)
1988 - Craig Guffey (CL)
1990 - Jason Polliard (CL)
1992 - Jorge Gonzalez (CL)
(MCL) 1994 - Michael Aubuchon (MCL)
(SCL) 1996 - Richard Cannyn (SCL)
(MCL) 1998 - Sharad Rao (MCL)
(CL)
2000 - Rodrigo Giacinti
2002 - Ricardo Guerra (SCL)
2004 - Travis Ellison (SCL)
2006 - Eric Detmer (SCL)
2008 - Adam White
2010 - Shannon Ty Armer (SCL)
2011 - Xiao Chang (SCL)
2013 - Nischal Khanal (SCL)
2015 - Jose Garcia (SCL)
2017 - Gregory Prinster (SCL)
2019 - Colton Lucas (SCL)
2021 - Sun Kit Tsui (SCL)
2023-Anthony Melick (SCL)

1987 - Giovanni Boschi
1989 - Randall Kelly (SCL)
1991 - Christopher Durand (SCL)
1993 - Roger Remling
1995 - Sebastian Csaki
1997 - Victor Hermosillo
1999 - James Busalacki

2001 - Bradley Coleman (CL)
2003 - Leonard Stephens (SCL)
2005 - John Earl (SCL)
2007 - Woo Jai Jang (MCL)
2009 - John Huang (SCL)
2010 - SiChan Law (SCL)
2012 - EuiJeong Chung (SCL)
2014 - Jack Solls (SCL)
2016 - Nishan Khanal(SCL)
2018 - Yinzhou Wang (SCL)
2020 - Michael Naughton (SCL)
2022 – Lance Newland (SCL)

3. CHARLES I. WALL CUP

Given to that cadet who best typifies the ideals of character, leadership, scholarship, and service upon which the Academy was founded. This is the second highest award that can be given to a cadet. This cup was named in honor of “Stoney” Wall, Class of 1922, a former All-American quarterback.

Recent winners include:

2017 - 1LT Victor Arturo Leon
2019 - LTC Richard Choy
2020 - MAJ Bruno Pozzani
2022 – LTC Michael Machary-Pagan

2018 - MAJ Jiaxuan Zhou
2020 - CSM Michael Naughton
2021 - MAJ Fernando Afane
2023- LTC Marco Afane

4. PRESIDENTIAL CITATION

Awarded for demonstration of character and honor, going above and beyond the call of duty to MMA, and bringing great credit to MMA and its corps of cadets. Awarded exclusively, and at the discretion, of the president.

5. FELLOWSHIP CUP

Given by Don W. Hooton, a Legion of Honor Cadet of the Class of 1919,

who by vote of the corps of cadets, is declared to be the most valuable cadet to the Academy.

Recent winners:

2017 - LTC Alejandro Gastelum

2019 - PV2 Iao Papng Yan

2021 - MAJ Dhalil Belko

2023 – CSM Gage Blanton

2018 - 2LT Alexander Ebersole

2020 – PFC Adrian Lopez

2022 – CSM Kevin Wang

6. MAJOR JEROME G. HARRIS CUP

Given by Col. Jerome G. Harris, a former Professor of Military Science and Tactics, to be awarded to the cadet who possesses the most soldierly qualities.

Recent winners:

2017 - MAJ Zenghui Zhang

2019- PFC Gorke Aitor Yarte

2021 - MAJ Dhalil Belko

2023 – CPT Blake Morais

2018 - 1LT Gabriel Vallejo

2020 – PFC Tristan Garcia

2022 – MAJ Rene Garcia Garza

7. RED IRELAND “FIGHTING HEART” TROPHY

Given by James “Red” Ireland, Class of 1941, notable MMA athlete, to be awarded to the cadet who has the qualities of loyalty and courage that combine to make a “fighting heart.”

Recent winners:

2017 - CPL Thomas Huckins

2019 – PVT Juan Pedro Garduno

2021 - CPL Enrique Padron

2023 – MAJ Anthony Melick

2018 - MSG Pedro Da Rocha

2020 – SSG WrayVauze Givens

2022- SSG Bryson Powell

8. FRITSCH PLAQUE

Given by John W. Fritsch, Class of 1949, to be presented to an eleventh grade cadet, who exemplifies honor, good discipline, academic excellence, and service to the Academy.

Recent winners:

2017 - SGM Carlos Liriano

Enkhbayar

2019- SGT Derek Nguyen

2021 - 2LT Rene Garcia Garza

2023 – SSG Brayden Phelps

2018 - 1LT Khaliguun

2020 – SSG Dhalil Belko

2022 – 2LT Gage Blanton

Chapter 7 DESIGNATION

1. DESIGNATION PROCESS

- a. The evaluation and selection of cadet leaders for positions of responsibility starts with the beginning of admission to MMA and covers all aspects of cadet life, including academics, athletics, and deportment.
- b. All juniors and sophomores selected for an officer leadership position must go through a process of evaluation based on demonstrated leadership performance and participation in all aspects of cadet life and extracurricular/corps activities up to and including: athletics, band, Boy Scouts, and classroom performance.
- c. Cadets who wish to compete for designated positions must be in good standing.
- d. All positions must be interviewed by the designation board.
- e. Cadets who have completed or actively participate in scouting will carry considerable weight in selection of leadership positions.
- f. The selection criteria for all positions shall be the “best man”. While a cadet’s tenure in the corps may be a consideration, it will not be used as the determining factor.
- g. The commandant has final discretion on determining all designated positions.
- h. Designation to a cadet leadership position is not a promotion until official orders are published.
- i. To qualify for all leadership positions, cadets must participate in a varsity/junior varsity team/JROTC team for a minimum of one season during the year.
- j. In the event that a cadet in a leadership position violates the athletic No Quit Policy, that cadet will lose the leadership position that he holds.

2. **DESIGNATION BOARD**

- a. The Designation Board is chaired by the Commandant. Members include the Command Sergeant Major of Cadets, member of the academic leadership team, Athletic Director, and Senior Army Instructor.
- b. The Designation Board will convene the first week of April and announce the results in early May.
- c. The Designation Board will select senior designated leaders and special

staff.

- 1) Senior designated leaders consist of Battalion Command Group, Battalion Staff and Company Command Group.
- 2) Special designated staff are selected cadets who assist the commandant's staff and designated leaders in functional areas such as armory, provost marshal, religious assistant to the chaplain, activities NCO, etc.
- 3) Squad Leaders, Platoon Sergeants and Platoon Leaders will be designated by the Commandant at the conclusion of Cadre Leadership Camp and as required throughout the academic year.

3. REQUIREMENTS FOR SPECIAL ASSIGNMENTS

- a. Special assignments are any billets assigned for special events or occasions such as AP's, ushers, waiters, Company Color Guard, etc.
- b. Special assignments are not determined by Designation Boards.
- c. Cadets must be in good standing (see Chapter 3) and approved by the Commandant.

Chapter 8 PROMOTION

This section is to provide standard procedures governing promotion of cadets in the corps. The ultimate goal is to provide a fair and equitable system where those who strive for the betterment of the corps and themselves will be promoted. Those who seek minimum involvement will be passed over. Promotions are awarded based on tenure, participation in activities, and whether a cadet is in good standing.

1. PROCEDURES for PROMOTIONS

- a. Each leadership position has a range of ranks that can be earned. For designated leaders or those assigned by the Commandant, all cadets will start at the lowest rank as indicated in the TABLE of POSITION and RANKS listed in this chapter. A cadet must be serving in a position to hold rank of that position. The rank stays with the position. Loss of a designated position due to adverse conduct will result in reduction to the rank previously held prior to designation.

- b. Recommended by appropriate cadet supervisors, instructional staff and when necessary, promotion board, and head of school.
- c. Meet minimum academic and discipline criteria for enlisted/officer rank of position status.
- d. Must participate in one sport during the school year. Failure to do so could result in not being recommended for promotion or reduction in rank.

2. TABLE of POSITION and RANKS

Officer Positions

Officer Position	Rank
Battalion Commander	1LT, CPT, MAJ, LTC
Battalion XO	2LT, 1LT, CPT, MAJ
Company Commander	2LT, 1LT, CPT, MAJ
Battalion Staff/ Company XO	SFC, MSG, 2LT, 1LT, CPT
Platoon Leaders	SSG, SFC, MSG, 2LT, 1LT
Other Positions	SGT, SSG, SFC, MSG, 2LT

Enlisted Positions

Enlisted Position	Rank
Battalion CSM	SFC, MSG, SGM, CSM
Company 1SG	SSG, SFC, MSG, 1SG
Platoon SGT	SGT, SSG, SFC, MSG
Squad Leader	PV2, PFC, CPL, SGT
Team LDR	PV2, PFC, CPL
New Cadet (NC)	*Gold Star (High School Only)

*Note: New cadets must pass the handbook test and complete the Crucible in order to be eligible for promotion to private and the privileges of a cadet in good standing.

3. MIDDLE SCHOOL PLATOON

- a. Each company has one middle school platoon.
- b. High school leaders serve in the platoon leader and platoon sergeant positions. All other leadership positions in these platoons are middle

school leadership positions.

- c. New cadets must pass their handbook test and complete the Crucible to be eligible for positions.
- d. During the first semester, cadets will rotate these leadership positions on a bi-weekly basis. The first week is a training week for the position and the second week is for evaluation. Leaders in these positions will wear rank brassards with rank that is matching to the assigned position.
- e. After the first semester, permanent leaders will be chosen using these evaluations, academic standing, and disciplinary records.

4. PROMOTION CRITERIA

- a. New Cadet (NC): Grades 7-12, no insignia.
- b. Private (PVT): Grades 7-12, no insignia and eligible after passing handbook test and completion of the Crucible.
- c. Private Second Class (PV2): Grades 7-12, one stripe
 - 1) Grade 7 eligible after 8th month of school year.
 - 2) Grade 8 eligible after the 6th month of school year.
 - 3) Grade 9 eligible after 5th month of school year.
 - 4) Grade 10 eligible after 4th month of school year.
 - 5) Grade 11-12 eligible after 3rd month of school year.
 - 6) All grades must demonstrate good performance and meet all academic and disciplinary criteria.
- d. Private First Class (PFC): Grades 8-12, one stripe with one rocker
 - 1) Grade 8 eligible after 7th month of school year.
 - 2) Grade 9 eligible after 6th month of school year.
 - 3) Grade 10 eligible after 5th month of school year.
 - 4) Grades 11- 12 eligible after the 4th month of school year.
 - 5) All grades must demonstrate good performance and meet all academic and disciplinary criteria.
- e. Corporal (CPL): Grades 9-12, two stripes
 - 1) Grade 9 eligible after the 7th month of school year.
 - 2) Grade 10 eligible after the 6th month of school year.
 - 3) Grades 11-12 eligible after the 5th month of the school year.
 - 4) All grades must demonstrate good performance and meet all

- academic and disciplinary criteria.
- f. Sergeant (SGT): Grade 10-12, three stripes
 - 1) Grade 10 eligible after the 8th month of the school year.
 - 2) Grade 11 eligible after the 7th month of school year.
 - 3) Grade 12 eligible after the 6th month of school year.
 - 4) All grades must demonstrate good performance and meet all academic and disciplinary criteria.
 - g. Staff Sergeant (SSG): Grades 11-12, three stripes with one rocker
 - 1) Grade 11 eligible after 8th month of school year.
 - 2) Grade 12 eligible after the 7th month of school year.
 - 3) All grades must demonstrate good performance, meet all academic and disciplinary criteria, and be approved by promotion board.
 - h. Sergeant First Class (SFC): Grade 12, three stripes with two rockers, eligible after two months good performance in a leadership position, must meet both academic and disciplinary criteria, and be approved by promotion board.
 - i. Master Sergeant (MSG): Grade 12, three stripes with threerockers, eligible after two months of good performance in a leadership position, must meet both academic and disciplinary criteria, and be approved by promotion board.
 - j. First Sergeant (1SG): Grade 12, three stripes with three rockers and diamond, eligible after two months of good performance in a leadership position, meets both academic and disciplinary criteria, and be approved by promotion board.
 - k. Sergeant Major (SGM): Grade 12, three stripes with three rockers and star, eligible after two months of good performance in leadership position, must meet both academic and disciplinary criteria, and be approved by promotion board.
 - l. Command Sergeant Major (CSM): Grade 12, three stripes with three rockers, star and wreath, eligible after two months of good performance in leadership position, must meet both academic and disciplinary criteria, and be approved by promotion board.
 - m. Second Lieutenant (2LT): Grade 12, one silver circle, eligible after two months of good performance in a leadership position, must meet both academic and disciplinary criteria, and be approved by promotion

board.

- n. First Lieutenant (1LT): Grade 12, two silver circles, eligible after two months of good performance in a leadership position, must meet both academic and disciplinary criteria, and be approved by promotion board.
- o. Captain (CPT): Grade 12, three silver circles, and eligible after two months of good performance in a leadership position, must meet both academic and disciplinary criteria, and be approved by promotion board.
- p. Major (MAJ): Grade 12, one silver diamond, eligible after two months of good performance in a leadership position, must meet both academic and disciplinary criteria, and be approved by promotion board.
- q. Lieutenant Colonel (LTC): Grade 12, two silver diamonds, eligible after two months of good performance in leadership position, must meet academic and disciplinary criteria, and approved by promotion board.

5. PROMOTION BOARD

- a. The promotion board is chaired by the commandant.
- b. Members of the promotion board will be comprised of a representative from the academic department, military department, athletic department, and resident life.
- c. This board convenes monthly to consider promotions for all grades.

6. MERITORIOUS PROMOTIONS

Meritorious promotions reward cadets that have displayed outstanding leadership and performance, and are only authorized by the president or commandant. Meritorious promotion recommendations will be submitted in writing to the commandant for final approval.

7. REDUCTION in RANK

Cadets may be reduced in rank because of poor leadership, discipline, or academic performance. For those in leader positions, this may also result in the loss of his position.

8. LOSS of POSITION

Cadet leaders who do not perform their leadership responsibilities to standard may be subject to removal from their positions. This removal will result in the cadet being reduced to the rank he held prior to designation. Exceptions may be made by the commandant based on the time in grade served by the cadet and the severity of his conduct or lack of performance.

9. ACADEMIC CRITERIA

- a. Ranks of sergeant and below: must have a minimum marking period cumulative GPA of 2.0, with no failing grade and not more than two “no homework” infractions on record.
- b. Ranks of staff sergeant and above: must have a minimum marking period cumulative GPA of 2.5, no failing grades, and no more than two “no homework” infractions on record.
- c. Commissioned officer positions: must not have any “D” or “F” grades for the marking period.

10. DISCIPLINE CRITERIA

- a. To be eligible for promotion, cadets cannot have any major disciplinary infractions or repeat infractions of Honor Code violations during the promotion period being evaluated.
- b. Department grades of D or F will result in loss of rank and position.

11. CADET OFFICER PRIVILEGES

- a. Cadet commissioned officers are held to the highest standard of performance and fall under the same regulations as all other cadets, unless specifically listed.
- b. Late lights until 30 minutes after taps.
- c. May enter other residential halls on official business after checking in with the CLA or barracks chief.
- d. They may enter and leave the officer of the day’s office without asking permission.
- e. They may go to the front of the line at the commandant’s and

deputy commandant's office.

- f. There will be no additional senior privileges authorized at the end of the school year involving current leaders passing their responsibilities to newly designated leaders. Cadet leaders are expected to lead their units all the way to their final formation.

Chapter 9 CORPS OF CADETS DISCIPLINARY SYSTEM

1. GENERAL RULES of CONDUCT

- a. MMA cadets are expected to meet high standards of personal appearance and conduct while on campus and off campus.
- b. Cadets must know and observe the rules of conduct contained in this handbook and always strive to be in “good standing” at all times.
- c. Avoidance of “high-risk behavior.” High-risk behavior is conduct that jeopardizes the health, safety, or well-being of any cadet while degrading “good order and discipline” of the corps.
- d. Acceptable conduct includes, but is not limited to:
 - 1) Properly wearing the prescribed uniform, maintaining military bearing, and practicing excellent daily personal hygiene and grooming (shaving and haircut) standards while on and off campus.
 - 2) Demonstrating respect for authority (parents, staff, faculty, and cadet leaders) at all times.
 - 3) Addressing all persons on or off campus in a friendly and polite manner and not using profane, abusive, or vulgar language at any time.
 - 4) Accepting responsibility and accountability for one's actions.

2. REQUIRED CONDUCT and STANDARDS

- a. Properly wear all prescribed uniforms in accordance with MMA uniform regulations, fitting and serviceability standards
 - 1) Shoes and brass are always highly polished and serviceable.
 - 2) Cadets will be uncovered in buildings and covered when outdoors.
 - 3) Uniforms are clean, serviceable, and fit properly.
 - 4) Cadets must replace non-serviceable uniforms and items as instructed.

- 5) Athletic sweats are not to be worn off campus unless authorized by the commandant or deputy commandant.
- b.** Avoid unnecessary noise or loitering while in Barnard Hall.
 - c.** No congregating or loitering in Barnard Hall restrooms. No more than six cadets at any time.
 - d.** No sitting on stairs, hallway floors, and outside steps.
 - e.** Not using cell phones, IPODs, MP3s, DVD players, tablets, headphones and earphones outside cadet residence rooms, except when authorized by CLA or an academic instructor in the classroom.
 - f.** Not consuming food and drinks outside the dining facility, canteen or cadet rooms except for special events as designated by the president, commandant, or academic dean.
 - g.** No chewing gum or shelled nut items or seeds.
 - h.** Reporting maintenance (plumbing, safety, or damage) problems to the nearest company leadership advisor or staff member.
 - i.** No walking on grass except athletic practice fields.
 - j.** No physically placing hands on another cadet except for authorized military training, inspections or athletic practices.
 - k.** Cadets are not permitted to wear exposed jewelry, tongue rings, bracelets or any other jewelry not approved by the Commandant.

3. PROHIBITED CONDUCT and CONSEQUENCES

- a.** Cadets may receive a delinquency report (stick) when a regulation violation occurs on or off campus. The number of tours assessed as a result of a violation is prescribed for minor and major offenses. Tours for serious offenses will be determined by the commandant, deputy commandant, or senior CLA. When addressing any disciplinary infraction, the “whole person” concept will play a part in determining the appropriate number of tours issued. For example: Has a cadet received previous counseling or a warning? Does the punishment fit the offense? Is the offense the first one committed by the cadet? Is there a pattern of adverse behavior beginning to develop?
- b.** There are three types of offenses: Class C (minor), Class B (major), and Class A (serious). The number of tours assessed will be determined by the type of offense. Cadets can expect to receive, at a minimum,

counseling for first time minor offenses with a “warning stick.” For major and serious offenses, the cadet can expect tours to be administered for accountability. Punishment is at the discretion of the commandant or deputy commandant and may involve tours or a recommendation in favor of suspension or dismissal to the president.

4. DRUG and ALCOHOL POLICY

a. Purpose: MMA is a drug and alcohol-free campus and prohibits the use by its cadets of any and all drugs defined as illegal, either by the state of Missouri and/or the United States Federal Government. Cadets found to be in violation of this policy will be subject to immediate suspension, mandated counseling and monthly drug testing at the expense of parent of guardian.

b. Policy

- 1) The possession, use, purchase, attempted purchase, sharing, or selling of illegal drugs, drug paraphernalia, alcoholic beverages, as well as the use or abuse of inhalants, legal substances misused to obtain a “high,” performance enhancing substances such as anabolic steroids, human growth hormones, or other substances taken for similar effect, is strictly prohibited.
- 2) Drug paraphernalia of any type is strictly prohibited.
 - a) Drug paraphernalia is defined as any item or device (including ordinary items that have been modified or altered) which in the opinion of the MMA staff have been used, created, obtained for the purpose of facilitating a mind-altering effect or the use of a chemical substance.
 - b) E-cigarettes/vaping devices will be considered prohibited drug paraphernalia.
- 3) Trafficking (on or off campus) of illicit drugs, narcotics, marijuana, synthetic marijuana, OTC pharmaceuticals, or alcoholic beverages is strictly prohibited.
- 4) A cadet found to have an unlawful chemical substance in their system at any time school is in session, regardless of when or where

the substance was ingested, will be regarded to have violated this policy.

- 5) MMA does not recognize any state's prescription drug use of marijuana and/or any or all other drugs defined as illegal by the State of Missouri or the United States Federal Government.

c. Drug Testing

- 1) To support a drug free environment, cadets are subject to random and directed urinalysis/breathalyzer testing at MMA's expense.
- 2) If there is reasonable suspicion that a cadet is "under the influence" of illegal drugs and/or alcohol the drug test will be administered at the parent's expense.
 - a) "Under the influence" means questionable or unusual appearance of the cadet (speech, mood, actions), which leads faculty or staff to reasonably suspect the cadets' ability to function safely and effectively has been impaired by alcohol and/or drugs.
- 3) Refusal to take the test will constitute admission of guilt and the appropriate disciplinary action will be taken.
- 4) If a cadet chooses to contest the results of an MMA directed drug test, he will be scheduled for a second drug test at the local hospital at his parent's expense.
- 5) All cadets are eligible for selection each time random testing is conducted.
- 6) A cadet can also be directed to undergo drug/breathalyzer testing when the commandant reasonably suspects that the cadet's ability to function may be impaired by the use of any illegal substance.

d. Refusal to Test

- 1) If the cadet, after being chosen for either a random or individual testing, refuses to provide a specimen for drug testing within the period of time designated by MMA, the situation will be considered equal to a positive test.

- 2) Any willful attempt to evade the drug test by using water or other liquids, in such a way as to destroy or deceive medical personnel administering the drug test will be considered a positive test.
- 3) Cadets who provide valid pre-dated prescriptions for the substance(s) for which they test positive, may be required to authorize disclosure of medical conditions.

e. Test Results Disclosure

- 1) To promote confidentiality and privacy, MMA will attempt to ensure that all aspects of the testing process are as private and confidential as reasonably practical.
- 2) Test results will be provided to the president and commandant, to the cadet tested (or his legal guardian when the cadet is under the age of 18), and to any person permitted or required by law or regulation to receive such information.

f. Consequences resulting from violation of this policy Any MMA cadet found in violation of this drug and alcohol policy during the academic school year, including breaks, holidays, and furloughs, is subject to disciplinary action up to and including immediate dismissal and/or criminal prosecution. Cadets will also be required to do the following:

- 1) Must successfully complete the minimum of six (6) drug and alcohol education and prevention sessions from the academy's licensed professional counselor at the expense of the parent or legal guardian,
- 2) Remain drug and alcohol-free while a student at MMA,
- 3) Participate in monthly drug and alcohol screening tests for the balance of this year at the expense of the parent or legal guardian.

g. Voluntary referral/non-punitive response:

- 1) Cadets may refer themselves to any of the cadet health center professionals or school counselor if they believe they need help addressing substance use issues.
- 2) Friends, parents, or members of the faculty/staff also may refer students.

- 3) A professional assessment and random urine screens may then be required if MMA believes such action is appropriate.

5. TOBACCO POLICY

- a. **Purpose:** MMA is a tobacco free campus. To comply with Missouri state law, and to promote good health.
- b. **Policy:** MMA does not permit the use of tobacco products.
 - 1) This means no smoking, dipping, or using chewing tobacco.
 - 2) This also applies to alternative tobacco products like electronic cigarettes, and any liquids/substances that may be smoked.
 - 3) Distributing tobacco products to another cadet is prohibited.
 - 4) Any cadet in violation of MMA's tobacco policy, during the academic year, including vacation, breaks, holidays, and furloughs, is subject to disciplinary action, up to and including dismissal.

6. VAPING POLICY

- a. **Purpose:** At Missouri Military Academy, providing a safe and secure environment for our cadets is top priority.
- b. **Policy:**
 - 1) Vaping is not tolerated and considered contraband.
 - a) Cadets will receive mandated classes on the dangers of vaping twice each academic year.
 - 2) If a cadet is found in violation of this policy the following consequences will apply:
 - a) 1st offense: Counsel, class A violation. Loss of one rank; loss of current leadership position if assigned; placed on x-tours for 30 days. Parents/guardians will be notified.
 - b) 2nd offense: All of the above; and in school suspension (ISS) for 7 days and assessed additional fees for instructor augmentation. Parents/guardians will be notified via email and phone call.
 - c) 3rd offense: Out of school suspension (OSS) for seven days. Parents/guardians will be contacted via email and phone call.
 - d) 4th offense: Subject to dismissal from MMA. Parents/guardians will be contacted via email and phone call.

7. HAZING and BULLYING

a. Hazing is defined as an abusive, often humiliating form of initiation into or affiliation with a group, including any willful action taken or situation created which recklessly or intentionally endangers the mental or physical health of another cadet. Hazing is not limited to physical contact or activity. Hazing may occur in the form of forcing unauthorized and excessive physical activity, verbal abuse, or mental harassment. Bullying is typically the act of older, larger and longer tenured cadets picking on younger, smaller or new cadets to inflict harm and/or ridicule or criticism.

- 1) Hazing and bullying are considered serious offenses and any cadet found guilty of being involved in the hazing or bullying of another cadet will be subject to immediate suspension, mandated counseling or dismissal. Hazing and bullying is any unauthorized assumption of authority by a cadet that causes another cadet to suffer any cruelty, indignity, or humiliation.
- 2) Leaders of character do not resort to demeaning and degrading acts or excessive physical punishment to conduct training or maintain standards within the corps. **No acceptable or cherished MMA school traditions involve any form of hazing.**
- 3) Under no circumstances can a cadet authorize another cadet to haze or bully a cadet. No cadet can request or give permission to be hazed.

b. Any cadet who observes or suspects any type of hazing or bullying must take immediate action to stop the abuse and report it to his company leadership advisor. The commandant or a member of his staff will be informed immediately of the activity. If a cadet fails to do so, he will be subject to disciplinary action up to and including dismissal.

8. **HATE SPEECH**-Under no circumstance can a cadet use abusive, contemptuous or threatening speech or writing that expresses prejudice against a particular individual or group, especially on the basis of race, religion or sexual orientations.

9. SEXUAL ASSAULT and SEXUAL MISCONDUCT

a. **General**

- 1) MMA is committed to creating an environment of trust and respect in which every cadet can thrive and achieve their full potential.
 - 2) MMA expects every cadet to be committed to respectful living, treating others and their property with dignity and fairness while encouraging others to do the same. Cadets must understand the impact of their behavior on others and strive to treat all cadets with respect and dignity.
- b. Public Display of Affection**
- 1) Public display of affection is not allowed on campus or while in uniform and in public view.
 - 2) Romantic physical contact (kissing, excessive hugging, hand holding, etc.) on and off campus is not allowed.
- c. Sexual Harassment: Sexual harassment is prohibited.**
- 1) Sexual harassment of cadets by cadets is defined as ~~unwelcome~~ sexual advances, request (including intimidations by a cadet of relatively greater power) for sexual favors or any other verbal, nonverbal, or physical sexual conduct, and harassment.
 - 2) Expressions of sexual romantic interest toward another person after that person has advised that such expressions or interest are unwelcome.
 - 3) The origination of the passing of rumors or falsehoods concerning the sexual orientation or activity of another person.
 - 4) Violation of this policy will not be tolerated at Missouri Military Academy and should be reported immediately to the faculty, staff and the commandant.
- d. Sexual Assault**
- 1) Sexual assault has been committed when an individual engages in sexual activity without the explicit consent of the other individual involved.
 - 2) Sexual assault includes any forced sexual act against one's will.
- e. Reporting**
- Reports of sexual harassment, assault, or misconduct of or by cadets is to be reported immediately to any one of the following individuals:
- Any member of the commandant's staff
 - Any member of the academic staff

- Any member of the cadet health center staff

10. FIGHTING

Fighting is strictly forbidden at MMA and depending on the severity of the act, can result in immediate suspension or dismissal.

11. UNAUTHORIZED ITEMS - CONTRABAND

- a. Contraband is defined as any object that is prohibited on campus that could adversely affect cadet health and safety or disrupt the good order of the corps.
- b. Possession of unauthorized Class A offense items is forbidden and may result in immediate suspension, or dismissal. (See Class A Offenses)
- c. Examples of unauthorized items
 - 1) weapons, firearms, or knives of any kind
 - 2) unauthorized privately-owned vehicles
 - 3) explosives, fireworks, smoke bombs, ammunition, or other incendiary devices
 - 4) tobacco in any form and vaping items
 - 5) drug paraphernalia and intoxicating beverages
 - 6) controlled substances, narcotics, illegal substances
 - 7) skateboards
 - 8) lighters, matches, candles
 - 9) personal computer
 - 10) laser pointers/devices regardless of classification
 - 11) coffee pots, cooking/heating devices
 - 12) ice coolers/chests, refrigerators
 - 13) lamps, foam mattresses
 - 14) furniture
 - 15) plants, animals
 - 16) fans
 - 17) rubbing alcohol, over-the-counter medications, dietary supplements
 - 18) protein powders or protein drinks
 - 19) aerosols

- 20) gum/shelled nuts and seeds
 - 21) inappropriate CDs, DVDs
 - 22) Remote security camera or other similar technology that is used to monitor and observe others without their knowledge or consent.
- *This is not an exhaustive list.

12. COMPUTER OFFENSES

Willful and serious violations of the MMA Technology Use Policy (to include but not limited to hacking of systems or cell phones, violation of the MMA VPN policy, and cyber bullying) is prohibited.

13. CIVIL OFFENSES

Cadets implicated in any criminal/juvenile misconduct requiring civil intervention will be subject to dismissal.

14. CONDUCT PREJUDICIAL TO GOOD ORDER AND DISCIPLINE

Can be an offense not listed in this handbook that diminishes good order and discipline within the corps of cadets.

15. CONDUCT UNBECOMING

Behaving in a scandalous, infamous manner and can be considered to bring discredit to the corps of cadets or the good name and reputation of the Academy may be subject to suspension or dismissal.

16. VANDALISM/ PROPERTY DAMAGE

Any cadet committing an act of vandalism and any damage to Academy property will be charged \$350 per vandalized item plus the cost of repair or replacement, loss of rank and position, and X-tours.

17. OFFENSES AND PENALTIES

- a. Minor violations of this handbook are referred to as Class C Offenses. Depending on the severity of the offense a cadet can receive a verbal or written “stick warning” or be awarded one to three tours.

- b. Major violations of this handbook are referred to as Class B Offenses. Depending on the severity of the offense a cadet can receive three to five tours.
- c. Serious violations of this handbook are referred to as Class A Offenses. Depending on the severity of the offense a cadet can receive five to ten tours. Repeat Class C and B violations will become Class A violations.

d. CLASS A OFFENSES (SERIOUS VIOLATIONS)

- 1) All Class B Offenses + “Repeated” or “Chronic”
- 2) Leaving campus without authorization
- 3) Disrespect
- 4) Fighting (1st offense striking with closed fist to the head / probation)
- 5) Self-mutilation
- 6) Tobacco/e-cigarettes/vaping (use or possession)
- 7) Any drug violation
- 8) Drug contraband
- 9) Fighting repeatedly (possible dismissal, X-tours)
- 10) Violating MMA VPN policy/ protocols
- 11) Ejected from class
- 12) Any misuse of social media that brings discredit to MMA
- 13) Unauthorized entry into another cadet’s room
- 14) Wearing civilian clothes off campus
- 15) Unsafe act
- 16) Room combination violation/use of another cadet’s combination
- 17) Pornography
- 18) Destruction/defacement of personal or school property
- 19) Wearing unauthorized awards and decorations on uniform or letter jacket - Honor Violation
- 20) False Accusations or False Official Statement (FOS)
- 21) Bullying/Hazing
- 22) Hate Speech

e. CLASS B OFFENSES (MAJOR VIOLATIONS)

- 1) All Class C Offenses + “Repeated” or “Chronic”
- 2) Failure to read and follow the Plan of the Day (POD)
- 3) Absent or extremely late (requiring faculty to seek cadet’s whereabouts)
- 4) Breaking barracks/up after taps without authorization
- 5) Disorderly conduct
- 6) Aggressive behavior/ provoking a fight
- 7) Arguing/backtalk
- 8) Cell Phone Violation
- 9) Unauthorized haircut or altered color
- 10) Excess cadets in barracks room
- 11) Poor personal hygiene
- 12) Quiet time violation (noise, horseplay, door closed, etc.)
- 13) Breach of tradition
- 14) Room not prepared
- 15) Out of uniform

f. CLASS C OFFENSES (MINOR VIOLATIONS)

- 1) Improper procedure
- 2) Incorrect report
- 3) Late to duty, formation, squad call, check in, etc. (1 tour per minute not to exceed 5)
- 4) Failure to turn in laundry error
- 5) Littering study hall, campus, etc.
- 6) Loud radio/stereo – WARNED (tours and/or confiscation of equipment)
- 7) Not following instructions (NFI)
- 8) Poor judgment
- 9) Poor table manners
- 10) Property adrift
- 11) Lack of effort
- 12) Excess checks at inspection (5 or more)/Room not prepared
- 13) Fellowship violation (purposely being unkind to another)
- 14) Missed meds
- 15) Poor/inappropriate language/profanity

- 16) Abuse of privilege
- 17) Disorder in mess, residence hall, drill, etc.
- 18) Lock box unlocked door open
- 19) Name calling/making fun of another cadet
- 20) Off bounds
- 21) Poor military bearing/courtesy /attitude/setting poor example
- 22) Spitting/gross behavior
- 23) Absent barracks formation, squad call, haircut
- 24) Disobeying Definite Instruction (DDI)
- 25) Failure to check out /in
- 26) Neglect of duty
- 27) Wearing of tongue/earrings, wristbands, or jewelry (other than MMA class ring)
- 28) English only violation
- 29) Unauthorized items
- 30) Study hall violation
- 31) Lack of military courtesy
- 32) Public displays of affection (PDA)

18. COMMENDATORY ACTIONS and DISCIPLINARY ACTIONS

All cadet leaders have the responsibility and authority to administer commendatory and disciplinary actions to cadets. Cadet leaders are encouraged to recognize those individuals who consistently meet and surpass MMA standards of appearance and conduct with positive recognition. Cadet leaders are also responsible for taking the appropriate and necessary disciplinary actions(s) against those cadets who fail to meet the corps standards and/or fail to adhere to MMA rules and regulations. Commanders, in accordance with their level of authority, have the following administrative actions at their disposal. The “art” of command is in choosing the appropriate course of action based on the circumstances:

a. Commendatory Actions

- 1) A favorable counseling statement.
- 2) A letter of commendation or recommendation.
- 3) A certificate of achievement, performance, and service.
- 4) Selection to represent MMA at on and off campus activities.

- 5) Other favorable actions to enhance the quality of life as authorized by the chain of command.
- 6) Recommendation of tour credits for outstanding performance.
- 7) Recommend meritorious promotion.

b. Disciplinary Actions, Warnings, and Explanation of Corrective Action

1) On the spot-corrections

- a) Push-ups: It is a principle of leadership that a leader will not ask a subordinate to do something the leader is either unable or unwilling to do. A cadet leader who directs a cadet to perform push-ups or any other form of incentive training will demonstrate that he can perform the same number of exercises that he tasks the offending cadet to achieve at the same time. Push-ups may be given for minor infractions (Class C Offenses), such as appearance deficiencies, looking around or talking in ranks, hands in pocket, wearing cap incorrectly, not saluting, etc. Push-ups must be executed correctly and in compliance with the below stated conditions. Any lesser number or all push-ups up to the authorized limit may be given. When a cadet leader makes the decision to administer push-ups, the leader must “make the number fit the offense,” and be reasonable with the number. Once given, the push-ups are intended to be punishment; and therefore, a stick is not written on the offense.
 - i. Who can receive: All cadets
 - ii. Who can administer: Any officer, senior NCO, or squad leader. If not in the chain of command, the cadet leader must inform a member of the chain of command at the earliest opportunity of the punishment imposed and executed.
 - iii. Number of push-ups: The number of push-ups that can be given to a cadet cannot exceed the prescribed limit. The maximum number of push-ups to be administered in a 30 minute period is listed below.

Cadet Grade Level	Maroon Phase	After Gold Phase
7 th - 8 th	5	10
9 th - 10 th	10	20
11 th -12 th	15	25

- b) Verbal warning and explanation of corrective action to be taken.
- c) Written reprimand.
- d) Tours

2) Facing the Wall

- a) Facing the wall is a form of time-out used to isolate a cadet who has lost control of himself to the point where he is making poor choices that negatively affect him and others, intended to give time to calm down and consider alternative behaviors.
- b) No more than 10 minutes will be spent facing the wall.
- c) Initiated by a cadet leader, faculty, or staff member and is not used to remove tours.
- d) No cadet is allowed to place their hands on another cadet unless to make minor corrections involving a uniform item or make minor instructional corrections during stationary drill practice.

c. **Tours and Deportment Grades**

Cadets are assessed tours for violations of the MMA regulations. At the end of the grading period cadets will be issued a letter grade reflecting his individual conduct for the period.

1) **Tours**

- a) Tours will be assessed based on the type of violation and will carry forward from academic grading period to grading period with a final grade for the semester.
- b) Notification of tours received is sent electronically to the cadet's email, allowing 24 hours to appeal.
- c) Should a cadet depart MMA and subsequently reapplies for admission during the same academic year, all outstanding tours will carry forward.
- d) Cadets will not be allowed to work off tours between the hours of 2200 to 0600 except when authorized by the commandant.

2) **Deportment Grades**

- a) These grades characterize a cadet's behavior, self-discipline, respect for authority, adherence to established standards, character development, and the ability to lead by example.
- b) They reflect a cadet's ability to properly function within a structured environment, manage their time, avoid high risk behavior, and accept accountability for their personal actions.
- c) A cadet is in good standing for deportment as long as he maintains a "C" or higher.
- d) Deportment grades do not affect GPA.
- e) Special note: Deportment grade of D or F will result in loss of rank and leadership position.

GRADE	MARKING PERIOD	SEMESTER
A	0-12	0-24
B	13-24	25-49
C	25-50	50-70
D	51-70	71-79
F	71+	120+

3) Improving a Cadet's Conduct Grade (Merits)

- a) The easiest way to avoid tours is to read, understand, and follow the guidance in this handbook.
 - b) Cadets may earn up to five merits per week for performing tasks and assisting CLAs, staff, faculty, or coaches, as approved by the commandant.
 - c) No more than five merits can be earned per week. One merit will equal one tour.
 - d) Merits do not transfer from one semester to another.
- 4) Tour Squad:** Scheduled duty that allows a cadet to work off tours.
- a) Cadets will wear the uniform of the day unless otherwise prescribed by the supervisor.
 - b) Cadets will serve tours at a rate of 4 per hour for good performance. The total number of tours served may be more or less than 4 per hour depending on the cadet's attitude and conduct.

- c) Tour squad will be conducted in accordance with the POD.
- 5) Tours Affecting Commencement week/Graduation**
- a) Cadets will not be allowed to participate in the end of year corps field trip, Commencement or Final Formation if they have outstanding tours that have not been worked off.
- b) Cadets dismissed or suspended any time prior to the start of Commencement or Final Formation will not be eligible to participate.
- c) Any cadet who has committed serious or critical offenses prior to the start of Commencement or Final Formation will not be eligible to participate.
- d) All cadets must participate in all Commencement week activities in order to participate in Commencement and Final Formation.
- 6) Weekend Room Restriction**
- a) The purpose of weekend room restriction is to allow a cadet the opportunity to reflect on his behavior and performance. This restriction is used as a tool to enforce good behavior and conduct in lieu of being placed on X-tours or ISS.
- b) Cadets may be placed on weekend room restriction at the discretion of the commandant.
- c) Room restriction will begin on Friday evening and end on Sunday evening just prior to Vespers.
- d) While on room restriction, cadets will lose all electronic privileges, participate in tour squad sessions, and reflect on how best to improve their performance.
- 7) X-Tours**
- a) The purpose of applying X-tours is to withhold free time until the offending cadet has paid enough amends for adverse behavior and/or his personal discipline has improved by evidence of a change in behavior.
- b) Cadets may be placed on X-tours status at the discretion of the commandant or has accumulated an excess of 60 tours.
- c) Cadets on X-tours will abide by the following:

- 1) Must wear maroon shoulder boards.
- 2) Will be given a maroon phase haircut.
- 3) Confined to campus.
- 4) Confined to quarters (CQ) during all barracks/company free time.
- 5) Loss of canteen privileges.
- 6) Loss of electronic privileges to include loss of cell phone privileges.
- 7) Possible reduction in rank.
- 8) Awarded tour squad assignments.

d. Cadet Suitability Board

- 1) Occasionally, a cadet experiences significant adjustment problems in adherence to MMA rules and regulations. In this case, a Cadet Suitability Board will be set up to determine what “issues and challenges” the cadet is experiencing, the reasons for those challenges, and what assets can be brought to bear to help the cadet overcome the “challenges,” adjust to the environment, and pursue success.
- 2) The suitability board is made up of a multi-disciplinary team who are senior officials, chaired by the commandant.
- 3) Their goal is to assess the appropriateness of MMA as an educational environment and to determine whether the cadet is suitable for continued enrollment at this military school.
- 4) After reviewing all the evidence available, the commandant makes a recommendation to the president. This could include referral for evaluation, plans for intervention, increased support services, opportunity for parents to withdraw, or disenrollment.

e. Suspension

- 1) Suspensions are designed to be very serious warning to both the cadet and their parents that a cadet is close to dismissal.
- 2) The appealing authority for all suspensions is the academy president.
- 3) Suspensions may be either in or out of school and not to exceed seven days.

- 4) Cadets who have been placed on suspension will be placed on X-tour status for 30 days along with probation for the balance of the school year. The commandant may reduce the X-tour and probation status depending on the behavior and performance of the cadet in question.
- 5) A suspended cadet will be placed on probation for the balance of the year and execute their assigned punishment.
- 6) A daily ISS supervision fee will be assessed for the direct supervision of cadets while on ISS.

f. In-School Suspension (ISS)

1) Procedures

- a) All cadets must be counted present and accounted for when entering the designated ISS classroom or location.
- b) The dress code in the cadet code of conduct will be strictly enforced in the ISS classroom.
- c) The uniform of the day for ISS cadets will be established by the commandant and published in the POD.
- d) All cadets must be seated separately and facing away from one another to the degree the room permits.
- e) Only school related materials are allowed in the ISS classroom/location.
- f) Personal grooming of any type will not be permitted.
- g) Chairs/desks are not to be moved in the ISS classroom. Leaning back in a chair will not be tolerated.
- h) Cadets requiring medication will be allowed to go to the med line first thing in the morning, at noon, and after school hours. Outside of those times, cadets will go to the nurse for emergencies only, after verification has been made with authorization of the ISS barracks or classroom supervisor.
- i) Cadets may have computers with them for use of online textbooks or Google Classroom only (if the computer is used incorrectly at all it will be taken and hard copy work will be completed).
- j) Cadets are to take all their textbooks with them each day to the ISS location as well as when leaving the ISS location.

- k) The cadets will return the assignments completed in ISS to their ISS classroom supervisor who will hand them in at the academic office to be given to teachers and graded.
- l) Each cadet's desk area must be clean prior to leaving the ISS classroom or study area.
- m) Breakfast and lunch will be provided to the cadets in the ISS classroom or barracks by a member of the commandant's staff.
- n) Restroom breaks will be given on an individual basis and monitored by the ISS teacher or staff member.

2) Rules for Cadets

- a) When assigned to ISS, the cadets academic day will be begin at the same times posted in the POD.
- b) The ISS teacher/staff member will take attendance and cadets will begin work immediately on their assignments during published class time periods.
- c) Cadets must follow all directions given to them.
- d) Cadets must bring their textbooks and materials when reporting to ISS.
- e) Cadets must write their first and last name, the teacher's name, the subject name, include the date on each page of each completed assignment, and write the statement "On my honor" on each assignment.
- f) Cadets are to complete all assignments with quality work. When solving math problems, cadets must show all work.
- g) After completing all current assignments, cadets are to work on homework or make-up work. If they have completed all of this, they may write the ISS Essay (five paragraphs) on the following topic: "If I reflect on qualities that I want to have as an adult, what parts of my current character must be worked on and why?" If cadets are done with this, they may; read the Cadet Handbook, a library book, a textbook or write definitions of words they do not know from the dictionary or from the back of one of their textbooks.

- h) Cadets are not to attempt to communicate with other cadets. This includes the passing of notes, talking, any type of sign language, gestures, holding up notes or signs and no electronic communication.
 - i) Cadets are not to attempt to sleep: no heads on desk, slouching in seats, leaning on walls or closing of eyes.
 - j) Cadets are to keep their heads up, feet on the floor, and face the front of the desks or study carrels.
 - k) Cadets are to have nothing in their mouths.
 - l) Cadets are to raise their hands and wait for the ISS teacher/CLA to come to them, or give them permission to speak.
 - m) Cadets must be respectful to persons and property in the ISS classroom/barracks.
 - n) During a severe weather drill, fire drill or emergency, cadets will remain in the ISS classroom/barracks, and will be instructed as to what to do by the ISS teacher or staff member.
 - o) Completing all assignments and demonstrating good behavior will be cadets' ticket "out" of ISS after having served their allotted time.
 - p) Failure to maintain proper conduct and complete all assignments will result in a referral back to the commandant with the possibility of additional days of ISS, OSS, or other appropriate disciplinary action.
- 3) Military Duty (Commandant)
Cadets are to complete the following at the instruction of the commandant and/or his staff:
- a) Attend morning PT
 - b) Stand guard in prominent campus locations during the day in full dress or summer dress uniform. The uniform and location for guard duty will be appropriate to the climate.
 - c) Clean horse stalls and do other chores as assigned.
 - d) Complete chores as assigned by dining hall manager to include: remove all garbage from dining hall to dumpsters, clean dining hall tables, sweep and mop dining hall floors.

- e) Swab bathroom decks and clean sinks in Barnard Hall in the evening.
 - f) Perform cleanup details on campus and along Grand Street, Promenade, and Pollock Rd.
 - g) Complete any other tasks as assigned and supervised by the commandant office.
- 4) Extracurricular Activities
- a) While serving ISS a cadet is still a member of their respective sport team or music group, and as such, will be required to attend and participate in practices every day they are in ISS.
 - b) The cadet will not be allowed to compete in any athletic or academic contests. This decision may be waived by the commandant of cadets after consulting the director of athletics and/or the academic dean, if it is determined that the cadet's absence from competition would result in MMA forfeiting the contest.
- 5) Loss of Privileges
- a) The cadet is restricted to campus and may receive no visitors other than parents or guardian.
 - b) The cadet will be moved to a designated isolation barracks and assigned a cot in the game room for the duration of his suspension. He will have a computer in order to complete on line homework via Google Classroom but he will lose all other digital or electronic privileges.
 - c) Cadets are not permitted to leave their assigned ISS restriction area unless they have authorization by the ISS teacher or CLA.
 - d) Meals will be taken separate from the corps of cadets.
 - e) The cadet will have no phone access, unless permission is granted by the commandant.
 - f) Should a suspension overlap a furlough, the cadet will resume his suspension after the completion of furlough.
 - g) Wi-Fi will be turned off in the ISS barracks at the end of the last scheduled class of the day and on weekends.
 - h) Reveille will be at 0530; lights out will be at 2100.

- i) Cadets assigned to ISS will require the following items and nothing more:
- Personal linen (MMA issued blanket, two sheets, pillow, and pillow case)
 - Shaving kit
 - School assigned books, book bag, and laptop
 - Winter and summer athletic uniforms
 - Laundry bag
 - Assigned garrison or dress uniforms
 - Black leather shoes and shine kit
- 6) Tours and Probation
- a) Upon completion of the ISS period, cadets will remain on X-tours for 30 days or as otherwise determined by the commandant.
- b) If the cadets' offense is drug related, cadets will be required to complete six counseling sessions with the school approved counselor at the expense of the parents. The cadet must agree to remain drug and alcohol free for the remainder of the school year. He will also be subject to monthly alcohol and drug screening tests at the expense of the parent or legal guardian.
- c) Cadets who complete ISS are on probation for the remainder of the school year. With exemplary behavior, cadets will be removed from probationary status by the commandant.
- 7) Day Cadets
- a) Day cadets on ISS will be assigned a single cot in the game room of ISS Barracks and will receive additional meals at the parent's expense on weekends. Computer use will be limited to the use of online textbooks or Google Classroom. No radio or other digital or communication devices will be permitted, to include no cell phone access, without expressed permission of the commandant.
- b) Day cadets will be required to fulfill their suspension requirements during weekends on campus and ISS classroom during the academic day.
- c) The daily routine may vary at the discretion of the commandant.

g. Out-of-School Suspension (OSS)

- a) OSS is an extraordinary action taken by the commandant to physically remove a cadet from the corps of cadets for a specific period of time due to the nature and circumstances surrounding the disciplinary infraction.
- b) This time away from the corps is meant to be a time of parental and/or professional counseling, remediation, and reflection to improve a cadet's behavior, and help him to become a successful member of the corps of cadets.
- c) OSS cadets are still required to complete all course work during their absence which will be located on Google Classroom for each assigned course.
- d) OSS cadets will take their school issued laptops home to use to complete their coursework.

h. Withdrawal/Withdrawal in Lieu of Dismissal/Dismissal

- 1) Parents may choose to withdraw their cadet at any time.
- 2) When all other efforts to discipline a cadet have failed, parents will be given the option to withdraw their cadet in lieu of dismissal. If parents refuse this option, the cadet will be dismissed.
- 3) Withdrawn cadets will be given credit for the work done up to the date of their withdrawal or dismissal.
- 4) The registrar will "roll-up" their grades into an average up to the point of dismissal/withdrawal and forward them in transcript form when requested by a receiving school, once it is verified that the cadet account is current with all bills paid.

19. DUE PROCESS: A cadet has the right to administrative "due process" in matters of a disciplinary nature. Due process allows an individual the right to appeal to a higher authority by following his chain of command, if he believes the decision of an issue at any level was not just. The president is the final authority in all matters on the campus.

20. TOURS AFFECTING COMMENCEMENT WEEK/GRADUATION

- e) Cadets will not be allowed to participate in the end of year corps field trip, Commencement or Final Formation if they have outstanding tours that have not been worked off.
- f) Cadets dismissed or suspended any time prior to the start of Commencement or Final Formation will not be eligible to participate.
- g) Any cadet who has committed serious or critical offenses prior to the start of Commencement or Final Formation will not be eligible to participate.
- h) All cadets must participate in all Commencement week activities in order to participate in Commencement and Final Formation.

21. MMA DUTY of CARE for CADETS

- a. Purpose:** Every cadet at Missouri Military Academy is entitled to an equitable application of the standards guiding cadet life at MMA. MMA is committed to high standards of ethical, moral, and legal conduct in its corps of cadets, and among its staff, and faculty. In line with this commitment and our commitment to open communication, this policy aims to provide an avenue for cadets to raise concerns and reassurance that they will be protected from reprisals or victimization for making claims of unfair/unjust treatment or actions.
- b. Policy:** This policy is intended to cover protections for cadets who raise concerns regarding actions of other MMA cadets, staff, or faculty. Such concerns or serious breaches of conduct include:
 - 1) Bullying/Hazing
 - 2) Inappropriate behavior or conduct such as sexual harassment or assault
 - 3) Violations of MMA's Non-Discrimination Policy
 - 4) Activities that are not in line with MMA's Code of Conduct
 - 5) Illegal or unethical activities
- c. Safeguards**
 - 1) Harassment, Victimization and Retaliation – Harassment, victimization or retaliation for reporting concerns under this policy will not be tolerated at any level.
 - 2) Confidentiality – Every effort will be made to treat the complainant's

identity with appropriate regard for confidentiality.

- 3) Anonymous Allegations – This policy is designed to encourage cadets to put their names to allegations because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Concerns expressed anonymously will be explored appropriately, but consideration will be given to:
 - a) The seriousness of the issue raised.
 - b) The credibility of the concern.
 - c) The likelihood of confirming the allegation from other appropriate sources.
- 4) Bad Faith Allegations – Baseless allegations are allegations which are made without substantiation, in bad faith, or with reckless disregard for their truth or falsity. Cadets making such allegations may be subject to disciplinary action by MMA up to and including dismissal.

i) **Procedures**

- 1) Process for Raising a Concern/Violation
 - a) If a cadet believes that he has been egregiously mishandled, has had his rights violated, or has experienced other serious action imposed on him from other cadets, staff, or faculty, he should report the incident as soon as possible.
 - b) Serious incidents or concerns should be immediately raised to the company leadership advisor (CLA) on duty or to another adult.
 - c) Cadets can utilize personal meetings, MMA email or the Academy's **TXTABOUTIT** system to report incidents. The **TXTABOUTIT** is a third-party mediated text service that allows cadets to anonymously contact select staff and faculty to discuss concerns or report incidents. In case of emergency, anonymity can be reversed.
 - d) Any of the following methods may be utilized to report a concern or violation:
 - i. Report to any company leadership advisor.
 - ii. Contact the commandant or deputy commandant.
 - iii. Contact the chaplain.
 - iv. Contact any trusted faculty or staff member.

- v. Contact medical staff in the MMA Cadet Health Center.
 - vi. Contact an athletic coach.
- 2) How the Report of Concern Will Be Handled - The action taken by MMA in response to a report of concern under this policy will depend on the nature of the concern.
- a) Initial Inquires: Initial inquires received by any cadet, staff, or faculty must be brought to the commandant, who will determine whether an investigation is appropriate and in what form. Some concerns may be resolved without the need for an investigation.
 - b) Further Information: Concerns that require further investigations will depend on the nature of the issue and the clarity of information provided. A primary investigator will be assigned to gather information and report the findings. The commandant will oversee the investigation and preparation of the results and recommendations.
 - c) Resolution: Results of an investigation will be provided to the commandant for decision and actions. All investigations, informal or formal will be logged and maintained in the commandant's department.

j) Retaliation

- 1) MMA does not tolerate retaliation against cadets who make good-faith reports pursuant to MMA's Duty of Care for Cadets Policy.
- 2) Complaints will be handled with sensitivity, discretion, and confidentiality to the extent allowed by the circumstances and the law.
- 3) A cadet complaint will only be shared with those who have a need to know. Any cadet who believes he has experienced retaliation in violation of this policy should notify his CLA, the commandant, or the academic dean.

k) Cadet Appeals Process

- 1) Any cadet who feels that an injustice has occurred may address the issue in writing through the cadet chain of command. All appeals will be adjudicated within 48 hours.
- 2) The cadet chain of command is as follows:

- platoon leader
 - company commander
 - command sergeant major of cadets
 - commandant of cadets
- 3) For academic issues, the academic dean will be included. Letters will be forwarded through the commandant of cadets and the academic dean for redress of academic injustice.

Chapter 10 INTERIOR GUARD

1. The MMA Interior Guard will consist of one designated cadet officer of the day, one barracks chief, and three floor security watches per a given shift. The cadet officer of the day is directly responsible to the commandant for the performance of all assigned guard duties relative to security, discipline, order, control and accountability.
2. The cadet battalion S-1 with guidance from the battalion commander will publish a weekly guard schedule that will be posted to the read boards in each barracks. The schedule will cover all general leave periods. Guard duty periods should not exceed more than four hours per shift.
 - Fridays 1800-2100
 - Saturdays 1300-1900
 - Sundays 1400-1700
3. During non-general leave periods, the company first sergeant will publish a weekly floor security watch schedule from 1900-2200. These schedules will be posted on each barracks read board. Cadets assigned to guided study hall will be exempt from floor security watch duties during the hours of study hall.
4. First sergeants will also include a watch during Sunday church services from 0800-1300.
5. The officers of the day, barracks chiefs, floor security watches, and all

cadet officers and non-commissioned officer will maintain order and ensure all rules and regulations published in this handbook are obeyed and respected by each cadet. Failure to do so will result in loss of rank and position.

6. General Orders

- a.** Prior to assuming their guard duties, members of the guard will read the duties outlined in this handbook.
- b.** The guard will be responsible for the cleanliness of all common areas in the resident halls (entrances to the barracks, foyers, barracks floors, hallways, game rooms, TV rooms, latrines, etc.) and the accountability of all the barracks equipment/property.
- c.** Proper military courtesy will be rendered to all members of the faculty and others entitled to military courtesies by folding arms across chest while seated at attention. If standing, come to position of attention and report your post.
- d.** The uniform of the day will be worn at all times. While on guard, you will wear the appropriate service cap at all times.
- e.** Shoes and brass will NOT be shined while on duty unless approved by a CLA.
- f.** During study hall periods, members of the guard may do homework while at their post.
- g.** Members of the guard are not authorized to listen to music, watch videos, play gaming devices or communicate via cell phone.
- h.** Members of the guard will remain at their designated post except when absent on official duty or excused by the commandant.
- i.** Use of the intercom is limited to members of the guard for official business only.
- j.** Immediately report any suspicious activity or conduct to the CLA.

7. Special Orders

- a. Officer of the Day** (Staff Sergeant through Major)
 - 1) Supervise all formations.
 - 2) Maintain the officer of the day log and review log entries made by the barracks chiefs.

- 3) Complete all duties assigned by the CLA.
- 4) Ensure the barracks chiefs and floor security watches are posted and know their responsibilities.
- 5) Ensure the Color Guard retires the colors on time.
- 6) Ensure all barracks are clean and in a good state of police.
- 7) Ensure all outside areas on front campus are in a good state of police.
- 8) Patrol the floors of all barracks to ensure good order and discipline is maintained.
- 9) Report any maintenance issues to the appropriate CLA.
- 10) Ensure cadets stay out of areas designated as off limits.
- 11) Assist the CLAs in ensuring all cadets authorized general leave meet the following requirements:
 - a) Have signed out
 - b) Have a battle buddy
 - c) Are in the proper uniform
 - d) Are in good standing

b. Barracks Chief (Sergeants through Captain): Assist the officer of the day in his duties.

- 1) Responsible for the strict enforcement of all regulations in his residential hall and accountability of his floor security watches.
- 2) Maintain a barracks chiefs' log.
- 3) Complete all duties assigned by the CLAs.
- 4) Ensure all floor security watches are posted and know their responsibilities.
- 5) Ensure all floors are clean and in a good state of police.
- 6) Ensure all outside areas are in a good state of police.
- 7) Patrol all floors to ensure good order and discipline is maintained.
- 8) Report any maintenance issues to CLA.
- 9) Ensure cadets stay out of areas designated as off limits.
- 10) Ensure cadets are not on floors or in rooms without authorization or proper permits.
- 11) Responsible for securing the recreation/TV rooms in the evening
- 12) Assist the CLAs in ensuring all cadets authorized general leave meet the following requirements:

- a) Sign out
 - b) Have a battle buddy
 - c) Are in the proper uniform
 - d) Are in good standing
- c. Floor Security Watches** (Private through Corporal)
- 1) Assist the CLAs, officers of the day, and barracks chief when required.
 - 2) Ensure his floor is clean and in a good state of police at all times.
 - 3) Ensure no cadet enters his hall without proper authorization or permit. If anyone is found in the residential hall, enters the building or attempts to enter the building, the barracks watch will immediately report this to his barracks chief or CLA.
 - 4) The floor security watch will not listen to audio systems for any kind or watch TV/video while on duty. He will remain alert and on post (floor desk).

Chapter 11 UNIFORM REGULATIONS



1889 Summer Commanding Officer
Parade



1889 Winter Commanding Officer
Parade



1889 Summer Officer Parade



1889 Winter Officer Parade



1889 Summer Cadet Parade



Winter Cadet Parade



Drum Major Parade



Officer Dress
Summer



Officer Dress
Winter



Cadet Dress



Cadet Dress

Summer

Winter



Modified Summer Dress

Modified Winter Dress

(Officer and Enlisted)



Garrison
Summer



Garrison
winter



Summer Athletics



Winter Athletics



Wind Suit



Operational Camouflage Pattern



Travel Uniform

1. DESIGNATION of UNIFORMS

- a. **1889 Uniforms**; only authorized for members of the band (marching, bag pipers, or jazz) and Fusileer drill team during performances and sanctioned competitions.
- b. **Drum Major Parade**; authorized to be worn by the Drum Major of the Corps of Cadets during performances.
- c. **Officer Dress (summer or winter)**; seasonal uniform worn for formal occasions and during Sunday religious services and Vespers. White trousers will be worn during summer events; blue garrison trouser will be worn during winter events. During formal occasions a bow tie may be worn if directed by the commandant. Cadet Officers with the rank of major or higher will wear the white barracks cover. All others will wear the blue barracks cover. All authorized ribbons, badges, medals and name tag will be displayed on this uniform. Black crew length socks and highly shined black leathers will be worn.
- d. **Cadet Dress (summer or winter)**; seasonal uniform worn for formal occasions and during Sunday religious services and Vespers. White trousers will be worn during summer events; blue garrison trouser will be worn during winter events. During formal dinners a bow tie may be worn if designated by the commandant. Enlisted cadets will wear the blue barracks cover. All authorized ribbons, badges, medals, white waist belt, and name tag will be displayed on this uniform. Black crew length socks and highly shined black leathers will be worn.
- e. **Modified Dress Uniform (winter or summer)**; seasonal uniform worn for special occasions when directed by the commandant. Long sleeve shirt and tie will be worn during winter events and the short sleeve shirt will be worn during summer events. Cadets will wear the blue garrison trouser for both winter and summer events. All authorized ribbons, badges, personal decorations and name tag will be displayed on this uniform. Medals will not be displayed. Cadet Officers with the rank of major or higher will wear the white barracks cover. All others will wear the blue barracks cover. Black crew length socks and highly shined black leathers will be worn. When directed, cadets may wear either the tanker or letterman jacket with this uniform.
- f. **Garrison Uniform (winter or summer)**; seasonal uniform worn for

routine occasions when directed by the commandant. Long sleeve shirt and black tie will be worn during winter events and the short sleeve shirt will be worn during summer events. White trousers will be worn during summer events; blue garrison trouser will be worn during winter events. Cadets will not display ribbons with this uniform. Only the personal name tag, private star, maroon bar or soldiers bar may be worn. The soft blue garrison cap is the only authorized head gear to be worn with this uniform. Black crew length socks and highly shined black leathers will be worn. When directed, cadets may wear either the tanker or letterman jacket with this uniform. When not being worn, the garrison cap will be tucked in the left side between the 1st and 2nd belt loop with the emblem will be facing down.

- g. Summer Athletics Uniform;** seasonal uniform worn for physical training events. The only items authorized for wear is the white MMA tee-shirt, maroon physical training shorts, white athletic socks, and running shoes. When directed by the commandant, the company issued color tee-shirt may be worn in place of the white MMA tee-shirt. This uniform may be worn with the athletic wind suit when directed by the commandant.
- h. Winter Athletic Uniform;** seasonal uniform worn for physical training events. The only items authorized for wear is the MMA maroon sweat shirt (no-hoodie), maroon sweat pants, white athletic socks, and running shoes. When directed, cadets will wear the black stocking cap and black issued cotton gloves. This uniform may be worn with the athletic wind suit when directed by the commandant.
- i. Wind Suit;** athletic warm-up suit that can be worn over the summer or winter athletic uniforms. In addition, the wind suit jacket can be used to complement the travel uniform (khaki trousers and maroon polo shirt) while on school-sponsored trips when authorized by the commandant. When directed, cadets may wear the MMA baseball cap.
- j. Operational Camouflage Pattern (OCP):** field uniform that can be worn during winter and summer events. Authorized items for wear are the camouflage trouser, jacket, cap and brown field boots issued by the military department or the quartermaster. When directed, cadets will wear the issued OCP fleece sweater, brown stocking cap, and black cotton gloves. Military and school shoulder and name patches will be worn in accordance

with Army JROTC requirements.

- k. Travel Uniform:** worn during authorized school sponsored trips and Authorized furlough travel. Authorized items for wear are the issued MMA short sleeve polo shirt (maroon), khaki trousers, black belt, black crew length socks, and clean running/leather dress shoes. This uniform is not authorized for general leave. The MMA issued baseball cap is optional and will be worn in the same manner as any other uniform cap. When designated cadets may wear the MMA wind suit jacket with the travel uniform.

2. MMA LETTER JACKET

- a.** MMA letter jacket and patches must be purchased through the MMA Quartermaster.
- b.** Team captains may wear a medal star insignia.
- c.** Service stripes, not to exceed four, may be worn on the left sleeve to indicate number of years that a cadet has earned a full varsity letter at MMA.
- d.** Medal insignias may be worn to show participation in different sports.
- e.** No nicknames may be worn on the jacket.
- f.** The “M” is worn on the left front side of the jacket. The official MMA patch may be worn on the jacket. Only one letter may be worn on a jacket.
- g.** All letters, pins, and patches must be authorized by the athletic director.
- h.** All letters, pins and patches worn on the MMA letterman’s jacket must be earned at Missouri Military Academy.
- i.** When the letter jacket is worn, the complete uniform except garrison or dress jacket must be worn.
- j.** Letterman jackets may be worn anytime the tanker jacket is authorized, unless otherwise ordered by the commandant.
- k.** Varsity letters from other high schools do not transfer into an MMA letter.

3. WEARING the UNIFORM

- a.** From reveille until taps all cadets will be properly dressed in the uniform of the day. The uniform of the day will be worn at morning and evening

formation.

- b.** MMA backpacks are the only authorized backpack and are available in the MMA Quartermaster Store. Backpacks brought from home will not be authorized for use by cadets.
- c.** Uniforms with excessive wear and/or in disrepair are not to be worn and will be confiscated if worn.
- d.** Properly dressed is defined as fully dressed in the uniform of the day with buttons fastened, shoes shined, and tied tie in, etc.
- e.** Medals and ribbons obtained as a middle school cadet are not authorized to be worn by high school cadets, unless those awards or ribbons were obtained from an all-school event/activity.
- f.** Medals and awards from other schools may not be worn on the MMA uniform, except for the Eagle Scout medal and documented JROTC medals.
- g.** Cadets are not permitted to wear exposed jewelry, tongue rings, bracelets or any other jewelry not approved by the Commandant.
- h.** Borrowed uniforms and non-regulation articles are not to be worn.
- i.** Ties will be worn tucked in between the second and third fourth buttons (starting at the collar button).
- j.** Flight jackets will be worn with the zipper at least three-fourths of the way up.
- k.** Only black gloves will be worn with flight jacket or letterman jacket.
- l.** Garrison uniform will be worn on general leave.
- m.** Unless directed by the commandant, the travel uniform will be worn when traveling domestically and internationally.
- n.** Athletic Jackets and Flight Jackets are not to be worn in classrooms in the academic building.
- o.** No part of the uniform will be worn for athletics or play.
- p.** No uniform parts will be mixed, except that an MMA letter jacket may be worn with the uniform when authorized.
- q.** The garrison cap will be worn centered on the head so that the long axis runs front to back and is two fingers above the bridge of the nose.
- r.** The service cap will be worn squarely on the head, visor to the front, and head band horizontal.
- s.** The fleece cap will be worn with one fold and flush with the top of the head.

- t. Sweat pants and shorts will not be rolled at the legs or waistband for any reason.
- u. T-shirts, sweat pants, or other uniform items may not be cut or torn. The wind suit may not be used as pajamas. No athletic apparel, sweater, or jacket with another school's insignia may be worn or displayed on campus.
- v. Authorized awards and decorations worn above the right pocket on the garrison and class "B" uniforms (in order of wear) are: Soldier's Bar, JROTC Wreath and Star, JROTC Summer Camp pin, and the Superior Cadet Pin.
- w. National Honor Society pins, Ambassador pins, and Delta Phi pins may be worn over the left pocket of the dress blouse, winter garrison jacket and summer dress uniform shirt in order of wear from the bottom to the top by current members of those organizations.
- x. Additional or new accoutrements to be worn on uniforms must be approved by the commandant.
- y. Fourragere's are to be worn with one small loop under the arm and the knotted loop and other small loop outside the arm. The metal tip drapes in front over the upper pocket. Fourragere, authorized for wear, will be worn on the left side. Cords are to be worn under the shoulder on the right side.
- z. Current Fourrageres and Shoulder Cords authorized for wear:
 - a) Band Cord
 - b) Boy Scouts of America Cord
 - c) Drum Major Cord
 - d) Delta Phi Cord
 - e) Academic Fourragere
 - f) Fusileers Fourragere
 - g) Eagle Scout Fourragere
 - h) Color Guard Fourragere
 - i) NCO Fourragere
- aa. Only one fourragere or cord may be worn at a time.
- bb. Whistle chains must be purchased through the QM and are authorized to be worn by Sergeant First Class and above.
- cc. Pens will not be worn in shirt pocket.

- dd. A maximum of four arcs will be worn centered on the right breast pocket 1/8 inch apart from each other.
- ee. MMA Crossed rifle pins will be worn only by commissioned officers and will be worn centered on the notch of the lapel 5/8 inch below the notch.
- ff. U.S. ROTC pins will be worn only by commissioned officers and will be worn centered on the notch of the lapel 5/8 inch above the notch.
- gg. MMA disc, JROTC torch and Band lyre will be worn by enlisted cadets centered and 5/8 inch above the notch of the lapel.

4. RIBBONS and AWARDS

a. High School Awards (awarded throughout the year)

- 1) **Maroon Bar**- Awarded by the commandant at the end of each marking period for cadets who sustained no tours or other documented disciplinary issues. Successive awards merit a star to be worn on the Maroon Bar.
- 2) **Soldier's Bar**- Authorized and awarded by the commandant at the end of each marking period for outstanding military courtesy, neatness, bearing and attitude, and performance of duty at special Sunday Reviews. First year cadets will be eligible after completing their maroon phase and achieved cadet private rank. Cadets earning the Soldier's Bar for three consecutive months will receive the Soldier's Bar Permanent Award. The permanent award will remain as such as long as the cadet conducts himself according to Soldier's Bar standards.
- 3) **Academic Fourragere**- Authorized and awarded by the academic dean following marking periods for outstanding academic achievement.

b. Middle School Awards (awarded throughout the year)

- 1) **Scholarship Medal** - Awarded for a semester GPA of 3.7 or higher for the period.
- 2) **Athletics Medal**- Awarded to cadets lettering in three or more different sports, at least one of which must be an interscholastic sport, or lettering in two different sports of which both are interscholastic.
- 3) **Good Sportsmanship Ribbon** - Awarded to those who best exemplify good sportsmanship throughout an entire season, as recommended by

their coaches, and approved by the athletic director.

- 4) **Art and Band Ribbons**– Awarded on instructor’s recommendation for a full semester participation.
- 5) **Parade Ribbon** – Authorized by the commandant for participation in a school mandated parade. This award is not for review practices.
- 6) **Evensong Ribbon** – Awarded to selected cadets participating in the Evensong performance.

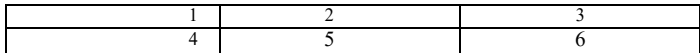
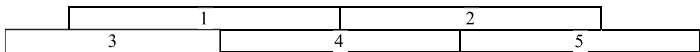
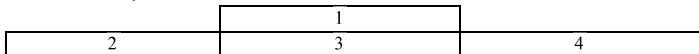
5. Arrangement of Ribbons and Awards

- a. Military ribbons take precedence over school ribbons. Not more than one of each type of medal or ribbon may be worn. Additional awards of the same medal or ribbon are to be displayed with the addition of a star for each additional award. When awards are won they have both a medal and a ribbon, both may not be worn at the same time. The ribbon is designed to replace the medal and it is inappropriate to wear both.
- b. All questions concerning ribbon and award arrangements are to be directed to the commandant.
- c. **JROTC ribbons** are to be arranged in the following order:
 - 1) Superior Cadet
 - 2) Association of the U.S. Army Ribbon
 - 3) Sons of the American Revolution
 - 4) Reserve Officers Association Ribbon
 - 5) Gold Medal Award of the P.M.O.S.U.S.
 - 6) Daughters of the American Revolution Medal
 - 7) American Legion JROTC Medal
 - 8) Commendation Ribbon
 - 9) LET Service Ribbon
 - 10) Summer Camp Participation Ribbon
 - 11) Drill Team Ribbon
 - 12) Color/Honor Guard Ribbon
 - 13) Rifle Team Ribbon (JROTC)
 - 14) Parade Ribbon
- d. **Missouri Military Academy Ribbons** are to be arranged as follows:
 - 1) General Clifton Cates Ribbon
 - 16) Band Ribbon

- | | |
|-------------------------------|-------------------------------|
| 2) Delta Phi Ribbon | 17) Chorus Ribbon |
| 3) Eagle Scout Ribbon | 18) Color Guard Ribbon |
| 4) Academic Fourragere Ribbon | 19) Drama Ribbon |
| 5) Maroon Bar Ribbon | 20) Journalism Ribbon |
| 6) M Club Ribbon | 21) Art Ribbon |
| 7) Fusileer National Ribbon | 22) Company Competition |
| 8) Fusileer Ribbon | 23) Auxiliary Patrol Ribbon |
| 9) FBLA State Ribbon | 24) Community Service Ribbon |
| 10) FBLA District Ribbon | 25) Good Sportsmanship Ribbon |
| | 26) Ambassador Ribbon |
| 11) Student Council Ribbon | 27) Vespers Reader Ribbon |
| 12) Cadet Council Ribbon | 28) Chapel Worker Ribbon |
| 13) Fine Arts Ribbon | 29) Evensong Reader Ribbon |
| 14) Math Ribbon | 30) Waiter Ribbon |
| 15) Foreign Language Ribbon | 31) Santa Claus Ribbon |

e. Ribbon Arrangement Diagram

Order and arrangement of medals: If more than one row of medals is worn, the additional rows are to be overlapped by the preceding rows in a manner that allows the medal to be seen, but only a minimum amount of the ribbon that holds it. The Marksmanship Medal that represents the highest level attained by that cadet may be worn.



6. CADET GROOMING STANDARDS

- a. MMA cadets must set and maintain the highest possible standards of smartness in uniform appearance. The military image reflected by attention to detail in wearing of the uniform is a key element in the public

image of the academy. When not in uniform, a proud cadet will still stand out. He will stand out in the crowd because, out of habit, he will exhibit the same neatness, cleanliness, immaculate grooming, erect posture, and feeling of pride and confidence that go with wearing the uniform. With pride comes esprit de corps, honor, and a good feeling for being a member of a first class team.

- b. Cadets are required to have a haircut every two weeks in the school's barber shop. A schedule for haircuts will be posted on the main bulletin board. Haircuts will take priority over all non-academic activities unless the cadet is excused by the commandant. Haircuts will not take place during academic class time.
- c. Cadets who miss their haircut schedule without authorization will receive a Maroon Phase haircut during their next visit to the barber.
- d. Cadets will be well groomed at all times and will abide by the following:
 - 1) **Non-seniors:** Required to have their hair cut in the style of military high and tight. Sides will be evenly graduated and shaved. No more than 1 inches of hair on top.
 - 2) **Seniors (in good standing):** Hair will be neat and closely trimmed. The hair may be clipped at the edges of the side and back and will be evenly graduated all the way around the head (blended or faded and not edged as an outline) from zero length at the hairline in the lower portion of the head to the upper portion of the head. Hair will not be over 2 inches in length fully extended on the upper portion of the head. The bulk of the hair shall not exceed approximately two inches. Bulk is defined as the distance that the mass of hair protrudes from the scalp when styled. The back and sides of the head below the hairline may be shaved to remove body hair. Sideburns will not extend below the top of the orifice of the ear. Sideburns will not be styled to taper, flare or come to a point. The length of an individual hair of the sideburn will not exceed 1/8 inch when fully extended.
 - a) Head hair will be styled so as not to interfere with the proper wearing of uniform headgear. Hair which protrudes from beneath properly worn headgear in an unsightly manner is considered excessive, regardless of length.
 - b) No cadet will be required to have his hair clipped to the scalp except

while he is undergoing new cadet training; is placed on X-Tours; has negligently missed his scheduled haircut appointment; or when such action is prescribed by our health center.

- e. Facial/Chest Hair: The face will be clean-shaven at all times unless medically cleared to do otherwise. Medical waivers requiring a cadet not to shave must be provided in writing from qualified medical authorities to the MMA clinic for review. Written notification must indicate that shaving is temporarily harmful to the individual's health. In these cases, the clinic will issue a temporary "shaving waiver."
- f. Mustaches/Chest Hair: Cadets will not be authorized to wear mustaches. Chest hair should not protrude in an unsightly manner above the collar of the visible undershirt when worn, or long sleeve dress shirt.
- g. Eyebrows: Excessive plucking or shaving of eyebrows is not authorized and considered eccentric. Such acts will result in the cadet being placed on X-Tours along with receiving a Maroon Phase haircut.
- h. Fingernails and toenails will be kept clean and neatly trimmed so as not to interfere with performance of duty, detract from military image or present a safety hazard. Fingernails shall not extend past the fingertips.

Chapter 12 ROOM AND RESIDENTIAL HALL REGULATIONS

1. RESIDENTIAL HALL STUDY PROCEDURES

- a. Roommates may study together if both are agreeable and their work together is not disruptive to others in adjacent rooms.
- b. Cadets may request tutoring or other assistance from National Honor Society members or Delta Phi members through the academic dean, assistant academic dean, advisor, and teacher or by permission of company leadership advisor.
- c. During the study hall hours your door is open, lights on, and cadets are

studying assigned work.

- d. All cadets will wear the uniform of the day during study hall periods conducted Sunday through Thursday.
- e. No audio equipment or musical instruments will be played during any study period, inspection, or formation in the residential hall.
- f. All doors will be opened during study periods and inside formations.
- g. During study periods in the residential hall no one except NHS/Delta Phi members will leave his room for academic help without permission of the officer in charge or company leadership advisor.
- h. During study periods, ceiling and desk lights will be turned on.
- i. Honor Study Hall from 2200-2230 is an option available to cadets who are members of NHS/Delta Phi or require additional study time due to three or more honors or AP classes. Cadets MUST be in bed by 2300. NHS/Delta Phi privileges do not extend into honor study hall. Cadets in honor study hall must use only their study lamp to avoid bothering their roommate who may be sleeping and study at their desk.

2. FORMATION

- a. Formations will be met promptly; “fall in” will be commanded exactly on time.
 - 1) Cadets late to a formation will report to the cadet officer in charge of the formation.
 - 2) Those reporting after the formation will report to the CLA/NACO in charge of the group, or in his absence to the ranking cadet officer.
- b. It is the responsibility of the company officers and senior enlisted to inspect each cadet in their unit for the correct uniform of the day, proper shave, and regulation haircut prior to every formation. Those not in proper uniforms will change.
- c. During morning formations, the school issued black backpacks and MMA issued athletic totes will be worn on the cadets back. No other personally owned backpacks are authorized.
- d. The uniform of the day will be worn at all morning and evening formations.

3. BARRACKS INSTRUCTIONS

- a. **Call to Quarters (CQ)** - a cadet is to remain in his own room with the door open unless he has been detailed somewhere else on official business. For example; during study hall.
- b. **Modified CQ (MCQ)**- a cadet may listen to audio equipment with ear phones and maintain a quiet environment. For example; during room cleaning.
- c. **Call to Barracks (CB)** - a cadet may leave his own room but must remain in the residential hall unless he has been detailed somewhere else on official business. All cadets will be on CB from 2100-2130. All cadets will remain in their residential hall after police inspection until call for classes unless they have official business elsewhere. All toilet preparations for the night must be made before taps. Rooms will be orderly at night.

4. PERMISSION to ENTER THE RESIDENTIAL HALL

- a. All residential halls, except the one you live in, are OFF LIMITS.
- b. Permission to enter a residential hall other than one's own must be obtained from the senior CLA or CLA on duty.

5. VISITORS IN THE RESIDENTIAL HALL

- a. No cadet may take visitors or parents into the residential hall without permission from the senior CLA or commandant. Alumni may not enter the residential halls, except on special occasions designated by the commandant.
- b. No cadet may be in another cadet's room.
- c. Non residing faculty/staff entering residential halls are required to check in with the CLA on duty.

6. ROOM RESPONSIBILITY

- a. Every cadet is responsible for his own area and possessions.
- b. Carefully inspect the room and equipment when moving to a new room. Any problems, concerns, or damages should be immediately documented on the room inspection form provided to you by your Company Leadership Advisor (CLA). Ensure you document all damages to your room so that you are not held accountable for the damage. **If a room inspection is not completed upon move in you will be held accountable for damages discovered after**

you accept responsibility for the room.

- c. If any damages occur, they will be reported immediately to the on duty CLA by the cadet concerned.
- d. A cadet committing an act of vandalism will be charged \$350 per vandalized items (i.e. break two windows, the fine is \$700) plus the cost of repair and/or replacement of those items. Cadets who intentionally vandalize window screens will be charged \$100 per vandalized screen plus the cost to repair and/or replace those items. The charges assessed for vandalism will be billed to the cadet's quartermaster account. All fines will be assessed by the commandant.
- e. All cadet rooms will be inspected for damages every evening during scheduled hygiene time.
- f. Items to be carried to class will be placed on the desk; everything else will be in its proper place.
- g. Request for room change must be made in writing to the commandant.
- h. A copy of the Cadet Room Damage Inspection Sheet must be attached to the room change request. Damage Inspection Sheets can be obtained from the command sergeant major of cadets.

7. ROOM ARRANGEMENT

- a. Rooms will be maintained in order at all times.
- b. Right and left means as the object or area is viewed from the door.
- c. Presses must be kept clean and free from all decorations. Jackets, blouses, and coats will be hung so that left sleeve of the garment will be out.

8. CARE OF ROOM

- a. Floors and walls will be kept clean, without scratches or marks.
- b. Doors must be kept free from all marks, scratches, and decorations.
- c. All cadets will keep their room doors open when they are present in the resident halls. Doors will only be closed when a cadet is dressing and between the hours of Taps and reveille.
- d. Ask permission from the residential faculty officer to use cleaning products.
- e. Nails, tape or other hanging devices are not to be used on the walls, ceiling, or woodwork.

- f. Room decorations must be in good taste and not reflect alcohol, drugs, nudity, racism, cult, or gang association. Room decorations require CLA approval.
- g. Room decoration is a privilege that can be earned only after Maroon Phase.
- h. Posters must be approved by the commandant prior to their display. (Commandant will initial the back of all posters to signify approval). They are to be attached only to bulletin boards.
- i. No tape will be allowed on walls.
- j. No fish, plants or other living things are allowed in rooms.
- k. Extra furniture, and personal blankets/comforters are not allowed.
- l. Desks will be free of loose books and papers.
- m. Only MMA computers and related hardware are authorized. Rooms may have only one computer per cadet.
- n. Personal TV's are not authorized.
- o. Cadets must sleep under the sheet/blanket.
- p. Beds will be made before breakfast mess. On Wednesday, all beds will be stripped of linens and turned in to the laundry.
- q. Laundry bags should be slung on bedpost at the head of the bed nearest the lockbox.
- r. All shoes will be cleaned and highly shined with laces tied.
- s. Screens will not be raised or unfastened.
- t. All food must be stored in a 9x11x3 inch plastic container in their lock box.
- u. Wickets (door windows) will remain unobstructed at all times.
- v. Weight lifting equipment is not permitted in cadet rooms.

9. CADET ROOM LOCKS and LOCK BOXES

- a. Cadet rooms are equipped with electronic door combination locks.
- b. Each cadet assigned to the room will be given his own combination.
- c. Protect your combination and keep it private. **DO NOT SHARE YOUR CODE WITH ANY OTHER PERSON.**
- d. Doors are to be kept closed and locked any time the room is not occupied.
- e. Each cadet will have a lock box in their room for storing valuable items, using only MMA issued combination locks.
- f. All valuables must be locked in lock box (includes iPods, watches, rings,

money, wallets, etc.).

- g.** Cadets are to lock all valuable items in the lock box when leaving room.
- h.** Cadets are solely responsible for replacing their possessions that have been misplaced, lost, or stolen. **The Academy will not be responsible for lost, stolen, or destroyed personal property.**

10. PRESS



11. PRESS ARRANGEMENT

Top shelf

- **Barracks cap** in front right
- **OCP cover** in back center
- Extra OCP covers, special headgear in back left

Medicine cabinet

- Items arranged neatly and organized (small miscellaneous toiletry items should be stored in a bag) use only for personal care
- Open at 90 degree angle

Second shelf

- **Garrison hats** in front left corner, opening not showing, front forward
- **Handbook** under hats, spine not showing, bottom forward
- **Watch caps** (“beanie”) in back center, “MMA” embroidery showing
- **Sam Browne belt** rolled neatly and placed in back right

Third shelf

- **Black gloves** in back, palms together, thumbs towards back, fingers towards door
- **White dress gloves** behind handkerchief, folded in half, thumbs tucked and towards wall, opening showing, back of glove on top
- **Reflective armband** (“general leave armband”) folded in half, opening not showing, front and center
- **Tie** untied and folded neatly, bottom (thick side) on top and towards front, placed middle and right
- **Bowtie** placed behind tie
- **White dress belt** unset from brass, folded, placed front right, brass placed on top with head of eagle facing door
- **Shoulder boards** stacked and placed middle left (behind white gloves)
- **Parade sword belt** folded underneath dress belt, medallion placed on top of belt brass
- **OCP patches** placed neatly to the right of shoulder boards

Fourth shelf

- **Collared shirts**, all buttons buttoned, long sleeved shirts on bottom, one long sleeve and one short sleeve on display in front,

short sleeve on top. Folded inwards to pocket buttons, then in half and half again, showing only first two or three buttons.

Fifth shelf

- White athletic shirts and white undershirts
- **Athletic shirts** should be folded inwards to the edge of letters, up to the bottom of letters, then rolled or folded downward to display the center word MILITARY
- **Undershirts** folded or rolled in same technique, but without letters as guidelines
 - Undershirts should be stacked neatly on the left, athletic on the right
- One display athletic shirt in front, displaying MILITARY, white undershirt on top

Sixth shelf

- **Athletic shorts** folded and rolled neatly to show property tag, placed in front
- **Company T-shirt** folded same fashion as athletic and undershirts, with company name displayed, placed behind shorts
- **OCP shirt** folded likewise and placed behind company shirt
- **OCP belt** rolled with buckle on outside, placed behind T-shirt on the right
- Underwear, swimming trunks, pajamas, and any additional uniform items folded neatly and placed in back left corner
- **Garrison belt** rolled with buckle on outside, placed beside OCP belt on the left
- **Parade sash** rolled neatly, placed behind belts on the right.

Press rack

Order is as follows:

- **Bathrobe**
- **Flight jacket** (zipped and buttoned inside)

- **Parade jacket (if issued)**
- **Dress jacket (unset)**
- **Choir/dinner jacket (if issued)**
- **White pants**
- **Garrison pants**
- **Choir pants (if issued)**
- **Letterman jacket**
- **Wind suit top**
- **Wind suit bottom**
- **Athletic sweatshirt**
- **Athletic sweatpants**
- **OCP jacket** (collar and pockets fastened/buttoned)
- **OCP trousers** (drawstrings tied, buttons fastened)
- **Travel uniform shirt**
- **Travel uniform pants**
- Any other approved uniform (i.e. Boy Scouts, Rail-Splitters)
- All buttons buttoned, zippers zipped, hangers spaced 2 inches apart, no trash in any pockets, flight jacket zipped
- Extra towels and/or bedding can be folded and placed at bottom of press
- Pants should have front facing out, waist on left side

Towel rack

- **2 towels**, both folded neatly, same length, opening towards wall
- **2 sock bags** may be hung from rack, one for black and one for white crew socks (no ankle socks)



12. BED

- All mattresses must have Academy authorized mattress cover.
- All four corners of bed hospital corners, all edges tucked.
- Top sheets will be folded so that 6 inches of folded top sheet will be exposed; the head of the fold will be 12 inches from the head of the bed.
- Extra blanket folded with embroidered letters at top and towards center of room, displayed at bottom of bed.
- No dirt, dust, food, etc. on bed or bedframe.
- Pillow will be in the pillowcase.
- Beds will be made to have a smooth unwrinkled finish with the regulation spread.
- Pillow will be on end towards door with pillowcase opening towards the wall.
- Bottom post lined up with mirror edge.
- No civilian or personal blanket is authorized.
- No civilian mattress pads/toppers will be authorized.

13. SHOE LINE

- Front shoe line
 - Lined up with bedpost, alternate side as roommate
 - Order is as follows
 - **OCP boots**
 - **Black leathers (shoe stretchers may be inserted)**
 - **Black Running shoes**
 - **Shower shoes**

- Only one pair of each type of shoes may be in the front shoe line. All additional shoes to include specialized athletic shoes (soccer, basketball, baseball, football, and track) will be placed on the back shoe line.
- Boots will not be dirty
- Black leathers will be highly shined
- Bootlaces should be drawn tight, tied together, and tucked into boot
- Back shoe line
 - Tennis shoes, extra regulation black shoes, and non-regulation shoes
 - Heels against wall, first pair against bedpost opposite front shoe line
 - Shoelaces tied and tucked into shoe

14. UNIFORM DISPLAY DURING ATHLETIC AND NIGHT PERIODS

- a. During scheduled athletic periods, all chairs will be centered on the desk – in the room- facing the door.
- b. During night time periods (after Taps) cadets will place their chairs outside their rooms flanking the door.
- c. Uniform Arraignment
 - 1) Shirt/Blouse (collar buttoned) over the back of the chair.
 - 2) Trouser folded neatly and centered on the chair seat.
 - 3) School issued laptop centered on top of the trouser.
 - 4) Garrison hat will be placed on top of the trouser and centered on the forward edge of the chair. OCP hat will be placed on top of the computer.
 - 5) Web belt will be rolled up tight and placed centered and at the front of the computer.
 - 6) When required, black tie, will flank the trouser on the inside edge of the chair.
 - 7) Socks will flank the trouser on the outside edge of the chair.
 - 8) Footwear will be on the floor and centered under the chair seat. Toes will be pointed outward and will not extend beyond the forward edge of the seat.



15. ELECTRONIC REGULATIONS

- a. Gaming systems with monitors no larger than 27” are permitted in cadet rooms for use during authorized times only.
- b. The commandant has the discretion to restrict the use of any gaming devices when a cadet is not in good standing. A parent or guardian may also request restricted use of gaming devices by their cadet should they feel the need. In such cases, the gaming device will not be returned until the parent authorizes.
- c. With the exception of gaming systems, no other electronic appliances or displays are permitted in cadet rooms unless issued by MMA.
- d. Music must be played at low volume and not heard outside the cadet’s room.

16. PROTECTION OF PERSONAL PROPERTY

- a. A cadet is forbidden to enter another cadet’s room unless one of the occupants is present and the visiting cadet has permission from the CLA to enter the room.
- b. Selling personal property of any kind is strictly forbidden.
- c. The possession of large sums of cash (over fifty dollars) is strictly forbidden.
- d. Personal items of significant, real or sentimental value are not to be brought to school.
- e. Mark all personal property with name, property number, etc. This includes all electronics.
- f. Personal items stored in gym locker rooms must be secured with an MMA authorized combination lock.
- g. Do not give your door code to any other person for any reason.
- h. Personal property will be stored at the cadet’s own risk. No valuable property will be stored at MMA.
- i. **The Academy will not be responsible for lost, stolen, or destroyed personal property.**

17. TV LOUNGES

Television lounges are available in the residential halls. Cadets may use the lounges on their free time. The volume on the TVs must be low enough so the sound cannot be heard in cadet rooms. Each company is responsible for the care and cleanliness of the lounges.

18. ENERGY CONSERVATION

- a. Windows will be closed at all times when the heating/air-conditioning system is operating.
- b. Lights and all other electrical devices will be turned off when the room is vacant.
- c. Window shades will be closed when the room is vacant.

Chapter 13 QUARTERMASTER (QM) DEPARTMENT

The quartermaster handles uniforms, mail, awards, equipment, school supplies, padlocks for room footlocker, academic locker, and sports locker, and personal care items. Cadets may purchase articles not listed as essential uniform items using cash, credit, or parents may contact the QM giving the cadet permission to charge items to his QM account.

1. REQUISITIONS

- a. Requisition forms may be obtained from and returned to your supply sergeant or company leadership advisor to purchase QM items when you are not paying with cash.
- b. Items will be placed in your mailbox.
- c. Plan requisition purchases for the entire week.

2. TAILOR SHOP

This shop is located in the lower level of Stribling Hall to repair, alter, and issue uniforms.

3. LAUNDRY / DRY CLEANING

- a. Turn in personal laundry every Sunday in accordance with the POD.
- b. Clean linens will be issued at time of turn in on Wednesdays. If a

cadet fails to turn in his sheets, he will be charged for new sheets issued on the same day.

- c. Do not use towels for cleaning shoes, polishing brass, or wiping floors.
- d. Report any missing items to the laundry manager as soon as possible.
- e. Dress uniforms are to be turned in to the laundry by schedule for dry cleaning.
- f. Laundry is not responsible for items left in pockets.
- g. Laundry is not responsible for unmarked items turned in for cleaning.

4. MAIL

- a. Secure mailboxes with a personal combination are located in the lower level of Stribling Hall.
- b. No cadet may take another's mail or property from the mail line.
- c. Cadets will be permitted to check their mailbox after evening meals, Monday – Friday.
- d. Cadet's mail/packages will be thoroughly searched by the quartermaster and/or CLAs to ensure contraband is not present.
- e. The quartermaster will place all mail and packages in the cadet's assigned mailbox if it fits. If the package does not fit in the mailbox the CLA will pass it out in the barracks.
- f. All contraband will be permanently disposed of.

Chapter 14 GENERAL ACADEMY REGULATIONS

1. DAY SCHOOL CADET POLICY

a. General

- 1) For day cadets to get the full benefit of attending MMA, it is important for them to participate fully in all Academy corps, academics and athletic activities. This includes those mandatory events scheduled on weekends.
- 2) All day cadets are encouraged and authorized to participate in non-mandated weekend events.
- 3) Standards and performance expectations are the same for all cadets.

- 4) All aspects of the Cell Phone and Smartwatch Policy apply to day cadets.
- b. Policy:** As non-boarding cadets, day school cadets have few requirements that differ from boarding cadets. These are outlined below.
- 1) Day cadets will participate in after school athletics/extracurricular activities, all Academy assemblies, fitness activities, and community service.
 - 2) Day cadets will participate in corps drill periods.
 - 3) Day cadets will participate in special schedule corps activities and will remain on campus until released by the commandant after athletics/extracurricular sports.
 - 4) Should a day cadet be assigned to X-tours for disciplinary reasons, they may be required to be at school on a Saturday to fulfill tour duties at the discretion of the commandant.
 - 5) Attendance at Sunday evening Vespers is optional for day cadets, but highly recommended.
 - 6) Day cadets will participate in mandatory events, such as athletic events, community service, Homecoming Weekend, Fall Family Weekend, Veterans Day Parade, Spring Family Weekend, Commencement etc.
- c.** Day cadets will be assigned to a company and company leadership advisor (CLA), use company chain of command, and address all support issues (for example: uniform issues, cleaning, and repair) through company standard operational procedures (SOP), directives, and activities as specified in the plan of the day (POD).
- d.** Day cadets who are old enough to have a driver's license may request authorization to drive their privately-owned vehicle to and from campus.
- 1) Vehicles must be licensed and insured.
 - 2) Vehicles will be parked in the parking lot by the gym.
 - 3) Vehicles are subject to contraband searches by MMA faculty and staff.
 - 4) Resident cadets are not authorized to ride or sit in a day cadet vehicle.

- 5) Day cadets that drive to campus must turn in their keys to the commandant's office when they sign in every morning. Keys will be returned to the cadet after athletics. Cadets must go to their assigned barracks to retrieve their keys and/cell phones from the CLA on duty.

e. Procedures

- 1) Cadets must arrive at school between 0730 and 0745 and quickly place belongings in their assigned locker.
 - 2) Sign in at the commandant's office and turn in cell phones and/or smartwatches.
 - 3) Cadets are to go to the mess hall during morning mess and sit with their assigned company.
 - 4) If a day cadet has not signed in and their parents have not reported them absent for a specific reason, the executive assistant for the commandant will contact the parents to ensure the cadet's accountability and safety.
 - 5) Day cadets have the same grooming and uniform standards and will wear the appropriate uniform of the day to school. Cadets should expect to be inspected daily.
- f.** All cadets and faculty/staff are required to read the plan of the day (POD) daily. The (POD) will specifically address day cadet scheduling issues and uniform of the day. The POD will be emailed to all cadets and day cadet parents at the end of each academic day in preparation for the upcoming day.

2. AUTOMOBILES

- a.** Boarding cadets are not allowed to have or rent automobiles.
- b.** Cadets who live on campus are NOT to ride in the automobile of a day cadet when that cadet is driving.
- c.** Cadets are not authorized to accept rides in vehicles of strangers while on general leave in Mexico.
- d.** Any vehicle used by a cadet is subject to contraband searched by school officials when on school property.

3. EKERN CADET HEALTH CENTER

a. Procedures

- 1) **Report all injuries** immediately to a coach, CLA, faculty, or a member of the cadet health center staff. A physician's appointment, Urgent Care or ER visit may be scheduled for a diagnosis and follow up care by health center staff.
- 2) **All medications will be dispensed by the duty nurse**
- 3) Sick call: Cadets requiring medical care and treatment may do so any time after Medline 07:30. Treatment will be given first come first serve unless need for triage is required.
- 4) **Permission to go to the health center** for medical attention (headache, stomach ache, etc.) must come from your faculty instructor or CLA. During the academic day, a pass must be obtained from the academic office before reporting to the health center. Before returning to class, the cadet must report back to the academic office.
- 5) **Unnecessary visits** to the health center will be reported by the health center staff to the commandant.
- 6) **Reporting for scheduled medications** is the cadet's responsibility.
- 7) **Pick up medications** before signing out with parents.
- 8) **Injuries that occur during furloughs:** written notification from your doctor must be given to health center staff listing any activity limitations.
- 9) **Medications are to be kept in the health center.**

4. CELL PHONE and SMART WATCH POLICY and PRIVILEGES

a. MMA supports the cultivation of healthy digital habits for cadets.

Cadets' possession and use of cell phones or smartwatches, while not required or needed, is considered a privilege that is earned. This privilege may be rescinded at any time by any staff member, faculty, or coach.

b. This policy recognizes and addresses the constant and significant challenges associated with cell phones:

- 1) Cadets communicating-without restrictions-with unknown persons who may have harmful and/or misleading intentions.
- 2) Cadets visiting inappropriate websites.

- 3) Cadets using picture taking, video and recording capabilities inappropriately.
- 4) Cadets exchanging inappropriate pictures and messages.
- 5) Cadets storing and sharing inappropriate content.
- 6) Cadets using devices for academic dishonesty.
- 7) Cadets using cell phones to communicate with other persons to circumvent or break Academy rules (i.e. contraband trafficking, black market networks, avoiding adult supervision, gaining access to unauthorized area/locations).
- 8) Excessive and addictive use of video capabilities.
- 9) Potential safety issues due to inattentiveness and distractions when cell phones are used with headphones or earbuds.
- 10) Compromised security of MMA's internal network or bypassing internal network with use of cell phone hotspots and data capabilities for internet.

c. Policy

- 1) Rules for cell phones apply to smartwatches, tablets and other associated technology.
- 2) The Academy will not be responsible for lost, stolen or damaged cell phones or charges to any cadet cell phone accounts.
- 3) Cadets are allowed to bring one cell phone and one smartwatch to campus. Cadets found with more than one phone or smartwatch (real or fake) will lose all cell phone privileges for ten (10) weeks.
- 4) All cell phone numbers and current passcodes must be provided to the commandant's office as a condition for having a phone. Every cadet must protect their phones with a passcode. Failure to provide the commandant's office with current passcode constitutes a violation of this policy.
- 5) Access to cell phones using passcodes by staff or faculty will be done with parent knowledge.
- 6) Cadets who bring cell phones or smartwatches to campus will be required to check those devices in for safe keeping with their respective company leadership advisor (CLA) starting at 1700 on Sunday afternoons after general leave has ended and prior to the evening meal. Cadets in good standing will be allowed to check out

- their cell phones and smartwatches at the start of general leave on Fridays.
- 7) Seniors and any cadet who has earned the academic distinction of Delta Phi or Honor Society may keep their cell phones and smartwatches if they meet the following requirements:
 - a) Must have attended MMA for at least two complete semesters.
 - b) Cadets must possess two “consecutive” marking periods with a GPA of 3.0 or better with no grades of “D” or “F.”
 - c) Cadets must be in good standing (academically, department, and athletic participation with coaches. or extracurricular sponsor confirmation).
 - d) Cadets must have department grade of “B” or better.
 - 8) No cadets (to include seniors, Delta Phi and Honor Society) will be allowed to have their cell phones, smartwatches, tablets or other associated technological devices in the academic building or off-campus academic classes, at athletic practices, at home athletic games, or at any corps activities or events designated by the commandant at any time. For this reason, any cadet authorized to have a cell phone during the week will be required to keep the phone locked up in his room prior to the first daily formation until after night study hall.
 - 9) Cell phones are not authorized for away games or extracurricular activities unless travel involves overnight stays or coaches/sponsor specifically requests authorization from the commandant.
 - 10) On weekends cell phones will not be used between the hours of taps and reveille. During these hours, cell phones will be kept secured in individual lock boxes.
 - 11) Cadets will not loan or let other cadets use their cell phone or share passcodes.
 - 12) Cadets are strictly forbidden from selling their phone to other cadets.
 - 13) The use of cellular “hot-spot” capability on cell phones is strictly forbidden in order to prevent cadet internet access outside of MMA’s approved networks and approved internet usage schedule.

- 14) The use of virtual private networks (VPN) (or any anti-filtering software to circumvent MMA's network policies and protections) by cadets is strictly forbidden. This practice poses a threat to our network security.
- 15) Cadets refusing to surrender their cell phone, when requested, will immediately lose privileges for the rest of the school year.
- 16) Cadets caught using cell phones for unauthorized activity in violation of this policy will lose phone privileges and surrender their phone to staff, faculty, or coach. Unauthorized activities include:
 - a) Sending inappropriate emails or texting.
 - b) Taking, storing, or sending (email, text) inappropriate pictures and videos.
 - c) Using or in possession of another cadet's cell phone for any reason (except emergency), both cadets will lose privileges.
 - d) Taking pictures, recording video or voice of staff, faculty, or other cadets without their permission.
 - e) Possessing more than one phone to include a "dummy" cell phone.
 - f) Cyber bullying, harassing, or threatening emails or texts.
 - g) Violating the Honor Code through the use of a cell phone.
 - h) Using a cell phone to break any Academy rule outlined in the Cadet Handbook.
- 15) Violations of this policy will result in loss of weekend cell phone privileges for the following periods unless otherwise specified above:
 - a) **First Offense:** Loss of privilege for three consecutive weekends. Loss of senior or Delta Phi privileges for eight weeks.
 - b) **Second Offense:** Loss of privilege for sixteen (16) weeks.
 - c) **Third Offense:** No privileges for the remainder of the academic year.
 - d) There will be an additional fee of \$50 for removal of VPN from any cadet's cell phone.
 - e) At any time, the commandant may revoke cell phone privileges for cause, for any amount of time.

- f) Any time a cadet loses his cell phone privileges, parents will be notified and annotated in his cadet record.
- g) Cadet leaders who violate this policy risk losing leadership positions.
- c. Cadets will be authorized their cell phone when traveling to and from home. Other exceptions concerning Academy field trips and travel may be recommended by the commandant or dean and approved by the president.
- d. Every cadet will be required to sign the cell phone pledge acknowledging that they have read, been briefed and understand the cell phone/smartwatch policy.

5. MMA CADET TECHNOLOGY USE POLICY

a. General

The use of technology resources is a privilege and carries with it certain responsibilities. All technology resources are to be used for educational, authorized recreational, and entertainment purposes using good manners and respect for others. All staff and faculty are expected to follow and enforce this policy. Any user who violates this policy, or any applicable local, state, or federal laws, may face the loss of technology privileges, school disciplinary actions, risk school disciplinary action and may face legal prosecution.

b. Inappropriate Use of Technology

1) Cadet Mandatory Requirements

- a) Cadets will not reveal their account passwords to anyone, nor will they allow others to use their account or laptop.
- b) Cadets will not use MMA technology to transmit or receive obscene, defamatory, sexually explicit, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or harassing content.
- c) Cadets will not use MMA technology to engage in illegal acts or violate any local, state, or federal statute or law.
- d) Cadets will not use MMA technology for “hacking” (e.g. gaining unauthorized access to, using, or attempting to gain access to the information, resources, or files of a person or entity without the

direct permission of that person or entity), or vandalizing, damaging or disabling the property of another person or entity, or posting private information about others without their direct permission.

- e) Through our wireless networks, MMA restricts cadet access to sites for pornography, illegal/questionable skills, gambling, illegal downloading software (including peer-to-peer) and hacking/security avoidance systems.
- f) Cadet laptops are subject to real-time monitoring (LANSCHOOL) as well as physical searches at the discretion of staff or faculty members.
- g) Unauthorized or illegal use of copyrighted material is prohibited. Cadets may not use the MMA network or equipment for commercial activity.
- h) Cadets will report laptop damage to the technology department immediately. If the damage is intentional or due to neglect, a charge of \$350 plus the cost of repair will be billed to the cadet's account. Defacing a laptop (affixing stickers, marking with ink pens or markers, etc.) will incur a \$50 cleanup/restoration fee.

c. Internet Access

- 1) For cadet internet access, MMA provides two wireless networks that cover Barnard Hall, the barracks, field house, Centennial Gymnasium, the canteen and Memorial Chapel. These two wireless networks — “Cadet_AC” and “Academic_AC” — are the only approved networks for cadets’ internet use. Any other wireless network is unauthorized.
- 2) Cadet internet access is restricted to this schedule:
 - a) Sunday through Thursday, the network will be turned off from 10:30 p.m. to 5:30 a.m. the next day.
 - b) On Friday and Saturday, the network will be turned off from 11 p.m. to 6 a.m. the next day.
- 3) The use of cellular “hot-spots” is strictly forbidden in order to prevent cadet internet access outside of MMA’s approved networks and approved internet usage schedule.

4) The use of Virtual Private Networks (VPN) (or any anti-filtering software to circumvent MMA's network policies and protections) by cadets is strictly forbidden, as this practice poses a threat to our network security as well as contributing to distractions. The consequences for the installation of a VPN are as follows:

a) First Offense:

- \$50 service fee to the parents (IT will notify the parents and the business office with visual proof of the installation).
- Loss of cell phone privilege for three consecutive weekends.
- Loss of senior or Delta Phi privileges for eight weeks.

b) Second Offense:

- \$50 service fee to the parents.
- Loss of cell phone privilege for eight weeks.
- Downgrade of cadet laptop for the remainder of the school year.

c) Third Offense:

- No cell phone privileges for the remainder of the academic year.

d. Academic Technology Use

- 1) During academic hours, cadets must be given permission by the teacher to use their laptop. No other electronic devices are allowed, including cell phones, smart watches, tablet computers, etc.
- 2) The use of headphones during class time is forbidden without explicit permission from the cadet's teacher.
- 3) During academic hours, cadets may not use direct/personal messaging, gaming, social media and shopping/online auctions.
- 4) Cadets are to charge their laptops overnight, making sure their laptop is fully charged for the start of each academic day. Use of chargers inside classrooms poses a potential safety hazard.

6. CADET IDENTIFICATION CARDS (ID)

- a.** Barnard Hall: Cadet IDs will open the main Barnard Hall door and the dining hall door (lower level near the barber) only during the following times. At all other times, cadets will need to utilize the intercom system by the Barnard Hall main door.

Sunday

0700-1059, 1600-1859

Monday-Friday **0600-0810, 1100-1230, 1700-1859**
Saturday **0700-1059, 1600-1859**

- b. Residential Halls: Cadet IDs will open the front doors of the residential halls only during the following times.

Sunday **0600-2159**
Monday-Tuesday **0600-0759, 1745-2159**
Wednesday **0600-0759, 1230-1359, 1745-2159**
Thursday-Friday **0600-0759, 1745-2159**
Saturday **0600-2159**

- c. The cost of ID replacement is \$25.
d. If a cadet is assigned to a different residential hall, the new CLA will request a security change for the cadet's ID through the IT department.

7. CHURCH SQUAD REGULATIONS

- a. Cadets will attend church authorized by their guardians each Sunday.
b. Transportation, other than the MMA bus, must be approved by the commandant.
c. Church squad leaders will be assigned by the Cadet S-1 for each church group. Church squad leaders are responsible for the conduct of their units during Sunday services.
d. No cell phones or electronic devices are authorized to be taken to church.
e. Church squad leaders are responsible for ensuring all attendees are accounted for, in the proper clean uniform, shaved, and meet the uniformity standards expected by MMA prior to boarding transportation.
f. Church squad leaders will brief their cadets on the following:
1) Church squad leaders are the only cadet authorized to have a cell phone at church in order to communicate with CLAs on campus if required. Cadets who has a phone at church without authorization will lose his phone privileges in accordance with the academy cell phone policy.
2) Cadets are expected to demonstrate the highest standards of discipline, respect and behavior at all times.
3) Cadets in attendance will address all adults as "Sir or Ma'am."

- 4) Cadets will sit in one single group in church.
 - 5) At the end of all services, cadets will greet and thank the pastor or priest for his sermon and the opportunity to attend services.
 - 6) Standards of conduct and etiquette for after church social gatherings where snacks and drinks may be offered.
 - 7) No one will leave the church at any time by themselves or with other parishioners in order to visit local business establishments.
 - 8) Cadets attending church services will not walk back to MMA on their own.
- g.** Church squad leaders will report to their respective Senior CLA upon returning to campus regarding any misconduct that may have taken place during church services.
- h.** Cadets who fail to meet these regulations will not be allowed to attend services the following Sunday but will be placed in the MMA Chapel for one hour where they may reflect and worship in private.

8. ENGLISH ONLY

- a.** The Academy will enforce “English Only” in all aspects of cadet life, to include academics, athletics, military, and Academy activities off campus.
- b.** A cadet’s ability to effectively communicate in English, both written and oral, will be a consideration in the designation process.
- c.** Cadets seeking to instruct cadets in their native language must seek permission from the staff in advance of their instructional actions.
- d.** Cadets may only speak their native languages during their leisure times and while in their residential hall room.
- e.** During meal times, the senior cadet at a dining table and commandant staff will be responsible for enforcing English only as well as table etiquette.
- f.** Cadet leaders will give and receive all orders in English. Failure to do so will result in counseling, continued failure by a leader may result in loss of position/rank.

- 9. SCHEDULED AND UNSCHEDULED FURLOUGHS:** Furloughs are authorized departures from campus for extended periods of time. Furloughs are issued for emergencies, authorized holiday periods, and college visits.
- a. Emergency Furloughs** are granted only due to:
- 1) Serious illness of the cadet.
 - 2) Serious illness or death of a near relative or emergency at home.
- b. Holiday Furloughs (Thanksgiving, Christmas, and Spring Break)**
- 1) Dates and check-out/in times are published on the school calendar. Cadets who depart or return prior to or after published furlough times will be subject to early or late departure fees of \$300.
 - 2) All cadets traveling, domestically or internationally, during authorized furloughs, will depart and return to campus in the authorized school travel uniform with a clean shave and fresh haircut. Failure to do so will result in loss of rank and leadership position.
 - 3) Cadets may not remain on campus or the city of Mexico over a furlough period unless:
 - a) He lives with a local family that will function as his sponsor/chaperone with written approval from the parent/guardian and written acknowledgment from the sponsor/chaperone.
 - b) He remains in a designated residential hall by permission only.
 - c) These same rules apply if a cadet remains in Mexico during the summer break.
 - 4) U.S. Immigration Service regulations are firmly supported by Missouri Military Academy. Any international cadet who knowingly disobeys INS procedures is considered to also be in violation of MMA regulations.
 - 5) Parents must fill out an on-line travel form for all scheduled furloughs.
 - 6) Cadets are not permitted to use taxis, ubers, or limos for transportation to or from campus.
 - 7) Cadets are required to immediately report to their CLA, deputy commandant, or academic office when returning from furloughs.

c. College Furloughs

- 1) SENIORS only.
- 2) Up to five days per year are allowed for college furloughs.
- 3) Three college furloughs are allowed per year and must be completed before spring break.
- 4) College furloughs will not be approved if the cadet has a grade below a “C” at the time of the visit.
- 5) College furloughs may not be scheduled to fall immediately before or after a school furlough. Cadets are encouraged to visit college during the summer or during regular furloughs.
- 6) College furloughs must be coordinated three weeks in advance through the college and career guidance counselor.
- 7) Before the visit, a confirmation e-mail containing the college visit agenda must be sent to the college and career guidance counselor.
- 8) All college furloughs should use the following plan; allowing for two travel days and one day for the visit.
 - a) Must travel on either Thursday or Friday.
 - b) Campus visit must be on a Friday or Saturday.
 - c) Must return on Saturday or Sunday.
 - d) MMA does not provide transportation for college furloughs.

10. OPEN WEEKENDS

- a. Open weekends are scheduled times in which cadets in good standing may be checked out by family to go home. Open weekends are published on the school calendar.
- b. Cadets must be checked out by their authorized guardian.
- c. Cadets are eligible for authorized open weekends when they have a GPA of 2.0 or above and not on X-tour status, disciplinary probation, or have excessive tours.
- d. Open weekends may not conflict with a cadet’s participation in varsity athletic events. Athletic events take priority.
- e. “Big” campus weekends such as Homecoming, Fall and Spring Family Weekends, etc., are not recognized as open weekends.
- f. MMA does not provide transportation for open weekends.

11. GENERAL LEAVE

- a.** General leave is a weekend privilege earned by cadets in good standing which authorizes them to leave campus for short periods of time during Saturdays and Sundays. Weekend general leave will only be authorized with the city limits of Mexico Missouri.
- b.** No one will leave the city limits during general leave except by permission of the commandant, or his designated representative.
- c.** The commencement of general leave will only be authorized by the commandant or his designated representative. All cadets will sign out with their CLA or designated representative before leaving and sign back in when they return.
- d.** Cadet rooms will be inspection ready prior to being granted general leave.
- e.** General leave uniform will be the seasonal garrison or dress uniform with the reflective arm band worn on the left arm and above the elbow. Cadets are not allowed to wear OCP's, athletic uniform, or civilian attire during general leave. Uniforms will be serviceable and clean.
- f.** Cadets must have a clean shave and regulation haircut prior to departing campus for general leave.
- g.** Cadets who are in medical quarantine/isolation or SIQ will not be authorized general leave. Cadets who are diagnosed with mobility injuries (no walking, standing, or marching) by a health care practitioner will not be authorized general leave until cleared by the health care practitioner.
- h.** Cadets cannot take bags or computers on general leave.
- i.** Cadets are not allowed to use any alleyways and must stay on main streets at all times.

12. CHECKING OUT CADETS

- a.** It is the policy of the Missouri Military Academy not to allow cadets to check out with anyone other than their own parent/guardian. Unless the following conditions have been met and approved by commandant.

- 1) Written permission from the cadet's legal guardian (on file with MMA) must be received granting permission for a cadet to check out with someone other than the parent/guardian. That "someone" must be an adult; preferably another family member or legal guardian of a fellow cadet.
- 2) Written permission will not be recognized for Uber, taxi, or limo drivers.
- 3) This permission must state the time for which the permission is given and the name(s) of the person(s) with whom the cadet has permission to check out.
- 4) Cadets with tours will not be allowed to sign out during extra duty on Friday evening or Saturday afternoon with anyone, including family members, unless the adult family member speaks with the commandant or one of his staff members first.
- 5) Anyone authorized to check out a cadet will be required to show a valid form of identification to the CLA prior to departing campus.

13. SHUTTLE BUS

- a. The bus is provided for the convenience and safety of the cadets. Behavior is expected to be appropriate at all times. A cadet may lose the privilege of using the bus if his behavior is inappropriate.
- b. Cadets must be in the proper uniform or they will not be permitted on the bus
- c. Cadets must line up, enter, and exit the bus quietly and orderly, as gentlemen.
- d. Cadets will remain seated while the bus is moving, keep hands inside the bus.
- e. The senior cadet is responsible for the overall behavior of the cadets on the bus or at the bus stop.
- f. The assigned bus driver is responsible for the safety and well-being of all cadets while on the bus.

14. LEAVING THE CITY LIMITS

- a. Cadets may not leave the city limits of Mexico except by special permission of the commandant or officer in charge.

- b. Wal-Mart is not within the city limits. Cadets must ride the MMA shuttle to Wal-Mart and back. No other form of transportation is authorized.

15. OFF LIMITS

These places are off limits and may not be visited unless otherwise directed:

- a. MMA residential halls are off limits during the academic day
- b. Railroad tracks, yards and trestles
- c. Pool halls and taverns
- d. Alleys
- e. Drainage culverts/creeks
- f. Vacant buildings
- g. Motels except with parents
- h. All off-campus barber shops
- i. Piercing/tattoo parlors/smoke/VAPE/tobacco shops
- j. Gas stations / convenience stores
- k. Liquor stores
- l. Pawn shops
- m. Roof tops
- n. Any off campus residence or on campus housing/apartment not authorized by the commandant.
- o. Cadets caught in an unauthorized residence or establishment will be subject to dismissal.

16. DINING HALL REGULATIONS

An important part of every cadet's training is to develop good table manners. The following dining hall procedures and rules are to be followed by all cadets. All levels of leadership (cadet, faculty, and staff) are expected to enforce these rules and lead through their example. The dining hall is an **ENGLISH only** area.

- a. Upon entering the dining hall all cadets will remove headgear and outer garments (jacket, rain coat, letterman jacket, etc.). Outer garments, book bags are not allowed in the dining hall and must remain secured in the cadets assigned school locker.
- b. All cadets will enter the dining hall in silence and take their position

- behind the chair of their assigned table. All cadets to include staff and leaders will be at parade rest. All cadet staff and subordinate unit leaders will also be positioned at their assigned seating as well. There will be no loitering around the dining hall podium or tables by cadet leaders.
- c. Once all cadets are in position the battalion commander (or his designate) will take position in front of the podium and give the command, **“Gentlemen...Attention.”** Once the corps is at attention the battalion commander (or his designate) will command, **“Take...Seats.”** All cadets will then quietly and quickly pull their chairs out from under the table and take their seats with arms crossed at the sitting position of attention. Once all cadets are seated the battalion commander will command, **“Let Us Pray.”** After prayer the battalion commander will then give the command, **“At Ease.”** Once at ease, the battalion commander or a designated individual will make administrative announcements as required. Once all information has been passed the logistics officer (S-4) will direct companies to enter the serving line. **Special note: all dining hall commands will be given in a moderate tone using the microphone. Loud commands or yelling is to be avoided.**
- d. Table seating will be assigned by squad, platoon and company. The integrity of the companies is a priority. **Senior leaders** will sit at the head of their assigned tables. Senior leaders at each table will emphasize proper posture, etiquette and conduct, and ensure their tables and surrounding areas are clean and policed. Old boys are expected to set the example for new boys in manners, posture, conduct standards, and comply with etiquette protocols.
- e. The battalion commander and his staff will sit at a designated table. No additional cadets will be allowed to sit at this table unless by invitation only from the battalion commander or sergeant major. Such invitations should be reserved for those rare occasions a junior cadet goes above and beyond corps expectations.
- f. When companies are given the authorization by the S-4 to enter the serving line the company commander will determine which platoons will enter first. Platoon leaders will then direct their platoon sergeants to move their cadets to the serving line. Platoon leaders will then locate at

the entrance to the main serving line to ensure cadets are conducting themselves appropriately. **Cadets will enter the serving line in single file and one arm's length from the cadet to their immediate front.** Company commanders will move throughout the serving line and soup and salad bar to ensure good order and discipline is being maintained. If necessary, they will notify the S-4 or assigned waiters to notify the food service personnel when food items need replenishing (milk, salad, cereal, soup etc.).

- g. The battalion logistics officer (S-4) is directly responsible for the conduct and proficiency of the assigned cadet waiters and the cleanliness of the dining seating area. The S-4 will:
 - 1) Recommend “waiters” for approval by the deputy commandant for operations. All waiters must be in good standing and must be underclassmen. Seniors will not be eligible to serve as waiters.
 - 2) Throughout the dining period, the S-4 will randomly inspect waiters to ensure they are keeping the serving line and drink dispenser areas clean and serviceable. He will ensure waiters are notifying food service personnel if food items or beverages need replenishing.
- h. Company commanders will ensure the following precedence of order is followed for cadets and visitors entering the serving line:
 - 1) Families of prospective cadet candidates visiting the campus
 - 2) Cadet leaders by order of the commandant
 - 3) Middle school cadets
 - 4) New boy cadets
 - 5) Old boy cadets
 - 6) Cadet leaders: junior leaders eat first and senior leaders last
 - 7) Battalion staff and top three will eat last unless directed otherwise
- i. While waiting to enter the serving line all new boy cadets will study their cadet handbooks. While in the serving line, new boy cadets will practice facing movements when feasible at every corner while under the supervision of their respective platoon sergeants.
- j. All cadets will be afforded ample time to eat their meals. Cadets can be corrected verbally but there will be no disciplinary PT authorized during the dining period. Cadets will not be made to stand at attention for extended periods of time during the dining period resulting in limited

time to eat their meal or causing their meal to go cold. There will be no screaming, yelling, or pounding of fist at cadets in an effort to create a stressful environment during the dining period.

k. All cadets will be taught and required to practice the following table manners:

- 1) Never talk with food in your mouth.
- 2) Chew with your mouth closed.
- 3) Do not lean over and slouch in the chair while at the table.
- 4) Elbows will not be rested on the table.
- 5) Place your free hand on your lap.
- 6) Ask for items to be passed to you instead of reaching across the table.
- 7) Join in a pleasant conversation at a reasonable volume.
- 8) Use of the Knife – Hold the knife with the handle in the palm and the index finger along the back of the blade. When resting the knife, lay it across the upper half of the plate (this also applies to the fork). Only cut enough to be eaten in a bite or two.
- 9) Use of the Fork – When the fork is used with the knife for cutting, it is held with tines down and the index finger extended along the back. When using it alone, the fork is held in the same manner as a pencil.
- 10) Use of Spoon – The spoon is held in the hand in the same manner as the fork. When used to eat soup, the spoon should be dipped away from you. When using with cereal, it is dipped towards you. When using a spoon to stir drinks, do so quietly. Never leave a spoon in the cup or glass.
- 11) Use of Napkin – Immediately upon being seated, place the napkin in your lap, large napkins may remain half folded. When leaving the table temporarily, put the napkin on your chair. At the end of the meal place the napkin to the left of your plate. Do not refold or place the napkin on your plate.
- 12) Bread – Rolls or bread should be broken into pieces before eaten.
- 13) When finished eating – Place knife and fork side by side on the plate with the ends in the center of the plate and the handles on the lower right edge. Once the utensil is used, do not place it directly

back on the table.

- 14) You may return to the serving line after all others have received their food when appropriate.

l. Cadets Must:

- 1) Wash/sanitize their hands prior to eating.
- 2) Sit up straight in their chairs with both feet on the ground.
- 3) Go through the serving line and take food on their plate.
- 4) Will talk in a normal tone. No yelling or loud conversations will be permitted.
- 5) Pour milk from their cereal bowl into a glass before drinking.
- 6) Wait for the S-4 to announce seconds prior to getting more food at the main serving line. Cadets may help themselves to seconds at the soup, salad and sandwich bar without approval. Eat as much as you want, but remember to eat what you take.
- 7) Always say please and thank you when asking for items on the table or receiving food from dining hall personnel.
- 8) Take only one serving per food item so others behind you will have enough.
- 9) If for whatever reason the dining hall bell is rang twice, all cadets will cease their conversations and remain silent until directed otherwise.

m. Cadets Will Not:

- 1) Be allowed to use the microphone or make announcements without approval of the battalion commander.
- 2) Pass behind the serving line or into the kitchen area.
- 3) Take any food from the dining hall.
- 4) Take dining hall property from the building.
- 5) Talk or pass food between tables.
- 6) Take their seat without food on their plate.
- 7) Share food from their plate or take food from other cadets.
- 8) Push food onto their fork or spoon with their fingers.
- 9) Pour sugar into pre-sweetened drinks.
- 10) Change tables or chairs without their cadet leaders or S-4 approval.
- 11) Get up from their table for any reason unless approved by the

senior leader.

- n. Ten minutes prior to the end of the dinning period the battalion logistics' officer will direct individual companies to **“Start racking trays.”** Company commanders or the first sergeants will direct individual platoons to begin racking trays. Platoon leaders and platoon sergeants are responsible for ensuring all cadets in their platoons move immediately to the racking station and place their plates, bowls, glasses and silverware in the proper container. If required, cadets will scrape excess food from their plate and bowls into the garbage can prior to racking. Once a cadet has racked his tableware he will immediately move back to his table and be seated.
- o. Once all companies have finished racking their trays and are seated back at their tables, the battalion commander will take his position and announce **“Rise.”** Silently, all cadets will stand up; place their chairs under the table and assume the position of parade rest while remaining silent. Once all cadets are at parade rest, the battalion commander will command, **“Gentlemen...Attention.”** The battalion commander will then dismiss companies individually from the dining hall. The senior cadet leader at each table will ensure all chairs are in their proper positions; table items (salt, pepper, napkins dispensers) are properly placed; and that his table and the surrounding area are properly policed.
- p. At the end of each week the commandant, dean/associate dean, battalion commander, S-4 and other designated staff will rank the companies for overall best conduct and least amount of food wasted during the week. The following award incentives will be authorized:
 - 1) 1st place company - receives 100% points for honor company competition and have head of line privileges the following week during all dining periods.
 - 2) 2nd place company - receives 75% points for honor company competition and will be second in the serving line the following week during all dining periods.
 - 3) 3rd place company - receives 50% points for honor company competition and will be third in the serving line the following week during all dining periods.
 - 4) 4th place company - receives 0% points and will be last in the

serving line the following week.

17. AUXILLARY PATROL (AP)

- a. Campus APs will function for Sunday reviews and parades, formal dances, and special occasions.
- b. They will not drive or park visitor's cars.
- c. They will function only on campus.
- d. Cadets selected as AP's must be in good standing at all times.

18. PIERCING/TATTOOS/BRANDING

Body piercing, branding, and any visible tattoos, when wearing summer garrison uniform, are strictly forbidden. Any ear rings, tongue rings, etc. will be confiscated.

19. RETURN TO BED

Cadets will not return to bed from morning formation until taps, unless given specific permission to do so.

20. REVEILLE

- a. The only authorized wake-up is posted on the Plan of the Day (POD).
- b. No cadet or leader has the authority to wake up another cadet prior to the posted time on the POD. Any exceptions must be approved in advance by the commandant in writing. Any violations of this policy will result in disciplinary action, to include tours, loss of rank, and loss of leadership position.
- c. All cadets will be out of bed at reveille, doors open, and ceiling lights on.
- d. Cadet leaders are expected to be first up in the mornings and ready to assist the CLAs with getting cadets out of bed and ready for the day.
- e. No audio equipment may be turned on prior to 0700, except with headphones.

21. RULES ABOUT SPECIAL BUILDINGS

- a. Centennial Gymtorium and Natatorium

The natatorium was dedicated in 1981 and gymtorium in 1988,

the centennial year of the Academy.

- 1) The natatorium, stage, back-stage, second floor and basement are “off bounds” unless supervised by MMA faculty or staff.
 - 2) Kicking or throwing balls on anything other than the floor and backstops is prohibited.
 - 3) Roller skates, skateboards, and cleats are not to be used in the building.
 - 4) Food items not sold in the gymnasium concession stand or canteen are not to be brought in.
 - 5) Natatorium rules are posted.
- b. Athletic Training Room, Pool and Weight Room
- 1) These areas are “off bounds” unless supervised by MMA faculty or staff. **If supervision is not present, cadets may not be in or use these facilities.**
 - 2) For the pool, adult and lifeguard supervision is required.
 - 3) Rules posted in these facilities will be strictly adhered to.
- c. Alain M. Garcia Field House
- 1) The outside is open during normal business hours to allow access to the military department on the lower level of the fieldhouse.
 - 2) Cadets are not allowed on the field house floor or balcony without a supervisor present.

22. SHOWERS

- a. Latrine doors will be open at all times.
- b. No audio equipment is permitted in latrine or shower at any time.
- c. No cadet may deny any other cadet use of the showers at authorized times.
- d. Showers must be taken daily.
- e. Cadets may take showers wearing the MMA issued maroon shorts if private shower curtains are not available.

SOCIAL CUSTOMS

“Cultured and fine manners are everywhere a passport to success.”

Marquis de Lafayette

COURTESY

- When meeting faculty, staff, or campus visitor on the walk or

elsewhere, greet them with a military salute and the proper greeting of the day.

- A gentleman will always walk by a lady on the street side of the sidewalk, closest to the danger of the street traffic.
- Open doors for ladies, offer her your seat if there is only standing room, and pull out a chair for her to be seated.
- Stand when an adult enters the room or approaches your table to speak.
- Be seated after the female sits.
- Help put on/take off her coat.
- Offer to carry heavy bags or packages, as well as help with luggage.

SCHOOL SONGS

OLD MMA

(Missouri Military Alma Mater)

No school shall dim thy fame
No son shall give thee shame
No son forget thy name
Old MMA
Our hearts are bound to thee
In love and loyalty
Steadfast thy sons shall be
For MMA

We shall pass from thy halls
To walk in other ways
Yet strong around thy walls
Our reverence stays
Dear school, we'll honor thee
Praise send across the sea
We shall thy banner be
For MMA

SO PROUDLY WE HAIL

So proudly we hail the maroon and the gold;
Tis a banner with honor we'll ever fight to hold.
So roll, Colonel roll,
Carry on in the fray.
Fight on down the field
Drive on down the field
We'll win again for MMA

ON ACADEMY

On, Academy! On, Academy!	Stand and cheer boys, never fear boys,
We'll stand up for you!	MMA's our pride.
Fight and hold for Maroon and Gold,	Cheer, cheer the gang's all here
To these colors we are true,	For MMA

THE NATIONAL ANTHEM OF THE UNITED STATES OF AMERICA
THE STAR-SPANGLED BANNER

O say can you see, by the dawn's early light
What so proudly we hailed at the twilight's last gleaming
Whose broad stripes and bright stars through the perilous fight
O'er the ramparts we watched were so gallantly streaming
And the rocket's red glare, the bombs bursting in air
Gave proof through the night that our flag was still there
O say does that Star - Spangled Banner yet wave
O'er the land of the free and the home of the brave

PLEDGE OF ALLEGIANCE TO THE FLAG

“I pledge allegiance to the Flag of the United States of America and the Republic for which it stands. One Nation, under God, indivisible, with liberty and justice for all.”

MODEL FORMS for OFFICIAL COMMUNICATIONS

DUTY CHANGE REQUEST

Corps of Cadets
Missouri Military Academy
Mexico, Missouri
Month, Date, Year

Subject: Request for Duty Change
To: Commandant of Cadets
From: Cadet _____ (rank and name)

1. I request a (type of duty change) from (time) on (date).
2. I need this duty change because (explain reason).
3. Cadet (rank and name) has agreed to perform my duty at said time.

(Your signature)

(Printed name of replacement and rank) _____
(Printed name of requester and rank)

(Signature of Approval)

(Battalion duty changes must be signed by S-1)
(Company duty changes, must be signed by the first sergeant)

FORMATTING for PERMITS and DUTY CHANGE REQUESTS

- A. Heading (begins at “Request for _____ Permit” or “Duty Change Request”) should appear 1 inch from top of page.
- B. Left margin 1 inch, right margin ½ inch (bottom margin at least 1 inch if a long communication is required).
- C. Company and room number on third line from bottom.
- D. Signature of Approval line will not be more than ½ inch below the last line of communication.
- E. Upper one-third of the paper will contain heading through “From...”
- F. Second one-third of the paper will contain the body (numbers 1-3) and signature of approval.
- G. Lower one-third of the paper will be left blank.
- H. Official communications are folded twice into thirds, along its width. The top third is folded back and the lower third is folded upward.

RESUME FOR DESIGNATION

(page 1 of 4)

**CADET “Name”
BRAVO COMPANY
MISSOURI MILITARY ACADEMY**

Cadet Photo
Here

DESIRED LEADERSHIP POSITIONS

- #1 The position you want most
- #2 A position you would like if you didn't get your top choice
- #3 A position you would like if you didn't get your top choice

***Special Notes**

- Font - Times New Roman, upper case, black
- Cadet Name - font size 18
- Company - font size 16
- Mexico Military Academy - font size 16
- Desired Leadership Positions - font size 16

(page 2 of 4)

BIOGRAPHY Cadet “Name”

***Special Notes**

- A biography is a description of what you have accomplished at MMA and elsewhere.
- Begin with an introduction paragraph, followed by supporting paragraphs that justify why you should be considered above others for the position you desire. Wrap up with a summary paragraph.

- Font - Times New Roman, black
- BIOGRAPHY - font size 18
- Cadet Name - font size 16
- Introduction, supporting, and summary paragraphs - font size 12
- Text will be double spaced.
- Biography will be no more than one page in length.

(page 3 of 4)

RESUME
Cadet "Name"

OBJECTIVE: I desire the leadership position of Cadet Battalion Commander within the 134th Corps of Cadets, for the Missouri Military Academy during school year 2022-2023.

QUALIFICATIONS:

- bullet
- bullet

EDUCATION:

- bullet
- bullet

VOLUNTEER SERVICE:

- bullet
- bullet

EXTRACURRICULAR ACTIVITIES:

- bullet
- bullet

AWARDS AND CERTIFICATES:

- bullet
- bullet

ATHLETIC/BAND ACHIEVEMENTS:

- bullet
- bullet

PAST/CURRENT LEADERSHIP RESPONSIBILITIES:

- bullet
- bullet

HOBBIES OR UNIQUE SKILLS:

- bullet
- bullet

*Special Notes

- Use the same instructions as the Biography.
- Resume will be no more than one page in length.

(page 4 of 4)

PERSONAL REFERENCE

- Only one personal reference allowed.

PLAN OF THE DAY (POD)

Monday/Tuesday/Thursday/Friday

0600	Wake up
0615-0645	Physical Training (PT) (3 days a week)
0645- 0710	Personal Hygiene/Room Cleaning
0700-0720	Company Color Guard Muster
0710-0715	Step out and small unit inspection (shaves, haircuts, uniform)
0715	Call to Colors
0715-0730	Assemble for Mess

Regular Schedule (M, T, Th, F)

Period	Start	End
Morning Mess	0725	0755
Homeroom	0800	0820
1 st Period	0825	0950
2 nd Period	0955	1120
Advisory	1125	1205
Noon Mess	1210	1250
3 rd Period	1255	1420
4 th Period	1425	1550
Varsity Athletics / Intramurals	1600	1800
Formation	1810	
Evening Mess	1815	1855
Formation	1855	

Guided Study Hall (GHS) M-Th	1900	2015
Free Time	2015	2200
Taps	2200	

Modified Schedule (Wednesday)

Period	Start	End
Morning Mess	0725	0755
1	0800	0850
2	0855	0945
3	0950	1040
4	1045	1135
Noon Mess	1140	1220
Commandant (CMDT) Time	1225	1545
Formation	1545	
Varsity Athletics / Intramurals	1600	1800
Formation	1810	
Evening Mess	1815	1855
Formation	1855	
GSH	1900	2015
Personal Time	2015	2200
Taps	2200	

FRIDAY

1800-2000	Canteen
1800-2000	Tour Squad

SATURDAY (Maroon and Gold Phase)

0700-0720	Color Guard Muster
0715	Call to Colors
0900	Reveille (cadets out of bed, leaders on duty)
0900-1100	Commandants Time
1100	Formation
1100-1300	Brunch
1300-1730	Commandants Time
1730	Call to Quarters
1800-1820	Formation/Colors
1815	Retreat
1800-1900	Mess (mandatory)
1900-2030	Open Gym/Pool/Movie
1900-2030	Tour Squad
2030	Call to Quarters
2030-2130	Personal Time/Hygiene
2130-2200	Hygiene Inspection/Accountability
2200	Taps

SATURDAY

0700-0720	Color Guard Muster
0715	Call to Colors
1000	Reveille (cadets out of bed, leaders on duty)
1000-1100	Commandants Time
1100	Formation
1100-1300	Brunch
1300-1430	Commandants Time
1430-1500	Preparation for General Leave
1500-1730	Tour Squad

1500-1730	General Leave/Open Gym/Pool
1730	Call to Quarters
1745-1800	Formation/Colors
1800	Mess (optional)
1900-2030	Open Gym/Pool/Movie
2030	Call to Quarters
2030-2130	Personal Time/Hygiene
2130-2200	Hygiene Inspection/Accountability
2200	Taps

SUNDAY

0700	Reveille
0700-0800	Preparation for Sunday Services
0700-0720	Color Guard Muster
0715	Call to Colors
0800-1100	Church Calls/Self-reflection time
1000-1200	Brunch (optional)
1200-1300	Laundry Turn In
1300-1430	Review Practice
1430-1500	Preparation for General Leave
1500-1700	General Leave/Open Gym/Pool/Movie
1500-1700	Tour Squad
1710-1715	Call to Quarters/Prep for VESPERS
1715-1730	Formation/Colors
1730-1810	Mess
1810-1830	VESPERS Formation
1830-1900	VESPERS Service
1900-2030	Study Hall
2030-2130	Hygiene/Personal Time
2130-2200	Hygiene Inspection/Accountability
2200	Taps

Notes: These schedules are subject to change during the academic year upon the discretion of the Commandant.

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