

PARENTS' NOTES

PART I GENERAL INFORMATION

A. Introduction

Welcome. You made a significant decision when you chose to enroll your son or daughter in the New York Military Academy.

Most parents ask, “What is next? What role do I play with the Superintendent, his staff, the Parents’ Auxiliary (PA), parents of other cadets, my cadet’s peers and, most important of all, my cadet? What will my cadet’s life be like on a day-to-day basis?”

Realizing that these thoughts run through the minds of all parents, we have developed the *Parents’ Notes* to explain the basic mission and philosophy of the Academy, provide insight into the daily routine your cadet will be following, and answer some questions which may arise.

B. Academy Mission

The mission of New York Military Academy is: To develop all cadets in mind, body and character to prepare them for further education and to be effective leaders and responsible citizens.”

C. Philosophy

The basic NYMA philosophy stems from our mission and the fact that we are a college preparatory school with a military tradition. We believe that operating within an orderly environment results in better academic performance by our students.

At NYMA, we strive to ensure that each cadet lives in a wholesome, safe, well-organized and properly supervised environment where academic excellence is achieved; character, physical wellness, confidence, and the qualities of leadership are developed.

Inherent in our philosophy and mission are the following objectives:

1. **Academics** - To provide cadets with educational challenges and experiences that prepare them to be successful in the Information Age and for further study at the college level.
2. **Athletics**- To develop cadets physically to participate in competitive sports and instill a lifelong appreciation for wellness and a healthy lifestyle.
3. **Character** - To instill in cadets a high sense of morality and ethics with emphasis on intellectual honesty, integrity, discipline, honor, respect for authority and

consideration for others.

4. **Leadership** - To develop through the structure of the Corps of Cadets, self-discipline, leadership and citizenship.

D. Religious Beliefs Statement

The Academy recognizes that a wealth of different views and beliefs is part of our diverse multi-cultural community. Parents are asked to complete the religious preference section of the Commandant's Information Sheet to alert parents and cadets to the religious services provided. Cadets are encouraged to attend religious services on or off campus. For those parents who do not state a religious preference or do not wish their cadet to attend services, a character development program is organized and led by members of the Academy staff.

If a cadet wishes to continue religious instruction while attending the Academy, it is recommended that all religious instruction take place at the parent's place of worship. If this is a hardship, then it is the responsibility of the Academy to arrange with the cadet's parents to provide instruction at the appropriate place of worship in the local community. If a cadet wishes to have a religious ceremony take place at the Academy or a local house of worship, the Commandant must make arrangements with the cadet's parents for their written permission and attendance at the ceremony. If a cadet wishes to attend a special religious ceremony or event taking place, on or off campus, there must be parental consent and written permission on file in the Commandant's office before the event.

E. Board of Trustees

The basic responsibility for the management of New York Military Academy rests with its Board of Trustees, a group of sincere, dedicated and distinguished persons who have experienced success in a variety of fields that include education, law, business and military service. The Board of Trustees is responsible for providing the vision and major policy guidance for the Academy.

F. Superintendent and Staff

The Board of Trustees has charged the Superintendent with accomplishing the NYMA mission and has empowered him with authority to exercise general supervision over all phases of operations. His staff of assistants, with whom you will become acquainted early in your association with NYMA include: the Commandant of Cadets, the Dean of Academics, Director of External Operations (Admissions, Development, Marketing and Alumni), the Guidance Counselor, the Business Manager, the Director of Facilities, and the Athletic Director. You are encouraged, as the need arises, to contact any of these staff members directly. The Commandant of Cadets, his deputy or your cadet's TAC is always available to address your concerns regarding department, leaves of absence and other non-academic problems that your cadet may have. The Dean's Office is available to help you regarding academic concerns, the Admission's Office for admissions and financial aid, and the Business Office for financial issues. In addition, the Superintendent is on

campus throughout the year to help you.

PART II YOUR CADET

Every cadet must make a transition when shifting from a completely home-like environment and public (or other private) school to that of a military boarding school. The following paragraphs provide you with information to assist your cadet in this transition.

A. Homesickness

The first major problem that may arise is that your cadet may become homesick. This is normal and something that we have all experienced. It happens to everyone. Having to cope with homesickness is part of growing up. Of key importance is the fact that we can ease the process if parents are aware of the many forms in which homesickness can be expressed, and then respond appropriately. Following are some of the most common verbal indicators:

- “It’s too military here.”
- “It’s not military enough.”
- “I don’t like my roommate.”
- “The food is not good (but I’m gaining weight).”
- “I can’t get enough sleep.”
- “They make me go to bed too early.”
- “There’s nothing to do.”
- “We’re kept too busy; I never get any rest or free time.”
- “The officers have it in for me.”
- “Nobody likes me.”
- “I don’t have any friends.”

How should you respond?

Naturally, you will be patient, understanding, yet adamant about your cadet sticking it out. We suggest that you take the stand that, within a comparatively short time, your cadet will adjust to the routine, make new friends, appreciate all of the athletic and recreational facilities and be able to handle study without distraction. Remember, your cadet wanted to come here, and given the time, he or she will successfully transition into this new environment. Specific recommendations include:

1. Resist the inclination to come running up to console your cadet.
2. Do not encourage excessive phone calls home; but stay in touch.

3. Do not entertain any suggestion of going home for a few days to “talk it over.”
4. Let your cadet get adjusted. (It takes about 4-6 weeks.)
5. Remember that your cadet’s comments/stories are only *part* of the full story and are colored by his/her quick perceptions.
6. Call the Commandant of Cadets or the Dean of Academics if you have any concerns or information we should be aware of.

Our business is looking after young people. We accept our role of **in loco parentis** with the utmost seriousness. If we need your presence, rest assured, we will so advise you. Meanwhile, our advice is that a few weeks of separation is the best tonic for a student having some difficulty making the transition from life at home to the environment at a military boarding school.

B. Cadet Life and the Routine

Much that your cadet will tell you will stem directly from the nature of the routine at the Academy. Therefore, a brief insight into some of these particulars is appropriate at this time.

Your cadet’s new routine will revolve around the Schedule of Calls. Class bells announce calls to the Corps. The day of your cadet begins at about 5:45 AM with wake up, PT, personal hygiene, and 1st mess (breakfast). Classes begin each day at 7:45 AM and end at 2:35 PM. There is a tutorial period from 2:35 PM to 3:15 PM. Tutorial is an extra-instructional session for cadets who would like to receive additional assistance or who are academically deficient. At 3:30 PM all cadets (day and boarding), depending on the specific day of the week, report for interscholastic sports, drill, club activities or special programs. A special program requiring additional costs is horsemanship. The day ends after 3rd mess (dinner) with Evening Study Period (ESP) and personal hygiene at 10:00 PM. Sunday schedules include religious services and activities or a Character Development Class. Religious services are also observed Friday and Saturday in accordance with a cadet’s religious requirements.

C. Evening Study Period (ESP) and Evening Tutorial

Sunday through Thursday nights the entire Corps of Cadets will participate in either Evening Study Period or Mandatory Study Hall/Tutorial. During ESP, from 7:30-9:00 PM, cadets must be in their rooms solely for the purpose of study. To ensure proper supervision of ESP, the TACS will circulate throughout the barracks and provide assistance as necessary. Cadets who cause a disturbance during the ESP will receive disciplinary action. Selected Cadets will be assigned to Mandatory Study Hall/Tutorial from 7:30-9:00 PM Sunday through Friday as a result of deficient academic performance (poor grades or incomplete homework). Cadets will remain assigned to Mandatory Study Hall/Tutorial until the deficiency has been corrected. Teachers from the respective

departments will be present to provide academic assistance as required. Cadets can also voluntarily seek extra assistance from the teacher on duty. One of the side benefits of this policy is that closer relationships develop between faculty members and cadets.

D. New Cadets

Every first year cadet is referred to as a “New Cadet” (NC). This title is retained until Recognition Parade when NCs who have successfully passed the NC written, verbal and performance tests are “recognized” and officially welcomed into the Corps of Cadets. Symbolic of the change in status is the promotion to cadet private and the right and obligation henceforth to wear the cadet battalion crest on his/her uniform.

New day cadets are required to board for the first four weeks of NC training. After the first four weeks of training, new day cadets who are not recognized will be required to continue attending all New Cadet Training on weekdays, weekends, and evenings until recognized.

When writing the *Cadet Manual*, we gave particular thought to the section that deals with “New Cadet Rules.” Rest assured that requirements for New Cadets **do not permit** any hazing, physical, emotional or mental abuse, or the performance of menial tasks for other cadets.

We will not deny cadets the right to eat a full meal three times a day. NCs are required to become familiar with the organization and the rules and regulations at NYMA, the chain of command within the Corps of Cadets, the history and traditions of the Academy and the Cadet Honor Code.

Company-type (or mass) punishment is generally not permitted. We do not tolerate all members of a unit being punished for the misbehavior of an individual or several cadets. Granted, mass punishment can frequently be an effective solution, but it is not the type of leadership we teach at NYMA. Likewise, corporal punishment by staff, faculty or cadets has no place at NYMA and is not tolerated in any form. All cadets are required to acknowledge having read NYMA’s policy on Hazing, Harassment and Bullying.

E. The “5 R’s”

We stress the “5 R’s” at the Academy:

Reading
WRiting
Arithmetic
Responsibility
Respect

This succinct message conveys the basic principles of academic excellence, citizenship and leadership that we try to instill in all cadets. We want you to be proud that your child

is a cadet at NYMA.

F. Cadet Rank

All parents eventually become curious as to how we fill positions of responsibility and leadership within the Corps. Note the word “responsibility” and not “authority” or “privilege.” This is an important lesson we strive to impress upon all cadet officers and noncommissioned officers (NCOs). In contrast to the average private school, eventually a young person at NYMA has to shoulder responsibility for the performance and welfare of others.

The *Cadet Manual* outlines the criteria and procedures used to select cadet leaders. The process includes a board composed of the Commandant, JROTC Instructors, Deputy Commandant, Athletic Director, Academic Dean and Chaplain (if assigned to the staff). The board interviews each prospective cadet and considers academic performance, athletics, leadership performance and potential, discipline and extracurricular activities. Final determination is based upon the manner of performance during Leadership Development School (LDS), which precedes the start of the academic year. The Superintendent makes the final decision.

Military rank is awarded to cadets based on individual performance and potential. Generally, seniors are officers, juniors are senior NCOs, sophomores are junior NCOs and freshman are corporals or below. Specific ranks and positions are as follows:

First Captain	Battalion commander and senior-ranking cadet at NYMA
Second Captain	Executive officer and second-ranking cadet at NYMA
Captains	Company commanders and senior staff officers
Lieutenants	Company and junior staff officers
Sergeants	Company and staff noncommissioned officers (NCOs)
Corporals	Junior noncommissioned officers
Privates	All other cadets

G. Personal Property and Security

NYMA ACCEPTS NO RESPONSIBILITY FOR LOST, STOLEN OR MISSING PERSONAL ITEMS. Cadets are **not allowed** to have televisions, VCRs, large stereo systems, **iPods**, heaters, refrigerators, microwave ovens, or gas grills. TV lounges are located in each company and are available for cadet use during non-duty time. Each

cadet is permitted to have a small stereo system with a value less than \$100. Each Cadet is required to purchase a NYMA footlocker and two NYMA combination locks to secure valuables (tapes, money, computers, CDs, watches, rings and other property of importance). Cadets are not authorized to keep more than \$20 in their personal possession at any one time. All other cash should be secured by depositing it in the Cadet Bank. Dormitory living here, as at the university level or elsewhere, is subject to occasional theft. All major thefts are reported to the police who then investigate. Accordingly, good security habits should be developed. Do not allow your cadet to bring expensive watches, jewelry or other items to NYMA. Cadets are not allowed to have civilian clothing on campus.

Cadets are highly encouraged not to borrow funds or to lend money or other belongings to other cadets or staff or faculty.

H. Female Cadets

Beginning with the school year 1975, the Board of Trustees approved the admission of young women to NYMA in grades 7 to 12. Female cadets wear the same uniforms as male cadets. Female cadets are housed in Pattillo Hall (all-female dormitory). Although they have their own company (Foxtrot Company), they are otherwise fully integrated into the Corps of Cadets and participate in band, riding, and athletic programs.

Their presence and demeanor have a positive effect on the overall department of the Corps, both in the classroom and around the campus. Moreover, their academic excellence has raised the overall academic performance level of the Academy. An examination of the "Head Boy" board in the main lobby of the academic building shows that the high number of female honorees required the redesignation of the best all-around cadet (leadership, citizenship, athletic and academic) award to "Head Cadet."

I. Day Cadets

Day cadets are an integral part of the Corps of Cadets and are expected to participate to the maximum extent possible in all cadet activities and duties. These include: Saturday classes and inspections, Sunday parades and ceremonies, clubs, interscholastic athletics, dances, assemblies, guard detail, disciplinary duties, etc. Day cadets sign in with their TACs on weekdays. Sign-in is no later than 7:15 AM. Day cadets do not sign out until all mandatory functions including drill, athletics, clubs, punishments, etc., are completed. Unless required to remain on campus for athletic contests or other duty, day cadets are expected to depart from campus prior to Third Mess (6:00 PM). Day cadets will not remain for Third Mess or overnight without specific permission from the Commandant of Cadets.

Day cadets must read the "Training Schedule" each day. Before departure on Friday, each day cadet should check with his/her TAC for any required duties, special formations or uniform requirements over the weekend. All cadets, day and boarding, must serve their punishments during each afternoon and on weekends. Failure to be present to serve

punishment may cause a cadet to be suspended or dismissed from the Academy.

New day cadets are required to board for the first four weeks of NC training. After the first four weeks of training, new day cadets who are not recognized will be required to continue attending all New Cadet Training on weekdays, weekends, and evenings until recognized.

Day Cadets are the only cadets authorized to drive vehicles to and from school. Parking is provided in the parking lot near Donaldson Lodge (across from the main gate), and cadets are required to turn in and pick up their car keys from the TAC of their company. They must **never** carry other cadets in their vehicles or drive on campus without the Commandant's permission. Failure to obey these rules will cause the cadet to lose driving privileges and and thus, parents must find other means of transportation for their cadet.

J. Automobiles

Boarding cadets are not permitted to have automobiles or motorbikes at NYMA, to drive their parents' cars on campus, or to garage any vehicle in the vicinity. The use of automobiles by Day Cadets is as noted in the above paragraph. Do not allow your cadet to bring a car to NYMA. He or she will receive harsh punishment and the car may be impounded. **DO NOT ALLOW YOUR CADET TO RIDE WITH ANY CADET WHO IS DRIVING A CAR TO OR FROM CAMPUS.**

K. Physical Examinations

We are concerned with the physical well being of your child. You can help appreciably by accomplishing the following:

1. See that your cadet has a complete physical examination (including properly dated immunization records, as required by New York State) before arriving at school each year. The Academy doctor for an additional fee may perform physical examinations. Cadets cannot remain at NYMA without a complete current physical exam and shot records – **IT IS A STATE LAW.**
 - a. Laboratory Work: Our school physician requires the data of the CBC blood work. A photocopy is acceptable.
 - b. Immunization Requirements: New York State Law requires that we have on record a minimum of three dates for your child's DPT and polio immunization; two vaccine dates for measles, mumps and rubella (MMR) (required after the first birthday); and results of the tuberculin tine test having been administered within the previous year.

- c. Your family doctor should complete these immunizations as well as other physical examination requirements that are described on the top portion of the physical record. Please take the time to read them.
2. Provide the Head Nurse with the cadet's complete and accurate medical history. Do not withhold any information.
3. Sign the back of the medical form authorizing emergency medical treatment for your child at the nearby hospital if necessary.
4. Provide the Head Nurse with all your cadet's medications and ensure that the medication refills and changes to medications are always on hand.
5. With this basic information in hand, we can properly monitor your cadet's participation in Corps activities and ensure that his or her health is looked after correctly.

L. Medical Support

The infirmary is staffed 16 hours a day with either a Licensed Practical Nurse and/or a Registered Nurse, they are also on call between 10:30 PM and 6:30 AM. If a cadet is in the infirmary for observation or care, a nurse is kept on duty as long as the care is required. Do not hesitate to call our Head Nurse or stop in and meet her if you have any medical concerns or questions.

Our school doctor is on campus twice a week, Monday and Thursday mornings, to conduct "Sick Call."

Visits to specialists, laboratory work and medication that exceed school medical coverage may be coordinated and will be billed separately by the Business Office or by the service concerned. We require that all special medical or dental appointments be scheduled during vacations, furloughs or during the summer. If your child will need orthodontic work while at NYMA, arrangements may be made with the infirmary. If it becomes necessary to schedule an appointment during the week, we ask you try to schedule on Thursdays between 3:30 and 8:00 PM. We can make referrals to a local orthodontist of choice. Absences during the week or on closed weekends severely impact the Academy's ability to accomplish the mission for which you are paying.

It is school policy that *no medications* of any type are kept on the person or in the room of a cadet. This includes vitamins, protein powders, etc. Please bring all such medication to the infirmary and the medical staff will gladly dispense it according to the required schedule.

If your cadet is on a specific medication that is required to be taken daily, it is the parent's responsibility to supply the medication and refills as necessary. The infirmary must have the prescription, a doctor's orders and the parent directions. Please ensure that the Head Nurse has all of these forms. The Academy cannot change the prescribed medication without a doctor's orders.

M. Allowance

Cadets are authorized to draw a weekly "allowance" from the cadet bank in an amount approved by parents. Since cash is required for canteen, special activities and other purchases, we recommend that every cadet be provided some amount for his/her personal use. Amounts will vary by age, but should not exceed \$20 per week. The parent/guardian should set amounts at the time of the first deposit. The bank will be open on Tuesday and Friday during the cadet lunch period (2nd mess). If you would like to make any modification to the amount of your cadet's allowance, you must notify the Business Office at (845) 534-3710 ext. 4281, or by fax sent to (845) 534-7121 by 10:00 AM on the day on which you want the change to occur. Please do not allow your cadet to have more than \$20 at any time. Excess cash encourages theft.

N. Academic Requirements for Graduation

There are no Pail/Fass courses; all courses are graded and all courses are for credit. Prior school programs may modify some of these requirements. Additional course units of instruction, successfully completed, enhance college opportunities and are strongly encouraged.

We require the following units as a minimum for graduation:

<u>SUBJECT AREA</u>	<u>REGULAR (Units in each area)</u>	<u>HONORS (Units in each area)</u>
English	4	4
Social Studies	4	4
Science	3	7 units (in a combination of 3 & 4)
Mathematics	3	7 units (in a combination of 3 & 4)
Languages other than English	3 (2 yrs of 1 language & 1 year of another)	3 (all the same language)
Health	0.5	0.5
Fine Arts	1 (combination of Arts, Music or Performing Arts)	1 (combination of Arts, Music or Performing Arts)
Physical Education	2 (0.5 per year)	2 (0.5 per year)
Electives	1.5	2.5
JROTC	1 for every year in attendance	1 for every year in attendance

TOTAL

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O. Guidance Program for College Admissions

Juniors:

All juniors will take the PSAT in October. Sophomores can elect to take the exam. However, if they wish to compete for the NMSQT, they must retake the exam as a junior. In addition, juniors must take either the SAT or ACT during their junior year. To assist

in

preparing for the SAT, ESC Test Prep provides, for a fee, an eight-week course that targets the October PSAT and the November SAT.

Eighty percent of students across the nation apply to only twenty percent of the colleges in the nation. For that reason competition is extremely high. Cadets should be prepared to discuss their college plans with their academic advisor and/or Guidance Counselor.

The areas to be discussed will include the cadet's academic record, PSAT, SAT and/or ACT scores, career choices, college selection factors and parental choices. In April they will submit a tentative college selection list and activities list. A copy of the selection college list will be mailed home in the early part of the summer.

Seniors:

As juniors, rising seniors made college selections and should begin visiting and narrowing selections. The application process takes time and students cannot expect to complete the process quickly. For that reason, cadets should investigate the easiest way to apply to their choices and be aware of all the requirements for application to include application deadlines, supplemental applications, letters of recommendation, official SAT results (which students must request from College Board), transcripts and application fees. Application and program deadlines are especially crucial and vary by school.

In general, cadets applying for regular admission should target Thanksgiving Furlough as the time to have all application materials ready. The Academic Office will send mid-year reports after the completion of semester grades along with a letter of evaluation, if required, to the school. After graduation, the Academic Office mails a final report to the school selected by the graduate.

If cadets or parents have questions, they should contact the Guidance Counselor and the cadet's academic advisor as they can best offer assistance in this area.

PSAT

October 15, 2008*

SAT

October 4, 2008
November 1, 2008*
December 6, 2008*
January 24, 2009*
March 14, 2009

ACT

May 2, 2009*
June 6, 2009

September 13, 2008
October 25, 2008*
December 13, 2008
April 4, 2009*
June 13, 2009

* Will be given at NYMA

PART III PROGRAMS AND ACTIVITIES

A. Citizenship Training

The opportunities for citizenship and leadership training at NYMA are unique and numerous. While we are preparing our cadets to enter and be successful in college, we are also preparing them to be leaders and model citizens. The leadership training is conducted daily as part of cadet life. A personal sense of duty, responsibility, discipline and respect is developed in each cadet. **Cadets are expected to always do what is right.**

The *Cadet Manual* spells out the standards of conduct. When a cadet fails to meet the prescribed standard, it is noted and corrective action is taken by additional training or awarding demerits. When a cadet exceeds 10 demerits per week, for each demerit over

10, an hour of marching tours must be completed during the cadet's free time. Serious offenses such as absent without leave (AWOL), violations of the honor code ("a cadet will not lie, cheat or steal, or tolerate those who do"); possession of "controlled substances" or weapons, physical abuses of other cadets; fighting, hazing, bullying, or immoral conduct are matters that warrant a Commandant's Board and serious disciplinary action (including dismissal, mandatory counseling by qualified officials and other measures). The *Cadet Manual*, provided to every cadet, lists the penalties for infractions of the rules. **If a cadet has punishment tours to serve he/she may not leave campus. Parents must support this rule or they will undermine the Academy's goals and objectives.**

Excessive Tours - Cadets who earn over 200 tours during the academic year may be dismissed. Parents will be asked to attend a meeting with the Commandant of Cadets when their cadet exceeds 100 tours, and with the Superintendent when the cadet exceeds 150 tours. If a cadet's behavior indicates that he or she is having significant problems adjusting to or adhering to the Academy's rules, he or she may be placed on disciplinary probation. Once the terms of the probation are agreed to and the parents and the cadet sign the probation, a violation of the probation may lead to dismissal.

B. Academy Policies: New York Military Academy depends on every parent to firmly and consistently support the Academy's rules, regulations and policies. Each parent/guardian is required to sign authorization and agreement forms (shown in paragraph C below), which formally reflects their willingness to support these policies. Selected policies include:

- 1. Drug and Alcohol Policy:** Cadets are not allowed to use or possess any alcohol or illegal drugs. The violation of this policy may lead to suspension or dismissal. If a cadet is not dismissed, the cadet must be enrolled and successfully participate in a drug and alcohol education program. Failure to be enrolled or appropriately participate will lead to suspension or dismissal. A letter or certificate of participation and/or completion must be submitted to the school before a cadet can return.
- 2. Drug and Alcohol Testing:** The Academy will conduct random and directed drug and alcohol testing. The Academy will randomly select cadets each week to participate in a urinalysis test. If the Academy suspects that a cadet has used drugs or alcohol, the Academy will direct that the cadet be tested. Cadets who test positive may be suspended or dismissed. Refusal to participate in the tests will be considered a positive test.
- 3. Searches:** To improve the health and safety of each cadet, the Academy conducts frequent inspections and searches of cadets and cadet's living areas. Each time a cadet departs or arrives on campus his/her bags may be inspected. Unauthorized items will be confiscated. If contraband is found (weapons, drugs, alcohol, etc) it will be confiscated, disciplinary actions conducted and appropriate reports to the police will be made.

4. **Damage to the Academy's Property:** Anytime the property of the Academy is damaged an investigation is conducted to attempt to identify who caused the damage. If an individual or individuals are identified they will be required to pay for the repair or replacement. The cadet will be required to sign a charge slip that will lead to the appropriate parent receiving a bill. If the individual(s) cannot be identified the cadets who live in the building/area that was damaged will equally share the cost of the repair and each of their parents will receive a bill for their share. The Academy hopes that cadets will tell us who caused the damage. Please encourage your cadet to tell us so that you do not have to pay for damages that your cadet did not cause.

5. **Tobacco:** The NYMA campus is by law and Academy policy a tobacco free area. This law and policy applies to all cadets, staff and faculty, and parents. Multiple violations of this law/policy may lead to a cadet's suspension or dismissal.

6. **Weapons:** No weapons of any type are allowed at NYMA: No fireworks, no lighters, no knives, no ammunition, no martial arts weapons, no realistic toy guns, etc. Possession of any weapon may lead to immediate dismissal.

C. **Authorizations and Agreements:** Each parent/guardian must sign the Memorandum of Understanding and several Authorization and Agreement Forms prior to their son or daughter being allowed to enroll as a cadet at NYMA. These forms may not be modified in any way. **Parents may not annotate the forms with the intent to modify the content of the form. A parent's/guardian's failure to adhere to or support these policies may lead to their cadet's suspension or dismissal.** The Memorandum of Understanding includes the following policies and authorizations maintained by the Commandant's Office and include:

1. Drug and Alcohol Policy
2. Searches and Seizures
3. Damages to Academy Property
4. Tobacco free Academy Campus
5. JROTC Privacy Act Certificate
6. Religious Preference
7. Athletic Authorizations
8. Activity Authorizations
9. Weekend Leave/Pass Authorizations
10. Technology Acceptable Use Policy
11. Technology Computer Work Release Form

D. **Character Guidance**

We have noted that character development is a cornerstone of our mission. Character

development is a major part of the development and growth of each cadet into a responsible and honorable adult. We require all cadets to participate in religious or character development programs conducted on and off campus on each weekend that the cadet is on campus. Muslim services are scheduled in Newburgh. Jewish services are Friday nights at West Point. On Sundays Catholic cadets attend the 9:30 AM. Mass in nearby Cornwall. Other denominations are scheduled as requested. A Character Development Class is held for those cadets who do not participate in services. The parent designates the choice of a program on the enrollment form, and the cadet will conform to that program unless the parent chooses to change it with the Commandant. We welcome parents to attend these services with their cadets.

E. Leadership Education Training (LET)

The US Army sponsors the Junior Reserve Officers' Training Corps (JROTC) program at NYMA. Every high school cadet must participate in the program. The US Army JROTC detachment provides parade rifles, air rifles for marksmanship training (optional), drill and ceremonies training, four years of LET classes and the opportunity to attend two weeks of summer camp. The detachment consists of the Senior Army Instructor (SAI, a retired US Army field grade officer) and two retired US Army noncommissioned officers.

The highlight of this program is the annual US Army Formal Inspection. Each spring the Academy is evaluated against all other US Army JROTC programs. The top schools are designated "Honor Unit with Distinction" which entitles the school to annually nominate a designated number of qualified cadets to the US Military Academy, US Naval Academy and US Air Force Academy. This places our nominees in a separate category that enhances their opportunities for selection and appointment. NYMA has been an "Honor Unit with Distinction" for several decades without interruption.

F. Absences

Passes - Whenever cadets depart the school grounds, they must be qualified (grades of C or better and no punishments) and on an authorized leave or pass. To enjoy this status, parents must complete the "Weekend Leave, Pass and Furlough Authorization" form. Please read this form very carefully. All cadets must sign out and in as a "buddy team" when going off or returning to campus. **A cadet who is on an academic deficiency list or has punishment tours to serve will not be permitted to go off campus.**

Weekend Leaves - The school calendar shows the weekends that are "Open" for qualified cadets (academically and militarily proficient, with parental authorization) to depart campus. Long weekend leave begins at 3:00 PM Friday. Short weekends begin at noon Saturday. **Please do not get your cadet in trouble; plan ahead and get him/her back to campus on time.**

Furloughs - Furloughs are extended periods of vacation when all cadets **MUST** leave campus. All campus facilities are closed. See the calendar for the furlough schedule. Again, you must ensure your cadet returns to campus at the designated time.

Please schedule all medical, dental and other appointments during open weekends and furloughs.

If your cadet has been absent from school due to a medical reason, we require a note from his/her doctor upon return. We request that you do **not** return your child to NYMA until he or she is fully recovered.

Your cadet must leave and return to campus in the proper cadet uniform. He/she may not return with or in civilian clothes. His/her backpack or overnight bag will be inspected when he/she returns.

G. Weekend or Overnight Leave Authorization

You will, or have, received a form that must be completed and returned to the Commandant of Cadets advising him of your desires regarding weekend or overnight leave. If your cadet is qualified to take weekend leave, you have three choices:

1. To limit absences to periods for which you give specific written permission.
2. To authorize your cadet to leave campus only with those persons that you designate.
3. To grant blanket permission for your cadet to be away from NYMA on any “open” weekend without adult supervision.

With regard to option 1., requests for absences must be submitted **in writing or by fax** to the Commandant of Cadets and be received by him no later than the preceding Wednesday. Please do not attempt to circumvent this by telephoning rather than writing.

“Open” weekends are provided to accommodate parents who live comparatively short distances from the school and who want to have their cadets at home more frequently during weekend non-duty hours. In no way should this be construed by parents as an indication that their cadets will be home every weekend. **Again, a cadet must be academically proficient (no D’s or F’s) and militarily proficient (no tours) to be authorized to leave campus.**

Please check with the Commandant’s office to ensure that your cadet is qualified for a leave before you drive to the Academy to pick him or her up. We will be conducting our normal program of weekend activities for all boarding students throughout the year, so there will be plenty for cadets to do at NYMA at all times.

It is essential that parents comply with the specified departure and return times to the Academy for weekend leaves and furloughs.

You have elected to place your child in our hands at the Academy so that he or she may

develop into an academically sound, responsible young adult. Our job at NYMA is to instruct and train the cadets so that they will embrace those qualities that will enable them to become constructive, disciplined leaders and citizens. Paramount in the training is instilling a willingness in each cadet to follow rules and accept responsibility for his/her actions. **Please help by not asking to have your cadet leave early and by ensuring that your cadet returns on time.** Cadets who fail to return on time or have unexcused absences could result in 10 disciplinary tours per day.

Furlough and “open” weekend schedules including departure and return times are sent to all parents in the *Parents’ Bulletins* and are shown in the SY 2008-2009 calendar. If you have any doubts regarding these times, call the Commandant’s Office. Cadets are also made aware of the return time for each weekend and furlough. If you feel that you **must** pick your cadet up earlier than the published departure time, please help us avoid a potentially embarrassing situation by calling the Commandant or his representative to discuss the matter before you depart home for the Academy. **Cadets will not be allowed to leave campus early.** The cadet, alone, is held responsible for departing from home early enough to make the sign-in time at the Academy. Missing a bus, train or plane is not, by itself, a valid excuse for returning late. **Parents please help NYMA; do not allow your cadet “to beat the system”.**

Unless there is an emergency, **cadets returning late from weekend leave, pass, or furlough will receive punishment in accordance with the provisions of the CADET MANUAL.**

H. Mentors, Supervisors and Counselors

To further the rapport between cadets and the staff and faculty, each teacher is assigned approximately ten cadets with whom he or she meets from time to time as a “Faculty Mentor” to monitor progress. Company Tactical Officers supervise and monitor the cadets in their companies. The Academic Dean and the Guidance Counselor will provide academic counseling throughout the year for all cadets. In addition, athletic coaches and faculty club sponsors help to provide the emotional support that every cadet needs at one time or another.

I. Community Service

Cadets in grades 9-12 will be required to complete 50 hours of Community Service projects in order to graduate. Cadets may perform Community Service on or off campus. Community Service projects performed off campus must be conducted to assist a Community Service organization (non-profit), **not a business**; examples – Red Cross, hospitals, church, etc. A letter from the organization stating the number of hours to be completed and contact person must be submitted to the Commandant’s Office for approval of the project as Community Service prior to the commitment.

J. Cadet Publications

Cadets produce **The Shrapnel**, the NYMA yearbook. They design, compose, copy, take photographs, handle the layout and manage the project. The yearbook reflects the entire academic year. While the Senior Class is featured, all cadets have individual yearbook photographs that appear in the section designated for their class. **The Shrapnel** is a non-profit publication. The cadets sell advertising to local business people in the area, suppliers of services and parents in order to reduce publication costs, thereby lowering the purchase price of the yearbook.

K. Interscholastic Sports

In order to provide a clear and measurable standard for NYMA athletes, NYMA has adopted the following rules concerning athletic eligibility.

1. Athletic eligibility is to be determined at each interim and marking period. The following guidelines are established.
 - a. Cadets failing (64 or below) in two or more subjects are automatically ineligible for athletics and other extra curricular activities.
 - b. Cadets failing (64 or below) one subject will be declared ineligible if the overall grade point average (GPA) for the marking period is less than 70.
2. Eligibility at the end of the first semester will be determined by that semester's grades.
3. Cadets entering NYMA for the first time will be considered eligible for sports.
4. Cadets entering NYMA in the middle school grades will be considered eligible for modified sports on enrollment. NYMA standards will be applied following the first marking period in attendance.
5. The cadet must be 19 years or younger on 1 September of the academic year.
6. The cadet must be academically and militarily proficient.
7. Cadets with 26 or more tours left to serve are required to serve punishments and may not practice or play sports.

PART IV HELPFUL HINTS AND SUGGESTIONS FOR PARENTS

A. Visiting

When you visit the Academy and take your cadet into the local area, he or she must remain fully attired in proper cadet uniform. Of course, while cadets are present on school grounds, the same rule applies. NYMA's fine reputation with the community

depends on each cadet’s personal appearance and behavior. Please ensure that we can be proud of your cadet. It would be appreciated if you and other members of the family help us to maintain a high standard at the Academy by wearing suitable attire when visiting NYMA.

Cadets are forbidden to smoke or use any tobacco products. Thus, we request parents and visitors to refrain from smoking while on campus. Likewise, the bringing of alcohol or “controlled substances” onto campus is prohibited. When your cadet is off campus with you, please ensure that he/she continues to abide by these rules.

Please do not park your car in front of the barracks and do not go unescorted to your cadet’s room in the barracks. Coordinate with the Commandant’s Office or the Company TAC to have your cadet meet you. This will assist us in maintaining the security and the privacy of all our cadets

B. Mail

Mail is an important element of a cadet’s life. You, your relatives and friends are encouraged to correspond frequently. The proper way to address mail to your cadet, once assigned to a company, is:

FORMAT	EXAMPLE
Cadet (cadet’s name)	Cadet John/Jane Doe
Company (cadet’s company)	Company B
School Name & street address	NYMA 78 Academy Ave.
City, State and Zip Code	Cornwall-on-Hudson, NY 12520

Please do not send money or checks in mail addressed to your cadets. All checks should be sent to the Business Office

C. Parent and Faculty Open Houses

Once each semester the Dean of Academics hosts a parent and faculty meeting/open house. All teachers are available and prepared to discuss your cadet’s academic progress. In addition, the Superintendent, the Commandant, and medical, athletic, admission, business and service staffs are present or represented to answer any questions you may have. Your attendance at these open houses is highly encouraged and important to you and your child.

D. Military Life

Parents, whether familiar with the military or not, must understand that the life of a NYMA cadet is entirely different from that of a young man or woman serving in the military service of their country.

NYMA is first and foremost, a preparatory school for college. We are not part of the United States Army, the Navy, the Air Force or the Marine Corps. The Commandant of Cadets in a firm, fair and consistent manner, administers *the Cadet Manual, the rules and regulations governing cadet life*. The military aspects of the Academy provide the leadership, structure and discipline necessary to ensure that the academic and character development missions are accomplished. The Corps of Cadets also provides the invaluable “Leadership Laboratory” in which cadets develop their leadership and citizenship skills. The leadership learned at NYMA will have a dramatic impact on the rest of their lives.

E. Communication

Communication is essential to ensure understanding and resolution of difficulties. Resolving individual cadet problems is an issue we share and most parents understand that it is better for the cadet to resolve his or her own problems. The Commandant will keep you informed if your cadet commits a serious offense or if he/she is accumulating an excessive number of demerits. If you have any concerns, please do not hesitate to call. The administration and the parents must work as a team.

A key means of communication with the parents is the Weekly Express and the *Parents’ Bulletin*. The Weekly Express is e-mailed to parents and guardians on Thursdays and the Parents’ Bulletin is a more comprehensive compilation of academy information and events that is published 4 times a year.. Please save the bulletins that list phone numbers of the key officials you may want to contact. We hope that nearly every question you may have throughout the year will be answered in either the Weekly Express or the *Parents’ Bulletins*, during the parent and faculty open houses or during the periodic Parents’ Auxiliary assemblies.

The NYMA website is another method to ensure that you have access to the Academy news and information and the Parent’s bulletin. The website address is www.nyma.org.

F. Public Relations

We maintain an active public relations program with press releases to local area papers to keep the community aware of NYMA’s academic performance and athletic events. We will be happy to provide press releases for your hometown newspapers about your cadet’s academic, military or athletic achievements. Parents should complete the Hometown Release form, available from the Commandant’s Office, and send it to the NYMA Communications Department. This form is also available on the NYMA website:

www.nyma.org; select 'academics' for the form.

G. Business Matters

School officially opens with the arrival of all new cadets. Bills for the school year are prepared in July and August for all enrolled cadets. Parents are reminded that all payments of school fees must be made in accordance with the payment schedule that is sent with each statement. You are reminded that once a cadet is enrolled and starts training, the school's policy is that the tuition and fees **are not** refundable.

Cadets voluntarily reporting early to attend Leadership Development School (LDS), football or other camps will be assessed a minimal daily fee to help defray the cost of food, supervision, and insurance.

New cadets will be billed for the required uniform and equipment issue.

Each male cadet is required to purchase the hair cut program and must receive a regulation cadet hair cut every two weeks.

Each cadet must have all of the required uniform items. All uniform items must fit properly and be serviceable. Thus, if cadets damage, lose or outgrow their uniforms, these items must be replaced immediately.

Each returning cadet must place \$500 in a uniform replacement account. As the cadet replaces items of his/her uniform, the cost of these items will be deducted from the \$500. Charge slips signed by cadets for items purchased at school will be billed monthly. If you want to place any restrictions on charging by your cadet at the Cadet Store, please advise the Academy in **writing**.

Additional uniform/equipment requirements for Cadet Officers and selected Non Commissioned Officers for the year can be rented or purchased and are as follows: sword (with frog and sling), sash, white duck trousers, gray tie, white service cap, gold hat band, shako, eagle and plume. Cadets who are issued cartridge boxes will be charged an annual rental and a replacement fee if not turned in at year's end.

International student accounts will be charged an additional amount to help defray the costs of immigration services and the English as a Second Language Program.

Cadets who travel to NYMA by commercial airlines must arrive at NYMA with an open return ticket. This ticket, as well as the student's passport and I-20 visa, must be turned in to the Admission's Office for safekeeping. Cadets traveling internationally are allowed to wear civilian clothing to and from the academy.

Cadets who are picked up at airports, train stations, hotels, etc. and transported to the Academy or who are taken to departure points for leave and/or furlough periods will be charged for this service. There is adequate public transportation available that may be

utilized, with parental approval, by the older cadets.

Dorm Damages: As shown on the Dorm Damage Form, parents are financially responsible for any damages that their cadet causes to other cadets' or Academy property. In addition, damages done to a dorm by an unidentifiable cadet may be prorated to all of the cadets in that unit or barracks.

Please stress to your son/daughter that he/she should assist the Academy in making certain that those cadets who vandalize property have to pay for its repair or replacement. If the Academy cannot identify the specific cadet(s) who damaged the property, the Academy will prorate the damages to all those in the appropriate company or to the Corps of Cadets as a whole.

The Health Fee covers the cost of certain infirmary services during the academic year:

1. Examination by the school physician at sick call and/or sick call visits without making a specific appointment with the school doctor.
2. Administration of prescribed oral and external medication and antibiotics, certain prescription and over the counter medications that are kept in stock at the infirmary.

The following expenses **are not** covered by the Health Fee and will be billed separately to your account by the school or directly to you by the health service provider:

1. Cost of prescriptions, including antibiotics, which must be filled by the local pharmacy.
2. Any expense connected with fulfilling the school's initial examination requirements, e.g. laboratory work, eye examinations, etc.
3. Cost of serums and their administration to comply with New York State's school immunization requirements.
4. Cost of any medical service where a cadet is referred to a physician, hospital or special service for examination, analysis or treatment of a medical matter.
5. Administration of allergy or similar injections (serum and shot schedule supplied by parent).
6. Round trip transportation costs of a cadet to non-accident medical or dental appointments.
7. Directed drug testing. Parents are reminded that NYMA is a drug and alcohol free environment. Cadets who violate this rule may be dismissed.

Technology Fee: The technology fee is required and provides each cadet with access to and use of the Academy's local area network (LAN), library computer facilities, computer laboratories and classroom computer-assisted instruction. In addition, each cadet is provided a computer data jack in his/her room. Each cadet and his/her parent are required to complete the "Computer Use Agreement." Inappropriate use of the LAN, Academy computers or Internet may cause the cadet to lose his/her privilege to use the technology facilities. If your cadet brings a computer to the Academy please ensure that it meets the following minimum specifications: 800 megahertz, Pentium processor, 64 Mb Ram, 1Gb hard drive, CD ROM, sound card and Ethernet/Network card 1/100.

I. Parents' Auxiliary (PA)

This organization provides tremendous assistance and support to the cadets throughout the school year, working closely with the Superintendent and the staff. The executive committee of the Parents' Auxiliary is a particularly dedicated group of parents who devote many hours to special projects and events that directly benefit the Corps of Cadets. Your dues help fund the following:

1. Funding special projects which in the past have included: purchasing new furniture and equipment for the Cadet Activity Center and purchasing equipment for the company lounges
2. Sponsoring the after Columbus Day Parade pizza party
3. Supporting special cadet recognition (distinguished cadet dinners and company-of-the-month pizza parties)
4. Sponsoring the holiday dormitory decorating contest: providing decorations to each company and a prize to the winning company
5. Assisting the staff in conducting the Holiday Ball and the Ring Hop
6. Conducting the annual PA Auction
7. Sponsoring the cadet and family barbeque during Alumni Weekend
8. Conducting the Faculty Recognition Luncheon at the West Point Club
9. Sponsoring the Memorial Day Carnival

Your participation in the Parents' Auxiliary is important. We hope you will join immediately and become an active part of this team. If you do not have the time or your geographical location makes participation impossible, your dues enable the PA to accomplish its goals.

Finally, all members of the staff and faculty
and our families warmly welcome you
and wish your child success
and happiness at the Academy.

PART V
ACTIVITIES AND TRANSPORTATION

1. **Purpose:** Cadet Activities are required to provide education and/or recreation for cadets. Activities are conducted during the academic week and weekends. Weekday activities are primarily designed to provide academic enrichment while weekend activities provide recreation. The Commandant's Office coordinates all activities. Cadets must be academically and military proficient to participate in activities.
2. **Academic Enrichment:** Teachers coordinate the activities so that they will re-enforce and enrich their subjects. These activities may be on weekdays or on weekends.

a. Teachers will:

- Identify an initial activity concept to include date, activity objectives, etc. and receive the Dean's approval to conduct further planning.
- Plan and receive Dean, Commandant and Superintendent's approval for these trips at least one month ahead of the projected date.
- Coordinate the administration and logistical support for these trips two weeks ahead of the trip/activity date. This coordination should include coordination with the Director of Transportation, the Mess Hall for bag lunches, and other teachers.
- One week prior, provide a detailed list of cadets who will participate in the activity and the detailed plan to the Dean and the Commandant. Cadets must be academically and military proficient to participate.
- One week prior, hold a trip meeting with all participants. This activity will be placed on the training schedule.

b. Commandant's Office will:

- Publish the date/time in the weekly training schedule and the Daily Rambles.
- Approve cadets to participate in the activity.

c. Director of Transportation will:

- Coordinate all transportation either by contract or school vehicles and drivers. Teachers will be notified of the cost for transportation for each trip. The host teacher may be requested to take school vans and must be able to drive.

d. Academic Dean's Office will:

- Approve the initial concept.
- Arrange for activity supervision. Supervision can be other teachers, staff employees and PA members. Supervision will be a ration of 12:1 and will include the appropriate number of male and female supervisors.

3. Recreational Cadet Activities and Clubs: These activities are planned and directed by the Commandant. Activities are generally held during free time and on weekends and supervised by designated Academy employees who form the weekend teams.

a. The Commandant has overall responsibility and will ensure that activities and clubs are planned that provide cadets recreation. These will include:

- Gym, pool, Canteen, and the Cadet Activity Center
- Round Robin tournaments
- Movie trips
- Mall trips
- Trips to West Point special events
- Trips to West Point athletic events
- Trips to professional events
- Trips to the train station on open weekends
- Ski trips
- Trips to religious services
- Community service projects
- Clubs, i.e. SADD, chorus, Boy Scouts, game club, drama club, yearbook club, etc.

b. **Special Trips:** The Activities Coordinator will develop an annual schedule of special trips. The trips may include, but are not limited to:

- Dances at other schools
- Dances at New York Military Academy
- Paint ball trips
- Amusement parks
- Ski trips
- Skating trips
- Circus
- Harlem Globetrotters
- Ice skating shows
- Broadway shows
- Bowling
- Professional sporting events

4. Cadets must follow all New York Military Academy rules and regulations on all Activities trips. Cadets must sign up NLT Thursday (3rd Mess) prior to that weekend's trip with the Cadet S-5 Activities Officer.

5. Community Service

a. The Deputy Commandant has overall responsibility for community service projects.
Cadets are required to complete 50 hours of community service on or off campus

in order to graduate.

b. Community service projects conducted off campus must assist a community service organization (non-profit), not a business. A letter from the organization stating the number of hours completed and contact person must be submitted to the Deputy Commandant in order to receive credit. **Community service projects completed to offset disciplinary tours may not be used.** Cadets will earn 4 merits per hour of outside community service projects. Here is a list of a few benefits of volunteering:

- Meet new people
- Remain active
- Work for a cause
- Share your talents
- Experience for the future
- Discover underdeveloped talent
- Document valid work experience
- Contribute to the welfare of the community
- Master new skills
- Try something new

c. Community Service Hours to Merits:

- Community Service on campus – 2 merits per hour
- Community Service off campus – 4 merits per hour

d. Community Service Awards (Awarded in June)

- 100 hours Community Service – Superintendent's Bronze Medal
- 200 hours Community Service – Superintendent's Silver Medal
- 300 hours Community Service – Superintendent's Gold Medal

Activities Calendar of Events – Academic Year 2008-2009
Will be published in the Daily Rambles, Weekly Express and the Parents' Bulletin

