

# MMA

MISSOURI MILITARY ACADEMY

**2016-17 HANDBOOK**  
for PARENTS and GUARDIANS

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Dear Parents,

On behalf of the faculty and staff at Missouri Military Academy, welcome to our 127<sup>th</sup> year of excellence in education. Your son is among the thousands of young men who have called themselves MMA cadets at this preparatory school with a military tradition.

MMA accomplishes its mission through our 360° Educational model, which creates opportunities for growth throughout every aspect of our environment. It takes a significant and constant investment of time and resources to deliver such a dynamic education, but we have seen its effect on young men from around the world, and it is a worthwhile cause.

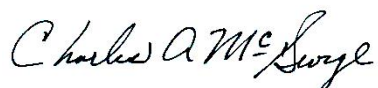
We believe it is critical that our teachers and staff are available, responsible, accountable, and committed to the students and parents they serve. They, like the institution, are obliged to create and sustain an environment of positive engagement and professional competence. Successful boarding school faculties teach, mentor, and are actively involved with their students and the school community.

Over the course of the school year, your son will begin to grow as a scholar and a person. There will be challenges and victories along the way. In an environment where it is easy to simply focus on awards and achievement, it is important to remember that your son is here to learn and grow as a person. The most important things he will take with him upon leaving MMA are not rank or medals, but the lessons he will learn to prepare him for his next phase of life.

Perhaps among the greatest lessons are the three words in our school motto: "Love, Honor, Truth." It is our goal to develop young men of character who will make a positive impact on their world.

At MMA the administration works with the faculty on an ongoing basis to design and deliver rigorous programs that result in a world class quality education for your son. Both Joy and I look forward to seeing you and your family members here on campus. Thank you for your support of this wonderful school.

Best wishes,

A handwritten signature in cursive script that reads "Charles A. McGeorge". The signature is written in dark ink and is positioned above the printed name and title.

Charles A. McGeorge  
President

## Military Time Conversion Chart

0100	1 a.m.		0900	9 a.m.		1700	5 p.m.
0200	2 a.m.		1000	10 a.m.		1800	6 p.m.
0300	3 a.m.		1100	11 a.m.		1900	7 p.m.
0400	4 a.m.		1200	12 p.m.		2000	8 p.m.
0500	5 a.m.		1300	1 p.m.		2100	9 p.m.
0600	6 a.m.		1400	2 p.m.		2200	10 p.m.
0700	7 a.m.		1500	3 p.m.		2300	11 p.m.
0800	8 a.m.		1600	4 p.m.		2400	12 a.m.

Example 1: 0840 = 8:40 a.m.

Example 2: 2115 = 9:15 p.m.

## DISCLAIMER

**Nothing in this handbook may be construed as a contract between the cadets, their parents, and the Missouri Military Academy. MMA reserves the right to change, modify, or apply or not apply any of the policies, procedures, and rules contained herein without any notice to cadets and their parents.**

*Note to Parents - MMA is a private independent school whose policies, practices and traditions constitute a synergistic process that has successfully trained young men and boys to meet life's challenges for over 126 years. To accomplish our desired results requires the full and active support of the institution by the parent or guardian. MMA reserves the right to dismiss and or not reenroll a student whose parent or guardian is either unwilling or unable to support our approach.*

## The Purpose of the Handbook for Parents and Guardians

The *Handbook for Parents and Guardians* is designed to be a helpful resource to you in our joint responsibility to provide the best possible educational and character development opportunities for your son.

We have accepted your son as a student because it is our belief that we have much to offer him in our mutual efforts to develop him into a responsible adult. We have an expressed understanding that he is a young man of good moral character, he will follow the rules and regulations of the Academy, he will remain for the entire school year (through the Final Formation), and that you, his parents, will support these efforts by adhering to the policies of the school.

Our sound academic program, our program of character education, our physical training activities, and our care in the development of leadership and social skills have been designed to permit full expression of your son's talents. Our goal is to give him the tools to succeed, and to join the thousands of MMA alumni who have achieved success in all aspects of life. As stated earlier, this does not constitute a contract for any of the parties concerned.

## Statement of Non-Discrimination

**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 of 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.

## OUR MISSION / OUR VISION

### Motto

“Diligo, Veneratio, Veritas,” which translates to “Love, Honor, Truth”

### Mission

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

### Vision

Missouri Military Academy develops young men who:

... Are of sound moral character and self-disciplined to strive for and achieve their goals

....Are academically prepared to attend and graduate from college

....Are better prepared for life as a result of the Academy's mentoring and focus on academic, physical, character, and social development

### 360° Education

Missouri Military Academy's educational philosophy revolves around the concept that education should be holistic in nature and should develop mind, body, and spirit. Our **360° Education** supports a young man's need for independence *and* structure; individual achievement *and* team-oriented success.

#### A 360° Education is...

- **Academic Excellence** – A world class education that prepares our cadets for college entrance and graduation from the nation's finest four-year colleges and universities.
- **Character Development** – MMA students are imbued with an educational program that educates our young men and boys with the time-proven standards of conduct, ethical behavior, integrity, spiritual values, and service to others.
- **Personal Motivation** – MMA cadets are encouraged through positive competition, teamwork, and goal setting, to strive for excellence as individuals and members of a group.
- **Physical Development** – Through an integration of health and physical education, physical training, and athletic competition, students will be encouraged to develop physical self-confidence, self-esteem, and a general sense of well-being .
- **Leadership** – A distinct military structure prepares cadets for personal responsibility and provides increasing opportunities for leadership and developing improved responsible decision-making capacities.

## **Hallmarks of a 21st Century Education**

- **Creativity**
- **Character**
- **Critical thinking (to include Information Literacy)**
- **Communication**
- **Cosmopolitanism**
- **Collaboration**

## **Our Goals**

The benefits of an education at MMA should be considered in terms of an educational continuum of developing behaviors and the recognition that behaviors are established over time. Fostering and developing achievement, character, and excellence requires more than one year. Building on those good behaviors must take place in a nurturing environment that constantly reinforces what was positively changed earlier.

It is a goal of MMA to help parents teach their sons the importance of completing the process of education, even when the going gets tough. The MMA program is composed of a consecutive set of goals that are based upon the age of the cadet and his position within the continuum of goals. Every year a cadet is enrolled, he will realize more benefits that are built upon his previous year's work at MMA.

The MMA high school is a well-developed four-year program. A 360° Education provides a curriculum for a 21<sup>st</sup> century education. That curriculum is designed to transform the young man in a manner that allows them to maximize their potential. It also prepares each young man for success in and graduation from college. The MMA middle school goals are modified appropriately for the ages of middle school boys but are based on the following MMA high school goals:

### **The first year goals are:**

1. Create a sense of belonging that will manifest itself in wanting to reach goals for the group, as opposed to caring only for their own welfare.
2. Develop a sense of community through individual cadets' realization that they are part of something larger than themselves.
3. Develop their realization that their success can be measured by the recognition they receive for accepting the group standard, teamwork, and helping to promote that standard.
4. Teach them to be punctual in their everyday activities and to include the completion of their assignments.
5. Teach them to be courteous and respectful to others.
6. Teach them the importance of active participation in their academic future.
7. Teach them to be neat in appearance and in their management of their personal belongings.
8. Develop an appreciation for other cultures and languages.
9. Teach them to recognize cadet and adult leadership.
10. Teach them to adhere to the rules and regulations of the school.
11. Show them how to begin developing time-management skills.
12. Impress upon them the importance of participating in at least one team sport, regardless of their ability, as they learn about group cooperation and fitness for life.
13. Develop in them the confidence that they can overcome obstacles through improved performance and perseverance to face their fears.
14. Show them the importance of service learning by participating in the Academy's community service program.

15. Teach them to be accountable and to accept responsibility and consequences for their actions.

**Building on the goals above, the second and subsequent year goals are:**

1. Teach them the importance of appropriately displaying what they learned earlier to new students, helping them acclimate to the MMA program.
2. Develop their leadership skills and give them opportunities to practice these skills through specific roles and tasks in ever-larger groups in the military and residential program.
3. Hone their academic skills in our small classes and supervised study settings to the point that they show clear academic growth each year they are enrolled.
4. Improve upon their good time-management practices.
5. Give them opportunities to practice community service.
6. Challenge them to succeed through perseverance and self-discipline.

**The goals for seniors who have been cadets for more than one year are to:**

1. Accept greater responsibilities.
2. Complete all of their college and scholarship applications in a timely manner under the supervision of the Director of College Placement.
3. Reinforce an attitude that results in doing what is right because it is the correct thing to do, not because someone told them to do it or that there is a reward beyond the rightness of the act.
4. Teach them to be positive role models for the younger cadets.
5. Realize their position as seniors at MMA allows them advanced leadership opportunities.
6. Understand that their participation in the MMA/JROTC system has placed them in the position of being able to take advantage of several military opportunities to include:
  - a. Advanced placement in the Senior ROTC program at college.
  - b. Advanced rank in the US Armed Forces.
  - c. An inside track to Army, Navy, and Air Force ROTC scholarships for college.
  - d. The opportunity to compete for the MMA Honor Unit with Distinction nominations to the United States Military Academy at West Point, US Naval Academy, US Air Force Academy, and US Coast Guard Academy.
7. Recognize they have developed friendships among the other seniors and underclassmen that will last a lifetime.
8. Realize their graduation from MMA will place them in a unique talent pool of alumni whose network reaches around the world.
9. Become well-educated, well-prepared gentlemen of character.

## **POLICIES**

The policies and guidelines presented are designed to help you make important decisions about your son's education and future, in an informed and logical manner.

As an educational institution with more than 126 years of tradition, we stand firm on the policies, rules, and philosophies that support our mission. It is important that you do not request special treatment or privileges for your son. Requests of such nature will be denied to protect the other cadets and the program that has provided a world-renowned reputation for training good citizens. The regulations of the Corps of Cadets are based upon the above and have been developed to consider (1) the best interests of the individual cadets, (2) the best interests of the Corps of Cadets, and (3) the best interests of the institution itself. Your cooperation is vital if your investment in your son's education is to bring the desired results.

MMA is a private independent school whose policies, practices, and traditions constitute a synergistic process that has successfully trained young men to meet life's challenges for over 126 years. To accomplish our desired results requires the full and active support of the institution by the parent(s) or guardian(s). MMA reserves the right to dismiss and/or not re-enroll a student whose parent or guardian is either unwilling or unable to support our approach, policies, rules, and/or procedures.

## **Cadet Rules**

To have an understanding of cadet rules, a copy of the *Cadet Handbook* is available in the Grades Online section of our website. You are granted access to Grades Online via a User ID and password during registration. If you lose your User ID or password, contact the Registrar at 573-581-1776 ext. 421 to obtain a new one. We hope you will take the time to read it to have a better understanding of the requirements to be a cadet in good standing.

The rules and regulations under which your son lives are based upon the premise that cadets should be rewarded for doing things correctly. There is a plethora of rewards available for good performance.

If required, cadets will be disciplined for failure to follow the rules and regulations through withheld privileges, time served in detention, marching (tours), and voluntary service to the Academy community. In extreme cases, a cadet might be removed from the school. Listed below are **some** of the offenses which **may** result in immediate removal of your son from school.

## **Serious Offenses**

The health, welfare, safety development, good order, and discipline for cadets and Missouri Military Academy are our primary concern. Parents, guardians, and cadets should understand that any cadet may be dismissed from Missouri Military Academy (MMA).

The following are considered serious offenses and are listed as such in the *Cadet Handbook*:

### **1. DRUGS**

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.

Drug paraphernalia of any type is strictly prohibited and may result in expulsion. 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, or obtained for the purpose of facilitating a mind-altering effect or the use of a chemical substance. E-cigarettes and vapor are considered prohibited drug paraphernalia. Refer to page 29 for the complete policy concerning substances.

### **2. SCANDALOUS CONDUCT**

- a. Sexual misconduct.
- b. Suicidal or self-mutilating behavior.
- c. Indecent exposure, streaking, etc.
- d. Disgraceful or unmanageable conduct includes sexual harassment.
- e. "Sexting," which refers to sending or receiving sexually explicit or sexually suggestive content, usually via the Internet or cell phone



**3. POSSESSION AND USE OF PROPERTY**

- a. Unauthorized possession of a firearm, knife, lethal weapon, or anything resembling a weapon.
- b. Possession or use of an unauthorized privately owned vehicle and/or the unauthorized transportation of other cadets in the same.
- c. Possession or use of exploding fireworks, smoke bombs, ammunition, or explosives.
- d. Theft-The unauthorized possession and/or use of private or institutional property.

**4. COMPUTER OFFENSES** – Willful and serious violations of the MMA Computer Use Policy as found in this publication and in the *Cadet Handbook*, to include but not limited to hacking of systems or cell phones

**5. CIVIL OFFENSES** – Any criminal/juvenile misconduct requiring civil intervention and/or resulting in charges

**6. ATTENDANCE AND PRESENT FOR CADET DUTY**

- a. Absent without leave (AWOL) for three or more days.
- b. AWOL two or more times.
- c. Excessive unauthorized absences from classes, study halls, or periods or extra instruction.
- d. Willful or flagrant violation of published leave policy to include **unauthorized** extension of authorized leave periods.

**7. HONOR SYSTEM** – Violations of the MMA Honor Code “I am truthful, virtuous, and respectful; I will inspire others to follow this Code.” Cadets who are accused of an Honor Code violation are referred to the cadet Honor Council, an elected group of peers who (under faculty guidance) investigate and evaluate honor code violations. The group makes a recommendation to the Honor Council faculty advisors and the Adjutant’s staff. This peer-driven program is designed to create a culture of honor that is embraced and enforced by all.

**8. CONDUCT PREJUDICIAL TO GOOD ORDER AND DISCIPLINE**

- a. Unauthorized possession of a master key, key, or combination to another cadet’s room or locker.
- b. Tampering with door locks or unauthorized entry into campus buildings and cadet rooms.
- c. Willful disobedience, disrespect, or making a threat to a member of the staff, faculty, or other cadets.
- d. Abuse of the Cadet System
  - (1) Requiring or allowing personal services by another cadet.
  - (2) Interfering without authority with another cadet in their performance of duty, study, sleep, eating, or leading another cadet to violate a regulation.
  - (3) Except in the execution of an official duty, visiting the room of a new cadet or having a new cadet in the room of an old cadet.
  - (4) Any other action which is prejudicial to the good order and discipline of the military system of the Corps of Cadets.
- e. Excessive demerits (tours) or violations of disciplinary probation. (Conduct Probation List – CPL) - see the *Cadet Handbook* for more details.
- f. Indifference or inability to adjust to the routine of MMA.

- g. Physical hazing, bullying (including cyber bullying), or assault of another cadet.
- h. Repeated use of any racial slur in any context.
- i. Tampering with any emergency warning system when no emergency exists.
- j. Vandalism-Any cadet committing an act of vandalism will be charged \$350 per vandalized item (i.e. break two windows the fine is \$700) plus the cost of repair or replacement.
- f. Sexting-sending or receiving sexually explicit or sexually suggestive content, usually via the Internet or cell phone

**CONDUCT UNBECOMING** – For behaving in a scandalous, infamous manner, such as is unbecoming the character of a cadet or a gentleman. Any act which may be considered to bring discredit to the Corps of Cadets or the name and reputation of Missouri Military Academy.

*Note: MMA reserves the right to dismiss any student whose actions discredit the institution and or bring unwanted negative publicity to the school, its corps of cadets, administration or board. This policy includes conduct and circumstances away from the institution and during vacation periods as long as the cadet is currently enrolled.*

In addition, in order to maintain a healthy and safe environment for each cadet to live and go to school, there will be periodic health and welfare inspections. They will include the cadet's person, room, and personal belongings. These searches and inspections may be conducted by the MMA staff at any time.

## **Chemical Substances Abuse Policy**

MMA is committed to an educational model which features and reinforces healthy lifestyles. To that end we view the inappropriate use of chemical substances as a serious breach of our student code of conduct. MMA supports healthy lifestyles and believes that drugs and alcohol have no place in our education model. This institutional position includes one's intentions regarding them, as well as one's actions, i.e., the abuse of over the counter pharmaceuticals. Underage use also is against the law, and MMA may report drug and alcohol violations to law enforcement authorities. The Academy take seriously the responsibility to teach students a life-long commitment to wellness, and violating chemical substance expectations may result in immediate dismissal. The following rules involving chemical substances apply:

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 prohibited. Drug paraphernalia is 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, or obtained for the purpose of facilitating a mind-altering effect or the use of a chemical substance. E-cigarettes and vapor are considered prohibited drug paraphernalia.

Any student using prescription medication is expected to take only his own prescription medications in doses as prescribed by the physician. Sharing or selling prescription medications (including stimulants like, but not limited to, Adderall and Ritalin) or accepting and using prescription medications from non-health professionals could result in dismissal. Students should only use over-the-counter medication as indicated on the label on the container. Any overuse (excessive dosing) of over the counter medications is a violation of our substance abuse policy.

Students may be subject to unannounced blood, saliva, or urine screenings for chemical substances. Urine specimens for screening may be collected at any time under the supervision of a staff member. A positive blood, saliva, or urine screening shall not be required and will not be conclusive with respect to whether a student has violated the chemical substance policy. A student who has tampered with or attempted to tamper with the screening process will be considered to have violated MMA's chemical substance policy and dealt with severely.

Students who violate this policy and are allowed to remain at MMA will be required to undergo a professional assessment by a health care professional designated by MMA. Continued enrollment will be conditioned upon a student's favorable results from blood or urine screenings for chemical substances and satisfactorily fulfilling all conditions specified by the institution.

Students who may be concerned about a friend's use of chemical substances are encouraged to work through the Cadet Health Center and MMA's voluntary referral/non-punitive response.

### **Alcohol / Marijuana**

Any cadet caught using either marijuana or alcohol for the first time will be suspended from the Corps of Cadets. During that suspension period, it is required the cadet be evaluated by a certified drug and alcohol counselor. Written proof of that session and its evaluation must be provided to MMA prior their return to campus (MMA reserves the right to deny readmission to any student under this policy). Monthly drug test will be administered by the school, at the parent's expense through the balance of the school year. Any positive test will constitute a second offence and the cadet may be immediately expelled.

MMA reserves the right to require additional counseling upon the cadet's return to campus. Along with punishment and restrictions, we would envision that a cadet would receive individual counseling of approximately six (6) 1:1 sessions and or group sessions. Offenders caught a second time will be expelled.

### **Zero Tolerance Drugs**

MMA maintains a zero tolerance policy for the use of certain drugs, which include, but are not limited to: cocaine, heroin, opium/opiates, amphetamine, MDMA, GHB, flunitrazepam, methamphetamine, mescaline, psilocybin, oxycodone, LSD, dissociative drugs, etc.

### **Sale or Distribution**

Any person(s) caught selling and or distributing drugs of any kind will be immediately expelled. The selling or distribution of any drugs includes but is not limited to: marijuana/ synthetic marijuana and bath salts, over the counter drugs, and prescription medications.

**Note: Failure of a cadet to comply with the sanctions imposed for violations of the chemical substances policy will be considered grounds for expulsion.**

### **MMA's Voluntary Referral/Non-punitive Response**

**MMA Assistance Program (MAP):** This program serves students who have violated MMA's chemical substance policy but have been permitted to remain on campus. The MAP also is available to students with questions about drug, alcohol, or substance abuse and to help students deal with temptations and peer pressure regarding drugs and alcohol and to maintain a chemical-free lifestyle.

Students are strongly encouraged to seek help at the Cadet Health Center for all health-related issues. In concert with that position we also encourage students to report through the MMA Counselor to take advantage of our Voluntary Referral and Non-Punitive Response option. For those involving a violation of MMA's policies, there are instances when self-referral will not result in corrective action, but the Academy reserve the right to make that decision.

MMA makes a distinction between students found to be using chemical substances and those who voluntarily address concerns they may have, or those referred by others who have concerns about their involvement with chemical substances. The fact that a student voluntarily seeks assistance from the MAP will be considered a mitigating factor with respect to whether corrective action is assigned, and if so, the type of action taken. Students may refer themselves to any of the Cadet Health Center professionals or school counselor if they

believe they need help addressing substance use issues. Friends, parents, or members of the Faculty/Staff also may refer students. A professional assessment and random urine screens may then be required if MMA believes such action is appropriate.

**Note: Failure of a cadet to comply with the sanctions imposed for violations of the MMA chemical substances policy will be considered grounds for expulsion. Cadets under suspicion and or investigation for abuse of the drug policy may not use the MAP program as a “safe haven” to avoid punitive action.**

## **Property Damage**

Property damage by cadets will be repaired at their expense. Where individual responsibility cannot be definitively determined, cost will be prorated. If a student is responsible for damages to Missouri Military Academy property, the family will be charged \$350 per item plus the cost of repair.

## **Personal Property**

Students are responsible for their personal property, and as such, MMA is not responsible for the loss of personal property. As an accommodation, MMA will store property, except uniforms, over the summer months if it is plainly marked with the owner's name, and if written notice is given to the Commandant's staff. Personal property left at school for other than summer storage will be disposed of after three weeks unless we receive written instructions as to disposition. This applies to cadets who leave school before the end of the year for any reason. Normally, items shipped home must be prepaid to the shipper.

Keepsakes such as rings, watches, special collections, or other articles of real or sentimental value should not be brought to school. Cadets are responsible for the security of their personal items. We provide lockboxes for this purpose.

## **Cadet Allowance**

Cadets will manage their own allowance as provided by parents. We recommend an allowance of \$25 per week to cover various expenses and entertainment during general leave. Cadets are not issued spending money by the Academy. MMA suggests providing the cadet with a prepaid card, debit, or credit card to use. The cadets have the ability to use these electronic forms of payment in both the Quartermaster and Canteen. The cadets also have on campus access to an ATM to withdraw cash if needed. The Business Office will not issue cash or cash checks for cadets.

## **Checking Accounts and Credit Cards**

Some parents train their sons how to appropriately control and be responsible for a checking account or credit card while they are in high school. Please be sure your son fully understands and has proven to you that he will care properly for the account before sending him to MMA with a checkbook or credit card. The Academy cannot be responsible for lost or stolen checks and credit cards or poorly managed accounts.

## **Procedures for Promotion**

All promotions are made through a promotion board which meets monthly and is chaired by the Adjutant. The board is an interdisciplinary team representing all facets of a cadet's life here at MMA. **The MMA cadet leadership promotion system is described in detail in the *Cadet Handbook*. Please note that the cadet promotion and designation system is not subject to parental approval, review, or appeal.**

## English Only Zones

A primary objective of our international families is to develop strong English language skills in their cadet. As such, the school will enforce its “English Only” in all aspects of cadet life. A cadet’s ability to effectively communicate in English, both written and oral, will be a consideration in the promotion process, especially at the BC and Company Commander levels. English only will be enforced in all places on campus, with exception of relaxation time in residence hall rooms and common areas. All military formations and cadet activities, both front and back campus will be in English. The same will be true for all military classes, during class periods regardless of where they are held and drill to include the field house. In addition, please do the following:

1. English only will be spoken in all places on campus except during times of relaxation, in residence hall rooms.
2. In the Dining Hall cadet leaders will rigorously enforce English only.
3. Instructions by cadet leaders will be given in English only unless otherwise required for instruction and learning purposes as directed by the adult in charge.
4. Cadets seeking to instruct cadets in their native language must seek permission from the adults in advance of their instructional actions.
5. Cadets on official duties will always communicate in English.
6. Faculty and staff will be expected to politely give on the spot corrections to all cadets not following the above guidelines.
7. Cadet language skills will be a consideration with regard to promotion especially at the BC and Company Commander levels.
8. Cadets may speak their native languages in the residence halls during their leisure times and leisure activities.

## MMA DUTY OF CARE FOR CADETS

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.

This Duty of Care for Cadets 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:

- Bullying/Hazing
- Inappropriate behavior or conduct such as sexual harassment or assault
- Violations of MMA’s Non-Discrimination Policy
- Activities that are not in line with MMA’s Code of Conduct
- Illegal or unethical activities

### 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.

**Procedures:**

1. **Process for Raising a Concern/Violation** - 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. Serious incidents or concerns should be immediately raised to the Residential Faculty Officer (RFO) on duty. If cadets are uncomfortable with discussing the issue with your RFO there are several other personnel and methods you may use to report an incident.

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.

Any of the following methods may be utilized to report a concern or violation:

- Report to any Residential Faculty Officer
  - Contact the Commandant or Director of Cadet Life
  - Contact the Chaplain
  - Contact any trusted faculty or staff member
  - Contact a nurse in the Health Center
  - Contact an athletic coach
2. **How the Report of Concern Will Be Handled** - In general 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 inquiries received by any cadet, staff, or faculty must be brought to the Commandant, who will notify the Adjutant and determine whether an investigation is appropriate and the form that it should take. Some concerns may be resolved without the need for an investigation.
    - b. **Further Information:** Concerns that require further investigations between a complainant and the person or persons investigating the concern will depend on the nature of the issue and the clarity of information provided. In general, 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 Adjutant for decision and actions. All investigations, informal or formal will be logged and maintained in the Commandant's department.

### **Retaliation**

MMA does not tolerate retaliation against cadets who make good-faith reports pursuant to MMA's Duty of Care for Cadets Policy. Complaints will be handled with sensitivity, discretion, and confidentiality to the extent allowed by the circumstances and the law. Generally this means that cadet complaints 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 RFO, the Commandant, or the Director of Cadet Life.

### **Implementing Actions**

1. A copy of this policy must be posted in a prominent and visible area of all residence halls and in the academic buildings.
2. A copy of this policy will be provided in the Cadet and the Parents Handbook.
3. All new and old cadets will be briefed as part of their orientation each year.

### **Hazing, Teasing, and Bullying**

MMA will not tolerate hazing or bullying either of or by cadets. The cadets at Missouri Military Academy are taught to refrain from and eliminate behavior related to hazing. We use the tool of collaboration to show our cadets that close cooperation with others allows them strength in numbers to complete tasks that cannot be completed well by one person. It is emphasized in their leadership training and the day-to-day operations of the residential program. Sensitivity training takes place at all levels at MMA in an attempt to create a positive campus ethic.

Hazing and teasing are given this special space under "Cadet Rules" because the cadets live in close quarters and learning to live harmoniously with each other is the greatest adjustment to life away from home. It is also an issue that requires parental cooperation and understanding more than some other issues due to the fact that teasing, harassment, and hazing are open to interpretation based upon whose boy is the aggressor and recipient.

Hazing and teasing are not unique to schools, nor are they new or practiced only by children. Families, businesses, social and service clubs, athletic groups, and all other organizations have difficulty with the issues.

It is important that we, as school officials and you as parents, recognize the difference between the generally harmless teasing and the abuse that can occur among children in the form of hazing. It is especially critical for a boy to understand the difference between good-natured teasing and hazing. Young boys need to learn to deflect or ignore teasing. We counsel cadets who believe they are being teased to react in a productive, appropriate manner.

If you become concerned by a report from your son, ask him if he has told anyone in authority. If he has not, tell him to do so. If you doubt that he will, please call school officials. When this occurs, we will investigate the situation and will provide you with accurate information as soon as we complete our investigation. Additional information about hazing and bullying is listed in the *Cadet Handbook*.

### **Homesickness**

Homesickness is a common feeling among students who go away to boarding school. If you are sending your son to boarding school for the first time, be prepared for a homesick "phase." At this point, students have not yet developed an emotional attachment to their new "home away from home," and may feel a sense of loss for

their familiar surroundings. As a parent, you can help him get through this phase and overcome homesickness by setting boundaries regarding contact. We find that it is best to limit the number of emails and phone calls and to refrain from visiting until he is well established on campus. (This typically happens by about 4 weeks.) Your positive words of encouragement will go a long way to help him feel comfortable and confident in his new environment. Participation in some of MMA's many extracurricular activities will also help him acclimate, stay busy, and make friends. In time, he will become adjusted to his new environment, routine, friends, and teachers.

Homesickness usually lasts about two to three weeks, perhaps a month. If you are becoming concerned about your son's ability to adjust after the initial period has passed, please contact a faculty or staff member. As boarding school teachers and advisors, they are accustomed to working with homesick students.

## **Visits to Campus**

It is always a pleasure to have you as our guests. To ensure the safety and well-being of the cadets, all visitors are required to register upon arrival. During regular business hours (8-5, Monday-Friday) visitors must check in at Stribling Hall. After hours and on weekends, visitors are required to check in with the OC Office, located in "B" Residence Hall. You will be assigned a visitor badge during your time on campus. During family weekend events, check-ins will take place during the weekend registration process. Parents are not allowed beyond the lobby area without the expressed permission of the Residential Faculty Officer on duty.

You should give your son an opportunity to become adjusted to his new school environment before your first visit to campus. Most parents find that it works best to refrain from visiting until Homecoming weekend, or six weeks from the time your boy enrolls. If your son is a varsity athlete, a member of the marching band, or similar, you are invited to attend athletic events in which your son is participating, regardless of the length of time their son has been enrolled.

In order to allow your son to gain the full benefit of the boarding school experience, it may be best to limit the number of visits. A good guideline to follow is that if you are visiting more than once per month, you may want to seek the advice of the commandant, enrollment management, or counseling staff members to ask if they believe your visits are hindering your son's progress.

Please note: Cadets are not allowed to sign out with anyone, including parents, if the cadet in question has obligations to Extra Duty. Extra Duty is assigned when cadets have demerits (tours) to serve. The Commandant will allow cadets to sign out with parents when the cadet has a modest number of tours and only if the parents personally sign the cadet out in the Commandant or OC office, if it is not a frequent request.

## **Visiting Hours**

Friday: Cadets may be with their parents or other cadets' parents from 1745 until 2210 unless a school activity requires their return earlier.

Saturday: Cadets may be with their parents or other cadets' parents from 1155, extra duty or second inspection, until 2210 unless a school activity requires their attendance earlier.

Sunday: Cadets may be with their parents or other cadets' parents from 0745 until 1320, and from after Review until Vespers at 1830.

Cadets may check out with parents for dinner on an impromptu basis during the week from 1745 until 1855.

## **SCHOOL CALENDARS**

The Academy provides an online Calendar of Events for your convenience available on the front page of our website, [www.missourimilitaryacademy.org](http://www.missourimilitaryacademy.org). Please use these dates to plan visits to the campus, schedule trips home for furloughs, etc. These dates are subject to change; check our website often for updates.



## 2016-2017 SCHOOL CALENDAR OF EVENTS

### English as a Second Language Orientation and Camp, July 24 – August 12, 2016

ESL Camp Registration (noon to 5 p.m.) ... ..Sunday, July 24, 2016

ESL Classes Begin ... ..Monday, July 25, 2016

### Fall Sports Camps

Fall Varsity Sports Camps Registration (arrival before noon) ... ..Sunday, July 31, 2016

### Cadet Leadership Camp, August 01 – 18, 2016, by Invitation Only

Cadet Leadership Camp Registration (arrival before noon) ... ..Monday, August 1, 2016

### 2016-2017 Academic Year

Registration of all new students (arrival before 2 p.m.) ... ..Friday, August 12, 2016

Registration of all high school band members (arrival before noon) ... ..Monday, August 15, 2016

Registration of all non-leader cadets (arrival before 2 p.m.) ... ..Friday, August 19, 2016

Fall Classes Begin ... ..Monday, August 22, 2016

Homecoming ... ..Friday – Sunday, September 23-25, 2016

Fall Family Weekend-Parent/Teacher Conferences ... ..Friday – Sunday, October 14 – 16, 2016

**Thanksgiving Break Begins ... ..Wednesday, November 23, 2016**

Note: Cadets may remain on campus during the Thanksgiving Break. Cadets may sign out with parents on Tuesday, November 22, after classes.

**Thanksgiving Break Ends ... ..Sunday, November 27, 2016**

Classes Resume ... ..Monday, November 28, 2016

Saturday classes (all grades) ... ..Saturday, December 17, 2016

76<sup>th</sup> Christmas Evensong (Open to all) ... ..Sunday, December 18, 2016

**Christmas Furlough Begins ... ..Monday, December 19, 2016**

Note: This is a mandatory leave. The campus is closed except for the Enrollment Management Office. Cadets may sign out with parents on Sunday, December 18, after Evensong.

**Christmas Furlough Ends ... ..Tuesday, January 3, 2017**

Classes Resume ... ..Wednesday, January 4, 2017

Saturday classes (all grades) ... ..Saturday, January 14, 2017

Parent-Teacher Conferences/Valentine Ball ... ..Saturday, February 11, 2017

**Spring Furlough Begins ... ..Saturday, March 18, 2017**

Note: This is a mandatory leave. The campus is closed except for the Admissions Office. Cadets may sign out with parents on Friday, March 17, after classes.

**Spring Furlough Ends ... ..Sunday, March 26, 2017**

Classes Resume ... ..Monday, March 27, 2017

Maroon and Gold Event ... ..Saturday, April 8, 2017

Easter Open Weekend ... ..Saturday – Sunday, April 15-16, 2017

Note: Students may sign out with parents on Friday, April 14, after classes.

Spring Family Weekend/Festival of the Arts ... ..Saturday – Sunday, April 28-29, 2017

Mother's Day Open Weekend ... ..Saturday – Sunday, May 13 – 14, 2017

Note: Cadets may sign out with parents on Friday, May 12, after classes.

Wallace Fry Speech Competition (Open to all) ... ..Thursday, May 25, 2017

Middle School Final Assembly (Open to all) ... ..Friday, May 26, 2017

High School Final Assembly (Open to all) ... ..Friday, May 26, 2017

Senior Baccalaureate (seniors and their families, only) ... ..Friday, May 26, 2017

Senior Banquet (seniors and their families, advance reservation required) ... ..Friday, May 26, 2017

Senior Review (Open to all) ... ..Saturday, May 27, 2017

**128<sup>th</sup> Commencement Exercises (Open to all) ... ..Saturday, May 27, 2017**

**Final Formation (Open to all) ... ..Saturday, May 27, 2017**

## Special Family Weekends

**Fall and Spring Family Weekends** are for the entire family. All special (Family) weekend schedules will be posted on the school website. Spring Family Weekend is the site of the annual Festival of the Arts.

**Valentine Weekend** is a special event weekend during which the junior class hosts a formal Valentine dinner dance to which cadets' dates and families are invited. Parent-teacher conferences are held during the Fall Family Weekend and the Valentine Weekend.

**Commencement Week** is the most critical time during the entire school year in maintaining discipline within the Corps of Cadets and with individual cadets. It is normal for cadets to want to get out of school and go do something else, particularly seniors. Please help us help your son by cooperating with the Academy in all of its regulations.

**Graduation** is an exciting time at the Academy for everyone. In order to maintain a sense of focus during the final weeks of school, we ask that cadets do not bring items such as costumes, squirt guns, noise makers, etc., to campus at that time. Additionally, MMA is a tobacco free campus and any type of smoking or tobacco use by anyone at Final Formation is prohibited. We also stress that the academic year does not conclude until the end of Final Formation. Parents are expected to make travel plans accordingly.

## AREA MOTELS

This listing is for your convenience and does not represent a recommendation by MMA. We advise you to make reservations in advance of weekend events, as space fills up quickly.

### Mexico, Missouri

America's Value Inn	573-581-8350
Best Western Teal Lake Inn	573-582-0700
Budget Inn	573-581-1440
Country Hearth Inn and Suites	573-582-0055
Days Inn	573-581-1860
A.P. Green House B&B	573-567-2223
Darlene's B&B	573-581-6419
LaPaz Inn B&B	573-581-2011

### Kingdom City, Missouri (17 miles south of Mexico)

America's Best Value Inn	573-642-5500
Comfort Inn	573-642-7745
Days Inn	573-642-0050
Super 8	573-642-2888
Holiday Inn Express	573-310-6020

## FURLOUGHS

*IMPORTANT! Changes have been made to the Absence from Classes and Furlough/Leave Policies and are effective for the 2016-2017 school year. Please note that cadet/ parent noncompliance with the policies, rules and regulations around furloughs may result in loss of rank and privileges.*

In the best interest of every cadet, it is imperative for cadets to follow the academic and furlough schedule established by the 2016-2017 Calendar of Events. Because of the length of Christmas furlough, our residence halls and dining hall will be closed; no provisions will be made to supervise, house or feed cadets during this period.

**The academic year is not complete until the conclusion of Final Formation on the last day of Commencement, Saturday, May 27, 2017.** At the discretion of the President, all credits may be withheld in the event a cadet does not remain through the Final Formation.

### **Absence from Classes**

Unexcused absences are not permitted at MMA and could result in disciplinary action and/or dismissal from MMA. An unexcused absence is defined as any absence without the approval of the Dean, Commandant or President of the Academy. **Extensions of scheduled furloughs and breaks are not permitted.** The Academy is conducted along solid guidelines and procedures that maintain a daily routine during the entire seven days of the week. Any unnecessary absence penalizes the boy, handicaps the school, and jeopardizes your investment.

Overnight stays away from campus at home or in the city of Mexico when parents are in town are not allowed beyond the allotted open weekends. For the best interests of all concerned, it is imperative that all furloughs not scheduled by the Academy be restricted to those that are absolutely necessary.

### **Special Furloughs**

Special furloughs will be granted in case of serious illness of the cadet, serious illness or death in the cadet's immediate family, or other emergency at home. In cases of all absences caused by official duties, sickness or other emergencies, the teacher and cadet concerned will accept joint responsibility for the completion of the work missed.

The Academy will excuse cadets for weddings of immediate family members (brothers, sisters, aunts, uncles). An original invitation provided to the Commandant, accompanied by a note from the cadet's parent(s) or guardian, will secure the needed permission if a major Academy event is not taking place at the same time (to include testing), or if the invitation does not require an early departure or late return from a regularly scheduled furlough.

### **Medical Furloughs**

We request that medical appointments take place prior to your son coming to school whenever possible. It is disruptive to your son's progress and his classmates to be called away. If he must return home for medical treatment, please submit written instructions from the physician concerning your son's care at MMA to our medical staff upon his return.

## **College Furloughs**

College furloughs are available to seniors only. Seniors are allowed up to 5 days for college visits per year. College trips must be coordinated through the College Placement office. Cadets are required to make advance contact with the college and must document the visit via a confirmation e-mail sent with the college visit agenda to the Director of College Placement.

We value class time, so all campus visits should be scheduled for a Friday or Saturday to minimize the number of class days missed. A college furlough will be considered two travel days and one day for the visit.

All college furloughs should use the following plan:

1. Must travel on either Thursday or Friday.
2. Campus visit must be on a Friday or Saturday.
3. Must return on Saturday or Sunday.
4. MMA does not provide transportation for college furloughs.

Cadets are allowed to take 3 college furloughs during a year, which must be completed prior to spring break. The number of school days that can be used for college furloughs during a year cannot exceed 5 days. Cadets will not be allowed to take a college furlough if they have a grade below a "C" at the time of the furlough.

College furloughs cannot piggyback on other furloughs, i.e., they will not be granted immediately before or after scheduled school furloughs. It is highly recommended that cadets take the opportunity to visit colleges during the summer or during regular furloughs.

## **Holiday Furloughs**

Once a cadet has been given permission to leave the supervision of the Academy, the boy's behavior is the responsibility of the parent(s). Parents may host cadets from other families with the prior written permission of the cadets' legal guardian on file with the registrar and in doing so, accept the responsibility for the welfare of those cadets until they are signed back to campus.

A Furlough Form is required to be completed and turned into the Commandant's Office prior to the Thanksgiving, Christmas and Spring Furloughs. These forms are emailed to you in advance of each break and can also be located on the parent's page of the MMA website. Cadets who depart for furlough are no longer the responsibility of MMA. We recommend that you do not give permission for your son to depart campus to be "met" in St. Louis or another city.

The Academy tests for drugs and alcohol when cadets are suspected of participating in such behavior during furlough, and regular health and welfare checks of their belongings will be completed.

Upon return from furloughs, cadets will immediately report to their company RFO, OIC or designated area. All cadets must remain in the assigned uniform until they reach their destination, both going and returning from furlough.

The regulations of the U.S. Immigration Service are firmly supported by Missouri Military Academy. Any international cadet returning from furlough who knowingly disobeys INS procedures is considered to also be in violation of MMA regulations.

## Thanksgiving Break

During the Thanksgiving Break, the Academy provides a full schedule of activities, meals and supervision for those cadets who cannot go home. Cadets who remain have many opportunities to travel away from the campus in supervised groups and to enjoy life on the campus in a relaxed atmosphere that provides a good physical and psychological break for them, too. Academy supervised transportation is provided to and from the campus through the St. Louis Airport only per the published schedule. Cadets who depart for Thanksgiving Break must go to their own home, the home of a relative, or the home of another cadet as indicated by the furlough form.

## Christmas and Spring Furloughs

Christmas and Spring Furloughs require the departure of all cadets from the campus because supervision, lodging and meals are not provided.

### IMPORTANT INFORMATION

1. Cadets may check out for Christmas Furlough following Evensong on December 18, 2016. **Cadets must be checked out by their own parents.**
2. Cadets may check out for Spring Furlough following classes on March 17, 2017. **Cadets must be checked out by their own parents.**
3. All cadets must be signed back in to the Academy before 2130 on the final day of furlough.

## Travel To and From Campus

The furlough forms will communicate the intent of your cadet's travel to and from campus during furloughs. MMA prohibits the release of a cadet to the custody of anyone but the legal guardian on file with the Academy registrar unless prior written permission has been granted by said legal guardian. This is for the safety of all cadets.

Cadets typically have few travel difficulties. However, if your son has travel problems en route to MMA, please have him call the Commandant's office. We may be able to help solve the problem quickly. If your son has any change in his travel plans, please notify MMA immediately. MMA is not responsible for a cadet prior to his arrival to pre-arranged transportation, and failure to contact MMA about unforeseen travel delays will be considered an unexcused absence. Cadets must provide airline- supplied proof of travel delay upon return.

All airlines require passengers to have a government issued photo ID. Please make sure your son has a photo ID when he arrives on campus if he will be flying at any time during the school year.

Cadets are not permitted to use limousines for service to and from the airports during furloughs.

## Airline Flight Arrangements

It is important that flight arrangements are made as early as possible to ensure your son can comply with the published schedule. The dates of furloughs are published well in advance to facilitate your travel arrangements. Please contact the Dean of Academics or the Commandant's Office if you are experiencing difficulties coordinating your flight arrangements with the school schedule. Cadets departing campus early or returning late from scheduled furloughs will be charged with an unexcused absence.

The furlough dates and times of excusal are held firm in order to avoid disruption of our schedule. The dates of furloughs are published well in advance to accommodate flight schedules. **It is important that you make flight arrangements as early as possible to be sure you have flights your son can meet.** If you will send them to us, we will be happy to hold his tickets safe until the moment of departure from the campus.

## **Supervised Bus/Van Transportation**

The Academy provides chaperoned transportation to and from the St. Louis Airport for Thanksgiving, Christmas, Spring Furlough, and following Commencement for your convenience. We highly recommend you to take advantage of this service to insure the timely and safe arrival of your son to and from his flights.

### **Charges for this service may change and will be updated 30 days prior to furlough:**

The charges for chaperoned bus transportation to St. Louis Airport: \$65 round-trip (Thanksgiving, Christmas and Spring Furlough and Commencement). All are round trip fares, except for the Commencement Weekend bus.

All school-sponsored transportation is offered under the assumption that an adequate number of cadets sign up for these services. Please make sure your cadet knows his complete travel itinerary in advance.

If your son cannot leave on the morning of furlough at the designated time, please consult with the Commandant before purchasing a ticket. It is important that cadets stick to this furlough transportation schedule. MMA does not have the personnel and resources to provide additional transportation outside of this schedule.

Cadets who require transportation at other times will be charged the following amounts to these destinations (all charges are for one way):

Kingdom City	\$45	St. Louis	\$115
Columbia	\$60	Mexico, Mo. airport	\$20

## **General Travel Guidelines**

***At the beginning of Furlough*** (for cadets using MMA-sponsored transportation):

### **St. Louis:**

Cadets will arrive at the Lambert International Airport in St. Louis (airport code: STL) at the Main Terminal. Thanksgiving, Christmas and Spring Furloughs: cadets will arrive at the St. Louis airport at approximately 1000. Flights must be scheduled to depart after 1230.

Following Commencement: Cadets will depart campus at approximately 1300 following Final Formation, going to the St. Louis Airport. Flights must be scheduled to depart after 1600.

***At the end of furlough*** (for cadets using MMA-sponsored transportation):

Upon return, cadets should gather in the St. Louis Lambert International Airport inside the main terminal at the “meeting place” against the wall near baggage carousel M-1, before 1730.

Transportation for furloughs can be paid by check, credit card, or charged on the monthly statement (except for final departure). You will receive separate notification of this travel service by email from the Academy. Please complete all required information on the form. Return the reservation form and your payment to the Business Office. The cost of the chartered bus service is for “round trip.” The charge is the same whether a cadet rides one way or both ways.

Requirements for supervision of young travelers vary with each airline. **Many airlines require that parents pay an additional fee for an “unaccompanied minor.” Please send proof of this payment to MMA with your transportation form.**

## **Open Weekends**

Each cadet will be allowed two parent weekends during the year (one before and one after Christmas) on a weekend of the parents' choosing. "Big" weekends or events such as Homecoming, Fall Family Weekend, Spring Family Weekend, Valentine Weekend, and Saturday classes are not eligible for this privilege. Cadets must request and have the dates of the Open Weekend approved by the Dean of Academics and the Commandant at least three days in advance.

In order to be eligible for this privilege, a cadet must have a GPA of 2.0 or above and must not be on X tour status, disciplinary probation, or have excessive tours. Cadets may check out with their parents after class on Friday and must return no later than **1800** on Sunday.

MMA prohibits the release of a cadet to the custody of anyone but the legal guardian on file with the Academy registrar unless prior written permission has been granted by the legal guardian. This is for the safety of all cadets.

MMA does not provide any transportation for Open Weekends. Cadets must be picked up and delivered from and to the Academy. Varsity athletic events and other special events will have precedence. There are two all-campus open weekends, during Easter and Mother's Day weekends, which do not count against the allotted open weekends.

## **Field Trips and Overnight Excursions**

Cadets will occasionally be able to participate in school trips that take them off-campus. Parents may be required to complete a permission packet for certain excursions. Cadets who do not have the permission packet will not be able to attend the trip. The Academy will contact parents each time this packet is necessary.

## **ACADEMICS**

Because we are an independent school, we have the flexibility to tailor our educational program to fit many different student learning requirements and academic needs. Our advisor/advisee program ensures weekly teacher discussions with each student and frequent feedback to parents on their son's progress. Faculty meetings discuss student issues and development, and appropriate comments are forwarded to parents. Parents are welcome and encouraged to interact directly with faculty members and/or the Dean of Academics/Principal with regard to their son's progress. In some circumstances, the faculty will meet separately from parents to discuss particular issues involving a cadet. When the faculty has thoroughly examined the issue among themselves, parents will be invited to join the discussion in order to resolve the issue in the best interest of the student and family. We feel this process leads to an open and free discussion among the faculty and gives the parents an unbiased appraisal of their son. Missouri Military Academy's structured environment, dedicated teaching staff and small classes provide cadets an optimal learning experience. As a private, college preparatory, independent school, Missouri Military Academy mainstreams its cadets. Missouri Military Academy does not implement Individual Education Programs (IEPs) or 504 accommodations for cadets.

Please contact our high school or middle school staff if you have any questions related to you son's academic program, 573.581.1776, extension 421.

## High School Graduation Requirements

A high school diploma at Missouri Military Academy requires a total of 24 earned credit hours. Each credit hour is earned over the course of one academic year. Graduation requirements fulfill Missouri state requirements and may not reflect every student's course load. MMA students will be individually advised to complete courses consistent with their preferred college or university's admission requirements, which commonly include, in addition to the below requirements, two-three years of a foreign language and four years of mathematics. The MMA website publishes an updated list of courses.

Students must complete, at minimum, the following to earn a high school diploma:

1. **English:** 4 credits
2. **Social Studies:** 3 credits
3. **Math:** 3 credits
4. **Science:** 3 credits; including one lab
5. **Fine Arts:** 1 credit (High School band or chorus fulfills this requirement)
6. **Practical Arts:** 1 credit
7. **Physical Education:** .5 credit\*
8. **Health:** .5 credit\*
9. **LET:** Continuous enrollment in Leadership Education courses (1 per year)
10. **Electives:** 8 credits
11. **Service requirement:** Students must complete 20 hours of community service each year they are enrolled at MMA. (See Community Service section below.)

*\*Required for students graduating in 2019 and beyond.*

## Grades

Each cadet is evaluated weekly to determine the need for extra assistance during the daily extra help sessions and the evening guided study halls. Biweekly grades are provided to give cadets an opportunity to work a little harder, if needed, before "official" marking period grades are posted. All grades are posted online via Grades Online with comments from teachers about progress.

If you would like to make a special appointment with one of your son's teachers, please communicate with the Academic Dean or his assistant to set a mutually agreed upon date and time.

High school academic summer classes in your community should be pre-approved by the Academic Dean, if credit is to be assigned by MMA. MMA also offers a four-week summer school, during which students can earn extra credits or retake a course.

## MMA's Cadet Community Service Requirements

All Missouri Military Academy cadets are required to perform community service. Community Service is defined as service for others that is done without pay. Community Service hours may be done either at the academy through projects arranged by both cadets and faculty, and in the home communities of cadets. Any community service completed during the summer or furlough periods should be reported to the Director of College Placement for credit using the community service form located on the parent section of the MMA website.

High school and middle school cadets must earn a minimum of 20 community service hours per year. This requirement is a prerequisite for a senior to graduate. Cadets must meet this requirement to be promoted to the next grade level. Cadets that enter in January or later in the school year must complete 10 hours of community service, although they may count hours accrued during the previous fall and summer before they arrived at the Academy.



## **Ethics in College Placement**

All dealings with colleges must be done ethically in order to protect the reputation of the Academy and our cadets. These are how specific instances will be handled by College Placement:

**In the case of senior year expulsion, withdrawal or removal from the Academy** - If a transcript has been sent to the college, the college will be notified after two weeks by email that the cadet has departed and is no longer attending MMA. The reason cited will be the same as the characterization of the departure by the President's office. The two week window is an opportunity for the former cadet to contact the college and explain the circumstances of their departure.

**Double Depositing** - A student must accept only one offer of admission. The practice of "double depositing" is not tolerated by College Placement. A cadet cannot hold places in two freshmen college classes.

**Fraud on Applications** - If it is discovered there is any fraud or misrepresentation on college applications, College Placement will give the cadet one week to contact the college to correct the misrepresentation. If the cadet fails to take action after one week, College Placement will notify the college of the misrepresentation and will correct the record.

**Early Decision/Action-Binding** - If a cadet applies to a college for early decision or action and it is binding, the CPO will enforce the early decision or action policy of the college except in extremely rare circumstances.

## **Educational Tours**

MMA sponsors Educational Tours each year to historic and/or areas of scientific interest. Details will be published on our website under the academic tab, [www.missourimilitaryacademy.org](http://www.missourimilitaryacademy.org), and provided to parents as soon as possible. There are additional charges for these tours.

## **Textbooks**

Most books are included in the tuition; however, there may be charges for workbooks, supplemental reading, and all Advanced Placement (AP) and Dual Credit courses and books. MMA charges \$100 per lost or damaged textbook.

# **ACTIVITIES**

## **Church and Vesper Services**

All cadets attend the Mexico church of their choosing on Sunday morning as part of the condition of acceptance. If a cadet belongs to a faith that is not represented in the Mexico, Missouri area, he will be required to study the literature of his faith for a minimum of one hour while the others are at church.

*All boarding cadets must attend the vespers service held each Sunday evening in the Academy Chapel as part of the conditions of acceptance.* The service is Christian oriented, but most of the topics of discussion are moral issues common to most of the world's religions. We believe it is not important which religion a cadet practices so much as the fact that each has the opportunity to develop a faith in something greater than himself, and that he develops a moral code that allows him to function as a good citizen in society.

### **Duke of Edinburgh's International Award (DoEA)**

MMA offers cadets the opportunity to earn the Duke of Edinburgh's International Award (DoEA), which is the world's leading youth award program. No other military school offers this to its Corps of Cadets, and MMA is unique in this regard. The award has three levels: Bronze, Silver, and Gold. It requires a consistent and sincere effort to better oneself through skill development, physical health and community service, plus the planning and completion of an Adventurous Journey. The award is an excellent resume builder and helps students realize the satisfaction of accepting and completing a goal.

Participation in the DoEA will be required of all MMA high school cadets (grades 9-12) in 2016-2017. A fee of \$65 per student will be charged to cover related expenses above those included in tuition. This fee is mandatory and is typically included in the September invoice.

### **Military Balls**

There are two formal military balls held on campus during the school year, the Senior Ring Black and White Ball and the Valentine Ball. Both events are for the cadets' families, including younger children, as well as the cadets and their dates. The Senior Ring Black and White Ball is a dinner dance held during Fall Family Weekend to recognize our senior cadets who have received their class rings. Because the senior cadets are the guests of honor their attendance is free of charge and their attendance is mandatory. This ball is an optional event for all other grade levels, but their attendance is encouraged. The Valentine Ball is a long time MMA tradition. Cadets are invited to nominate their dates to be selected as the Valentine Ball Queen, crowned by Miss Missouri. Detailed information and costs will be posted on the MMA website approximately six weeks in advance. Advance reservations for the dinner portions of these events are required. Due to catering limitations we are not able to accommodate unregistered guests.

Often the question is asked about appropriate dress for a ball, because few people have formal gowns and tuxedos in their wardrobes. Tuxedos for the gentlemen and evening gowns for the ladies are always appropriate for the military balls, but business suits and dinner dresses are also appropriate. The faculty will be in dress uniform, tuxedos, suits, formal gowns and dinner dresses.

## **COMMUNICATION**

You will be receiving regular emails/mailings from the administration to keep you aware of what the school is doing and to alert you to specific information that is important to a well-run school. Parents are emailed a periodic newsletter which details news and upcoming events. We communicate with email in an effort to pass information quickly and efficiently. Please ensure we have a correct email address for you at all times. Updates can be made by contacting the Office of Enrollment Management or the Registrar. You can also follow the MMA Facebook page and Twitter feed– links to which can be found on the MMA website. In the unlikely event of an emergency such as an accident or weather event, MMA will mass text and email parents as soon as possible.

### **MMA Parents Committee**

Missouri Military Academy has a volunteer Parents Committee to allow parents an opportunity to become involved with the school. The committee also sponsors special events for cadets and families, supports faculty, raises funds for the school, and assists with the Academy's annual Maroon and Gold Event, which raises funds for Academy programs. Parents can participate no matter where they live – in fact, we encourage participation from everyone!

Parents who would like to know more about the committee or about how they can support the Academy can contact Cassandra Brooks at 573.581.1776 ext. 222 or [cassandra.brooks@missourimilitaryacademy.org](mailto:cassandra.brooks@missourimilitaryacademy.org). Information about the committee and its members is available at <http://www.facebook.com/MMAParents>.

## **International Relations Coordinator**

The International Relations Coordinator exists to help international cadets and their families with issues relating to the appropriate adjustment to MMA. The Coordinator is housed within the Office of Enrollment Management and stores our cadets' passports and other travel documents. These documents will be in safekeeping and returned to the cadets at the beginning of each furlough.

We hope that MMA families will take advantage of the international nature of the school by building friendships that span the globe. In that spirit, each furlough we have several cadets from the U.S. who are invited to stay with families in other countries. At other times the international cadets go home with a U.S. student to learn more about the U.S. culture. Contact the International Relations Coordinator to volunteer.

This exchange is a great language and cultural education available to MMA cadets and their families. If you would like for your son to go home with another cadet during a furlough period, please express that interest to the International Relations Coordinator, who will be happy to try to match your son with an interested family.

## **Photography During Major Events on Campus**

There are many opportunities for some beautiful pictures on our campus. To provide the best opportunity for photography for you that will also allow the Academy and your son to perform his best, we ask the following:

1. If the event is on the drill field, please remain in the stands or use the upper levels of the field to take pictures. These areas will provide the best angle and will not interfere with the event on the field.
2. If the event is in the Field House, we ask that you stay off the main floor, except as designated by the cadet MP's.
3. In the Gymtorium during Commencement exercises, please remain in your seat or go to the mezzanine for your photography. Every cadet who comes to the stage during both the Final Assembly and Graduation exercises will have his picture taken by a professional photographer. Please contact the Publications Director for more information about these photos.
4. Events in the Memorial Chapel should never be photographed or recorded because it is disturbing to all concerned to have cameras flashing and clicking in the sanctuary.
5. All major events at MMA will be photographed by our staff and the pictures will be posted on the official MMA Facebook page: [www.facebook.com/missourimilitaryacademy](http://www.facebook.com/missourimilitaryacademy)

## **Cadet Portraits**

The Academy commissions a professional photographer to take portraits of each cadet to be used in the yearbook, *Taps*. This service is free of charge. The photographer will send you other "proofs" of portraits you may want to purchase. You are not obligated to purchase the portraits. If you have questions concerning the portrait services, please contact Erin Chambers, Publications Coordinator, at [Erin.Chambers@missourimilitaryacademy.org](mailto:Erin.Chambers@missourimilitaryacademy.org)

## **Telephones (Faculty and Staff)**

Many administrators and teachers have voicemail boxes available, so you can leave messages for them on weekends and after regular business hours. Those without extension numbers listed may receive voice mail messages in the general delivery voice mail box by calling 573.581.1776 after regular business hours. The most convenient way to communicate with teachers is via e-mail.

## SCHOOL CONTACT DIRECTORY

	Area Code 573	e-mail address
<b>Academic Dean - Interim</b>		
Edsel Baker	581.1773 x 422	edsel.baker@missourimilitaryacademy.org
<b>Adjutant</b>		
COL Rick Grabowski	581.1776 x 296	rick.grabowski@missourimilitaryacademy.org
<b>Administrative Assistant to the Dean, Registrar</b>		
Mrs. Pearl Newbrough	581.1773 x 421	pearl.newbrough@missourimilitaryacademy.org
<b>Athletic Director</b>		
Mr. Kevin Farley	581.1776 x 423	kevin.farley@missourimilitaryacademy.org
<b>Assistant to the President</b>		
Ms. Rhonda Blaue	581.1776 x 221	rhonda.blaue@missourimilitaryacademy.org
<b>Business Office</b>		
Ms. Sarah Oliver	581.1776 x 227	sarah.oliver@missourimilitaryacademy.org
Ms. Julie Welch	581.1776 x 229	julia.welch@missourimilitaryacademy.org
Mr. John Medina	581.1776 x 226	john.medina@missourimilitaryacademy.org
<b>Cadet Health Center</b>		
Dr. Robert Calaluce	581.1776 x 641	robert.calaluce@missourimilitaryacademy.org
<b>Chaplain</b>		
Edsel Baker	581.1776 x 522	edsel.baker@missourimilitaryacademy.org
<b>Chief Financial Officer</b>		
Ms. Sarah Oliver	581.1776 x 227	sarah.oliver@missourimilitaryacademy.org
<b>College Placement and Counseling</b>		
Dr. Ayanna Shivers	581.1776 x 286	ayanna.shivers@missourimilitaryacademy.org
<b>Commandant</b>		
LTC (MMA) Greg Seibert	581.1776 x 429	gregory.seibert@missourimilitaryacademy.org
<b>Development Office</b>		
Mr. Kevin Quinn, Director	581.1776 x 230	kevin.quinn@missourimilitaryacademy.org
Ms. Cassandra Brooks	581.1776 x 222	cassandra.brooks@missourimilitaryacademy.org
Mrs. Diane Henry	581.1776 x 525	diane.henry@missourimilitaryacademy.org
<b>Director of Cadet Life</b>		
Mr. Rik Thornton	581.1776 x 322	richard.thornton@missourimilitaryacademy.org
<b>Enrollment Management</b>		
Mr. David Adams, Director	581.1776 x 323	david.adams@missourimilitaryacademy.org
Mr. Gary Stewart	581.1776 x 322	gary.stewart@missourimilitaryacademy.org
Mr. Jorge Soriano	581.1776 x 324	jorge.soriano@missourimilitaryacademy.org
Mr. Chaz Baker	581.1776 x 327	<a href="mailto:chaz.baker@missourimilitaryacademy.org">chaz.baker@missourimilitaryacademy.org</a>
Mrs. Janet Welch	581.1776 x 321	<a href="mailto:janet.welch@missourimilitaryacademy.org">janet.welch@missourimilitaryacademy.org</a>
<b>Human Resources</b>		
Mrs. Amy Groves	581.1776 x 224	amy.groves@missourimilitaryacademy.org
<b>International Relations</b>		
Mr. Jorge Soriano	581.1776 x 331	jorge.soriano@missourimilitaryacademy.org
<b>Middle School/Commandant Assist.</b>		
Mrs. Penny Bealmear	581.1777 x 521	penny.bealmear@missourimilitaryacademy.org

**Military Department**

CPT Joseph Elliott	581.1776 x 433	joseph.elliott@missourimilitaryacademy.org
1SG John Biddle	581.1776 x 434	john.biddle@missourimilitaryacademy.org

**MMA Parents Committee**

Ms. Cassandra Brooks	581.1776 x 525	cassandra.brooks@missourimilitaryacademy.org
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**Music**

Mr. Freddie Lomas	581.1776 x 431	freddie.lomas@missourimilitaryacademy.org
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**President**

Mr. Charles (Tony) McGeorge	581.1776 x 221	tony.mcgeorge@missourimilitaryacademy.org
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**Quartermaster**

Mr. Chad Herron	581.1776 x 325	chad.herron@missourimilitaryacademy.org
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**Residence Halls (Residential Faculty Officers)**

"B"	573.473.5420
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"C"	573.253.1408
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"D"	573.473.7104
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**Technology**

Mr. David Wilkins	581.1776 x 428	david.wilkins@missourimilitaryacademy.org
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Mr. Mike Kulas	581.1776 x 426	mike.kulas@missourimilitaryacademy.org
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**Vice President – External Affairs**

Mrs. Christine Smith	581.1776 x 326	christine.smith@missourimilitaryacademy.org
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**FAX**

The Academy fax number is 573.581.0081. The fax number for the Cadet Health Center is 573.581.1936. Barnard Hall (academics/registrar) fax number is 573.581.5095.

**Communication with Your Son**

It is always best to establish a calling time for your son to call home since cadets are often busy with activities and don't always have access to their cell phones. You can always contact the main switchboard or any of the residence hall numbers listed above if you need to reach your son in an emergency.

**Use of Cell Phones**

The use of cell phones at Missouri Military Academy is considered a privilege that is earned and this privilege may also be lost. Please note that during the initial Maroon Phase, cadets have not yet earned their cell phone privileges, however, in case of urgent matters they are always permitted to contact their parents through their RFO or the Commandant. The Academy will not be responsible for charges to any cadet telephone accounts. The rules for cell phone use are listed in the *Cadet Handbook*.

**E-Mail**

All cadets are granted access to the campus network after completing the "Appropriate Use Seminar." Cadet e-mail addresses are (first name).(last name).(year of graduation)@missourimilitaryacademy.org. (Example: Cadet John Smith's e-mail address would be: john.smith.15@missourimilitaryacademy.org).

Cadets have access to a school computer every weekday. The netbooks used in the One-to-One program have wireless Internet capability. All high school cadets have access to e-mail between 2100 and 2145. Cadets in the high school who earned the Academic Fourragere the previous month for good grades have access to the Internet and e-mail any time they have free time, but not between the hours of 2200 and 0600. Seniors who have earned the privilege have access to the Internet and e-mail during the same period.

Faculty e-mail addresses are available on the Academy's website. Faculty members are asked to respond to your e-mail within 24 hours. E-mails sent through the MMA system are considered property of Missouri Military Academy no matter which e-mail service is used and should not be considered confidential.

### **Messages for Your Son**

If you wish to leave a message for your son during the day, please call the Academic Office, 573.581.1776. *Non-emergency messages received before 1500 will be delivered that day to the cadet's mailbox for pick-up after classes*

### **Emergency Calls**

The Commandant/Officer in Charge (OIC) have cellular phones which parents may use in case of an emergency. Please do not use this telephone to leave messages for your son or his teachers. Please note that there are "dead spots" on campus that prohibit cellular connection. If your call cannot be completed, wait a few minutes and please try again. The Commandant/OIC may be moving through an area which blocks receipt of the call. **Commandant Staff: 573.473.4193**

### **Mail (Postal) to and from Cadets**

There is something special about receiving a letter you can hold in your hand that has great value when you are away from home. A cadet being able to pick up a written letter in his mailbox is a morale booster. All postal mail should be addressed to your son in care of Missouri Military Academy. It will be placed in his own mailbox, from which he may collect it after school daily.

Parents often mail care packages, and please note that sharing care packages with roommates is part of the fun of the boarding school experience, so send a little extra!

Please address your son's mail as follows:

Cadet (Name & student ID number)  
Missouri Military Academy  
204 North Grand Street  
Mexico, Missouri 65265

## **MEDICAL CARE**

### **Ekern Cadet Health Center**

The Ekern Cadet Health Center supports the mission of the Academy by providing outstanding comprehensive care and promoting health that will assist in establishing a sustainable lifestyle and enhance the quality of life for students, faculty, and staff.

An excellent general hospital, SSM Hospital-Audrain, is just a couple of blocks away, which is part of SSM, a large regional health system.

## Medication

All rules and policies pertaining to medications are designed to maintain a safe campus environment while recognizing that, in a boarding environment, students must have the ability to access appropriate medications. Students are expected to handle their personal medications responsibly and according to the following rules:

1. All prescription medication must be registered through the Cadet Health Center. Students shall not possess prescription medication that has not been prescribed to them personally or that is not appropriately labeled (name of medication, strength, date of prescription, student's name, physician's name, and direction for administration).
2. Students may not share or sell prescription medication. This is a serious offense at MMA and is illegal in the United States. (Please refer to the chemical substances policy, pages 9-10)
3. Parents or providers should not send prescription medication directly to any student but should send it to the Cadet Health Center for distribution to the student.
4. Other procedures for handling and distributing prescription medication that is taken on a recurring basis will be established by the Cadet Health Center. Parents and students are expected to follow all those procedures without exception.
5. **No supplements (e.g., protein powder) are allowed for exercise enhancement.** These supplements will be confiscated and may not be returned to the cadet if found. Non-prescription medication is to be used according to the guidelines provided with the medication. A parent or guardian should be aware of the medication their son possesses.

## Medications

Medications in a group living arrangement must be controlled and are kept at the Cadet Health Center, with the exception of topical acne medications and basic multi-vitamins which can be kept in a cadet's room with a note from the nurse. All medications will be dispensed by the health center using the unit dose system. Medications are delivered to the health center in 30 day blister packs with the correct dosage. Medications are dispensed by the nurse at each meal and after study hall at night.

Medications can be ordered from Webber Pharmacy at the prevailing prices in Mexico, Missouri. You can provide medications from home, if you prefer, by sending them directly to the Cadet Health Center rather than to your son. They **MUST** be in their original unit dose system prescription blister pack.

A majority of insurance prescription cards can be used through Webber Pharmacy. If you contact them directly, the information can be entered into their computer for future reference. Webber's has also agreed to apply to any insurance plan, but this can take up to three months, so please contact them as soon as possible.

Webber Pharmacy  
1101 West Monroe St.  
Mexico, MO 65265  
573-581-6930      <http://www.webberdrug.com>

## **Gaps in Treatment**

One of the issues we deal with too often is when a student runs out of medication, which results in a gap in treatment. In the case of ADHD or other medications, missing doses can have an immediate adverse effect on a student's ability to concentrate and therefore learn.

If you are mailing the medications to us, please send them in a timely manner to prevent gaps in treatment. The clinic staff will contact you and let you know when the drug is running low to give you adequate time to send refills by mail. Missouri Military Academy reserves the right to require that the medication be filled locally if mailing them is causing gaps in treatment and affecting your son's learning experience at MMA.

## **Medication Management**

To assist cadets who may be taking prescribed medications for attention deficit or attention deficit with hyperactivity disorders, Missouri Military Academy, in cooperation with the Arthur Center can provide an initial consult by a child psychiatrist. This physician will establish the frequency of visits based on the needs of your son. If the physician believes an adjustment in medication is required after evaluation and consult with the faculty, you will be consulted. The cost of these visits will be charged to your insurance.

If your son has been prescribed a psychotropic medication, MMA requires that your son be evaluated by a child psychiatrist. Your medical insurance will be billed for this service. The frequency of visits will be determined by the plan of care developed by the doctors and you. Please check the website for the Arthur Center at [www.arthurcenter.com](http://www.arthurcenter.com) if you prefer for your son to be seen locally by a child psychiatrist, upon completion of the required permissions for required paperwork. E-mailed updates can be arranged with the Arthur Center upon completion of the required permissions.

Please let the clinic know if there are any over the counter drugs you do not wish your son to take.

## **Medications during Furlough**

The Cadet Health Center will no longer package medications for the cadets to take home. If parents wish to have the Cadet Health Center package medications the charge will be \$50.00 for each prescription.

MMA does not allow cadets to transport prescription medications, specifically antidepressants and controlled substances, without written permission of parents. If you desire, notify the Cadet Health Center staff in advance, and the medications can be mailed or picked up by you or another responsible adult named by you.

## **Medication Changes**

Changes of prescription drugs will be made by the Academy only with a written order from the prescribing physician. This can be done by FAX 573.581.1936.

## **Dental Care**

If you want your son to see an orthodontist or dentist, the MMA nurse will coordinate the appointment to avoid conflicts with school events. Parents are billed directly from the dentist's office.

## **Eye Examinations/Glasses**

We recommend you have your son's eyes examined at home prior to the beginning of every school year. If you want your son to have an appointment with an optometrist or ophthalmologist in Mexico, Missouri, please contact the Cadet Health Center medical staff, and they will make the appointment.

Cadets may wear glasses only with clear lenses. Two pairs are suggested. Cadets wearing contact lenses should bring an extra pair of contacts or regular, clear glasses.

*As is true with other appointments outside the Academy, the doctor will bill you directly, rather than through the Academy.*



### **Immunization/Inoculation (shot) Record**

If a student reports to Missouri Military Academy without the required immunization records, the parent must comply with MMA's vaccination policy. Failure to do so will result in the child being sent home. If you defer to MMA to procure your son's vaccinations, a fee of \$100 will be charged per vaccination.

Students entering MMA must be immunized in accordance with 2016-2017 Missouri School Immunization Requirements, which are mandated by the Missouri State Department of Health. Students in non-compliance will be prohibited from enrolling in or attending school. Therefore, it is very important that you provide the Academy with a complete record of all immunizations prior to your son coming to school.

### **Physical Exam**

MMA requires that all cadets have a physical within three months of the first day of attendance. A copy of the physical must be submitted to MMA prior to enrollment and must be updated yearly. A fee of \$175 plus the doctor's cost will be charged for physicals.

### **Medical History**

The Academy must have a complete medical history (including a complete list of allergies) on file prior to your son's attendance so that the proper medical care can be provided.

### **Admission to the Cadet Health Center**

If your son is admitted to the Cadet Health Center, the medical staff will make every attempt to contact you by telephone. There is a per diem charge of \$300.00 for overnight stays in the Cadet Health Center.

If your son is admitted into SSM Hospital-Audrain or another facility, we will notify you at the earliest possible moment.

If your insurance company requires they be notified of any hospital admissions, you must contact your insurance provider directly. The Academy cannot notify your private carrier or file insurance claims.

### **Injuries and Other Medical Emergencies**

Most injuries are treated in the Cadet Health Center. It is required that an emergency medical treatment document be completed and on file in the Cadet Health Center should an emergency occur that requires immediate attention. Hospitals trying to contact families that are not currently available are handicapped in an emergency situation and delayed treatment may aggravate the problem. MMA will not be responsible for injuries to cadets while at the Academy or while in route to or from.

### **Medical Referrals**

If a cadet needs to be seen by a specialist, permission will be secured from you first. As in the other cases of treatment outside the Academy, the billing will be direct to you from the physician.

### **Nurses**

The nursing staff works very hard, often beyond the call of duty, to give the best care possible to your son. The nurses are sometimes faced with decisions that may be contrary to your son's wishes. Please talk with the nurse if you or your son has a question about his care. Our nurses get to know the cadets and are excellent at working with you to care for your son.

On occasion, cadets will not go to the health center when they have problems for fear that the medical staff will restrict their participation in varsity athletics. In these cases, our medical staff should always determine the degree of injury and need for medical attention.

## Insurance (personal and school accident)

### Health Insurance

The Academy requires all students to have some type of health insurance coverage. Many health care providers will refuse procedures or care if a student does not have proof of coverage, so for your cadet's health and safety, we must receive proof of insurance prior to registration.

International students will be required to purchase the **International Student Insurance** for a reasonable monthly fee. Students have been denied or delayed care because of their insurance, therefore, even if your child is already insured, you must still purchase **International Student Insurance** to ensure that U.S. health care providers will accept the insurance. Your personal insurance can be listed as secondary coverage to help cover additional costs. **International Student Insurance** is used by several boarding schools, colleges and universities in Missouri and is accepted by most hospitals local to the Academy. They also offer a domestic insurance plan if your child needs coverage.

If your son is confined to the Cadet Health Center on campus or the local hospital, please check your medical insurance policy right away to let us know how we can help you keep medical costs down. Our medical staff will try to help any way they can; however, the Cadet Health Center does not complete and file any insurance claims other than MMA Accident Insurance claims described below.

### MMA Accident Insurance Coverage

Missouri Military Academy has provided insurance coverage to protect all students against accidental injury during all school-sponsored and school-supervised activities, during class, participation in interscholastic athletics, trips, or while on school property. This insurance covers the students 24 hours, provided they are under the supervision of the school.

It is important to know that this is secondary insurance and is designed to help cover costs AFTER your personal medical insurance has done its part. Please be sure to follow the instructions herein:

This plan is **EXCESS COVERAGE** - You must submit all bills to your own insurance carrier first. Then, the school's policy will pay according to the terms of the policy.

### Coverage and Limitations

- Maximum medical benefit - \$100,000
- Accidental death and dismemberment - \$5,000
- Deductible – NONE (after filing first to your primary policy)
- Benefit period - 52 weeks
- Coverage for accidents only; this does not include illness from communicable diseases and sicknesses, or fighting.
- Notable exclusions are: expenses for eye glasses, hearing aids, suicide or attempted suicide, injury from participation in a riot, cosmetic surgery, hernia unless from covered injury, while the student is intoxicated or under the influence of any narcotic, while parachuting, hang-gliding or operating a 2 or 3 wheeled motor vehicle without valid driver's license or pre-existing condition.

### Filing Claims

1. You must file a claim within 90 days. Contact the administration for the proper Markel Insurance Company claim form and follow the instructions accordingly.
2. All injuries should be immediately reported to a coach, faculty advisor, or a member of the MMA medical staff. The school will provide claim forms. It is your responsibility, and to your benefit, to

submit the necessary documents as soon as possible, as the claim cannot be paid until all documents are submitted.

3. All claim forms, bills, and letters from other insurance companies are to be forwarded to, and questions regarding the coverage answered by:  
Markel Insurance Company  
P.O. Box 511  
Matawan, NJ 07747  
(800) 445-3126.
4. Submit the claim form with Part 2 filled out completely.
5. Submit all itemized bills.
6. Submit the statement received from your own insurance company showing amounts paid and balances due, or a letter of denial stating the claim is not covered.
7. If you do not have medical insurance, you will receive a letter from the insurance company requesting parent's employer information. Fill this out and return to the insurance company immediately. Failure to return this letter will result in a delay or denial of the claim.

## **QUARTERMASTER (QM)**

The Quartermaster is owned and operated by the school for the convenience of the cadets. The Quartermaster handles all equipment, school supplies, toilet articles, and all athletic equipment not issued by the athletic department. All school supplies, toilet articles, etc., which are not cash purchases may be obtained by cadets through requisition. Items that are not needed, but are "wanted," cannot be requisitioned without permission from parents. The "Authorization for Purchases from the Quartermaster" that you completed upon enrollment communicates to us how you would like to allow your son to make purchases. Invoices are issued monthly from the Business Office.

The Quartermaster supervises laundry and dry cleaning. Dry cleaning and laundry are turned in on a regular basis to maximize the best wear on uniforms and personal clothing. Items that are lost or damaged will result in additional charges. As a military school it is required that cadets all way be in serviceable, well-fitting and unsoiled uniforms. Uniform items not in this condition must be replaced with either new or previously issued items from the QM.

### **Tailoring**

The Academy tailor shop is prepared to alter uniforms as needed to allow for the longest possible wearing of uniforms before they have to be replaced. The jackets are designed to be expanded at the sleeves and the shoulders. The trousers can be let out in the seat and the legs. Usually, the typical cadet can keep a uniform for a couple of years, except for those who are going through a growth spurt.

## **COMPUTERS AND OTHER ELECTRONIC EQUIPMENT**

The use of technology adds convenience to research, but carries added responsibilities to insure proper care of equipment, ethical behavior, legal behavior, and common courtesy toward other people using technology.

All of the rules that apply to student conduct at the Academy also apply when cadets are off campus for leisure and field trips. The Internet offers opportunities for virtual field trips to distant locations. It is important that students realize they act as ambassadors for MMA on the Internet and all school rules are in effect. Conduct that is in conflict with MMA rules and regulations will be corrected accordingly.

It is expected that Academy and personal computers will be cared for appropriately. In order for all to receive the most good from their use, it must be understood that the following are behaviors that will not be tolerated and may result in loss of computer privileges:

1. Tampering with another's file.
2. Logging on the network using another person's password.
3. Loading any software program or unapproved file on a school or another's computer.
4. Damaging computer equipment.
5. Altering programs or computer setups.
6. Use or display of any profanity, obscenity, or pornography.
7. Failing to logoff the network is behavior that will not be tolerated and may result in loss of computer privileges.
8. Cyber bullying of any type.

Cadets are allowed to have game consoles (earned privilege) iPods and MP3 Players at MMA, but Missouri Military Academy accepts absolutely no responsibility for damage to or loss of these items.

### **One-to-One Laptop Program**

Our goal with the One-to-One program is to provide the technology for cadets to reach their full potential, and for technology to be an integral part of their learning structure without causing distractions. A certain level of hardware and software consistency is necessary to ensure the success of this program.

Below you will find the details of the One-to-One program:

- Each cadet will be issued a school laptop
- School issued laptops will come pre-configured with the following:
  - Windows Operating System
  - Microsoft Office
  - Pre-installed Skype, iTunes and other approved applications
  - Limited administrative rights for cadets. This ensures that the computer is operational for optimal academic use at all times.

Support:

- "Normal use" hardware and software issues are covered FREE of charge
- Intentional, negligent, or repeated damage to a computer will result in additional charges as provided for in the damages contract.

Below you will find our blocking schedule on our firewall. Note we cannot block "applications" on the local computer like you can with Net Nanny. This list only includes the Internet sites we block. Please also note that students who access the Internet via wireless carrier are not subject to MMA's internal controls via wireless.

### **Website categories ALWAYS blocked:**

Pornography, personals and dating, adult/mature content, Usenet news groups, illegal/questionable skills, gambling, illegal downloading software(P2P), pay to surf sites, Internet Watch Foundation CAIC, hacking/proxy avoidance systems, malware.

**Applications blocked except during cadet free time:**

Social Networking (Facebook, Google+ etc.), VOIP (Skype, MSN Messenger, etc.) IM Applications (Chat/Instant Messaging, Yahoo Messenger etc.), Games & Gaming Applications, Shopping / Internet Auctions (Amazon, Ebay etc.)

Any questions regarding the One-to-One Laptop program should be directed to Mr. David Wilkins, Director of Educational Technology Department, at (573)581.1776 ext. 428 or by email at

[David.Wilkins@missourimilitaryacademy.com](mailto:David.Wilkins@missourimilitaryacademy.com)

**SAFETY**

Campus and cadet safety are top priorities at MMA. For this reason, all visitors must sign in to campus facilities when entering campus. Safety procedures require faculty and staff to intercept unidentified visitors to request their purpose on campus, so please do not be offended if a staff member asks for this information. It is in the best interest of cadets.

Cadets and faculty undergo annual intruder training using the ALICE system of response – detailed at the following link: [www.alicetraining.com](http://www.alicetraining.com). Intruder drills, tornado drills and fire drills are routinely conducted. Closed-circuit cameras are installed in most public areas of campus and in hallways and common areas in the residence halls.

In case of an emergency, you will be updated as soon as possible via a mass text and email service. It is therefore crucial for you to provide the most up to date email and cell contact information. We recommend that you do not unsubscribe to any MMA emails if you prefer this mode of communication, as we are then unable to add you to our contact lists. In the unlikely event that an emergency does occur, we ask that you remain patient and wait for our information, as we will need to keep phone lines and staff open to serve any immediate needs of cadets.

Rev: 7/25/16

Dear Parents,

Asbestos is an issue we have been dealing with for many years. The Federal Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA) was enacted to determine the extent of and develop solutions for any problems schools may have with asbestos.

Asbestos properties made it an ideal building material for insulating, sound absorption, decorative plaster, fireproofing, and a variety of miscellaneous uses. Many schools, public buildings and homes have some asbestos. Most uses of asbestos products as building materials were banned in 1978. Exposure to asbestos fibers can cause diseases of the respiratory system.

MMA has had its facilities inspected by a certified asbestos inspector, as required by AHERA. The inspector located, sampled and rated the condition and hazard potential of all material in our facilities suspected of containing asbestos. The inspection and laboratory analysis records were turned over to a professional certified to develop asbestos management plans.

The MMA plan is designed to protect the health and safety of building occupants and includes: detailed locations of asbestos-containing material, records of response actions for removing or encapsulating the material, yearly notification letters to parents and employees, education and training of our employees, a set of plans and procedures designed to minimize the disturbance of the asbestos-containing materials, plans for regular six-month surveillance and three year re-inspections, and the eventual removal of asbestos-containing materials. Employees are instructed to avoid disturbing asbestos by not gouging, sanding, drilling or dislodging the material and to report any damage to the asbestos program manager.

Most of the asbestos-containing material has been removed from our campus and recent surveillance and re-inspection reports show the asbestos has been maintained in an undamaged condition. Non-friable asbestos is located in the following location:

Echo Residence Hall floor tile and mastic

A copy of the asbestos management plan is available for inspection in our administrative offices. Mr. Greg Morton is our asbestos program manager. Phone 573-581-1776

Sincerely,

A handwritten signature in black ink that reads "Charles A. McGeorge". The signature is written in a cursive, flowing style.

Mr. Charles A. McGeorge  
Academy President

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