

# MARION MILITARY INSTITUTE



**2018-2019**

**PARENT HANDBOOK**

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# 1 INTRODUCTION

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## 1.1 CONTACT INFORMATION AND PARENT RESOURCES

Important Contact Numbers:

<b>Admissions:</b>	1-800-664-1842
<b>Commandant's Office:</b>	1-800-203-0086 or 334-683-2322
<b>ROTC Department:</b>	1-800-664-7682
<b>Emergency Night (4 p.m.-7 a.m.) and Weekend #:</b>	334-292-9690

For additional resources, please visit [www.marionmilitary.edu/parents](http://www.marionmilitary.edu/parents).

## 1.2 ABOUT MMI

### **Mission**

Marion Military Institute, a two-year public institution of higher learning, educates and develops cadets as future leaders through an immersive experiential military environment which integrates intellectual, leadership, character and physical development in order to prepare them for success in four-year colleges, U.S. service academies, and in military and civilian careers.

### **Vision**

Marion Military Institute will be nationally recognized as the premier leader development college of Alabama with whole cadet enrichment through an immersive and intentional experiential learning environment, a relevant, rigorous and robust academic program and character and leadership education development system.

### **The Military Model**

For over 150 years, Marion Military Institute has successfully utilized a military model approach to whole person education. This model stresses structure, teamwork, character, integrity, leadership and discipline in a residential environment in a way not many other institutions can. This "academy-like" experience offers a safe and secure environment in which we can teach our cadets to be accountable for their actions, respect others, and develop life skills such as time management, critical thinking and self-discipline.

### **Leadership and Character Development System**

MMI is a leadership college, and the Corps of Cadets serves as an instrument to implement, assess, and reinforce the education and training critical to your Cadet's personal and professional maturation. During their time at MMI, each cadet will play a critical role within the Corps as both follower and leader. A successful leader is also a good follower, and both followership and leadership require the attributes of patience, understanding, respect, self-discipline and above all, integrity.

## 1.3 ADVICE TO PARENTS

### Being Part of the Team

#### ***Supporting the Model, Handling Homesickness***

MMI's military model, with its emphasis on leadership and character development, self-discipline, and highly structured environment, is what excites parents and attracts young men and women. This is NOT a typical college and especially, not the typical college lifestyle. Much more is asked of our cadets than in a normal college and they receive much more in return. To make the MMI experience the most meaningful, impactful and positive possible, both cadets and their families need to "buy-into" the model. Although the military model is time proven, it is not for everyone, therefore we want to partner with you.

Your understanding and support of MMI's system and procedures is key to the success of your cadet. MMI believes that a strong and positive working relationship between you, your Cadet and the faculty and staff is essential.

Homesickness and Adapting. It is natural for most new cadets to feel homesick or that they are "out of place" in this environment. Not wanting to admit this, it may manifest as feelings of depression, loneliness or dissatisfaction. They may complain about unfair treatment, too many demands, or even bad food.... If your Cadet expresses these feelings, please be understanding. You can help them overcome this difficult transition by explaining to them that the process may take a few days or a couple weeks, but in the end they will see the great benefit. Please do not make a deal with your Cadet that, should the situation not improve in a few days or a week, that you will withdraw them. This will almost guarantee that your Cadet will not progress but simply wait out the time.

Your Cadet must understand the importance of adapting to new surroundings and overcoming challenges. Our system intentionally places a calculated stress on our new Cadets. Hard work and a full schedule are some of the best cures for homesickness.

#### ***Grit and Perseverance***

*"Grit, the raw endurance, perseverance and passion that keeps you going despite obstacles."*—Anonymous

*Humans are creatures of habit. If you quit when things get tough, it gets that much easier to quit the next time. On the other hand, if you force yourself to push through it, the grit begins to grow in you.* —Travis Bradberry

*Do not judge me by my successes, judge me by how many times I fell down and got back up again."* — Nelson Mandela

Angela Duckworth, a professor and researcher at the University of Pennsylvania, has done ground breaking work on the subject of "Grit". As she describes it: "... grit is about having what some researchers call an "ultimate concern"—a goal you care about so much that it organizes and gives meaning to almost everything you do. And grit is holding steadfast to that goal. Even when you fall down. Even when you screw up. Even when progress toward that goal is halting or slow. Talent and luck matter to success. But talent and luck are no guarantee of grit. And in the very long run, grit may matter as least as much, if not more."

The MMI model is not easy, it is not passive, it is demanding and, we hope, very impactful. We aim to build in our cadets a solid foundation of character and leadership. But to be

successful in life, beyond the safety and security of their childhood homes, our young adults need to be challenged and tested. They need to be given the opportunity to succeed on their own, but also learn perseverance and confidence that can only come from overcoming failure or setbacks.

We want our parents & families to understand and support this very important principal. The confidence and resiliency in our alumni, by-products of our model, represent one of the fundamental benefits of a MMI experience.

### ***Parents Platoon***

Marion Military Institute (MMI) Alumni Brigade, the alumni association of MMI, supports MMI by fostering and expanding a lifelong and global community of active alumni, parents, and friends through opportunities for meaningful engagement in order to increase awareness, pride, participation, volunteer involvement, and philanthropic commitment to MMI.

The Brigade, open to parents, friends and supporters of MMI, is proud to support the MMI Corps of Cadets by sponsoring projects on campus. Annual Parents Platoon membership dues are \$25. If you have any questions, please contact O'Neal Holmes at (334) 683-2350 or [oholmes@marionmilitary.edu](mailto:oholmes@marionmilitary.edu)

### **Care Packages**

Cadets understandably like to receive care packages and families love to support their cadets. We support this, but wish to remind families of a few facts:

- Cadet rooms are not that large, with very little room to store large or bulky items.
- Cadets don't always pick up their mail in a timely manner, please keep that in mind when considering sending perishable items.
- Cadets appreciate having varmint or critter-free rooms. Items of food that cannot be stored in a proper way or consumed quickly present a very enticing invitation.

Care packages and other packages may be sent to:

CADET NAME  
102 College Street  
Marion, AL 36756

### **Parent Resources**

For additional resources, along with up-to-date event information, calendars, and notices, please visit the "[Parents](#)" tab on our website homepage.

### **Safety and Security in the Barracks**

The following security rules apply to all Cadets while in the barracks:

- The door will be closed and locked when no one is in the room or when the occupants are sleeping.
- Cadets will not loan or otherwise give their keys to other Cadets.
- Any attempt to force open a door (room or to the barracks) will be an infraction of the rules and result in disciplinary action as well as possible monetary fines for damages.
- Cadets are instructed to report malfunctioning door locks to their TAC officer immediately.
- Cadets are responsible for securing their personal property within their room. Possession of expensive personal items is discouraged. Sums of money in excess of

\$50.00 should not be maintained in the room (ATM machines are available on campus). Marion Military Institute is not responsible for lost, damaged or stolen property or money.

**Personal Property Insurance**

School insurance does not cover a cadet's personal property. Parents should arrange for an extension of coverage under their personal property insurance, to include fire and theft protection, on all of the cadet's personal belongings. Cadets are instructed to mark all their personal property. Marion Military Institute does not accept responsibility for loss, damage or theft of personal property (including in cars). It is strongly recommended that cadets do not bring high-value items unless absolutely necessary.

**Property Damage**

Cadets are charged with all damage to property or buildings that is not the result of fair wear and tear. Charges will be added to the student's account. A fee of \$500 will be assessed over and above the cost of damages for each incident of major vandalism.

## **2 YEAR OVERVIEW/TYPICAL DAILY SCHEDULE**

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See online events [calendar](#) for actual dates, times, and details for events.

### **2.1 YEAR OVERVIEW**

#### **Prior to First Semester**

Admissions/ Orientation/ Cadet Health Center Requirements

#### **August**

Fall ITC, Classes Begin, Last day to drop/add, Cresting Ceremony and Parade

#### **September**

Labor Day Holiday, Academic Awards Ceremony

#### **October**

Midterms, Parents Weekend

#### **November**

Transfer scholarship deadlines, Register for spring classes, Local Veterans Day Parade, Veterans Day Holiday, Birmingham Veterans Day Parade, Thanksgiving Break

#### **December**

Last day of classes, Dean's Weekend, Final Exams, Fall Commencement and Commissioning, Christmas Break

#### **January**

Spring ITC, Classes Begin, Last Day to drop/add a course, MLK Holiday, Cresting Ceremony and Parade, Academic Awards Ceremony

#### **February**

#### **March**

Last Day to Withdraw from an Individual Course, Spring Break

#### **April**

Registration for fall classes, Spring Play, Alumni Weekend, Spring Formal

#### **May**

Last Day of Classes, Dean's Weekend, Finals, Commencement and Commissioning



## 2.2 TYPICAL DAILY CADET SCHEDULE

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
0530-0645	PT (MS)	PT (MS)		PT (MS)	PT (MS)	Cadets will be required to participate in Corps-related functions and special events as directed by the Commandant of Cadets
0545-0700		PT (SAP/LEP)	PT (SAP)		PT (SAP)	
0700-0750	Personal Hygiene and Breakfast					
0750-0800		BRC		BRC		
0800-0855	Period #1		Period #1		Period #1	
0800-0925		Period #1		Period #1		
0900-0955	Period #2		Period #2		Period #2	
0930-1055		Period #2		Period #2		
1000-1055	Period #3		Period #3		Period #3	
1100-1155	Period #4		Period #4		Period #4	
1100-1225		Period #3		Period #3		
1145-1305		Lunch		Lunch		
1200-1215	LRC		LRC		LRC	
1215-1315	Lunch		Lunch		Lunch	
1310-1320		LRC		LRC		
1315-1445	Drill and Ceremony		Commandant's Time		Commandant's Time	
1325-1450		Period #4		Period #4		
1500-1700			SAT Prep (Fall Only)			
1500-1730	Varsity Athletics, Intramural Sports, Club Meetings, and Organizational Practices					
1500-1730		MS Lab				
1500-1800		SAT Prep (Fall Only)				
1800-1900	Dinner					
1830-UTC	Evening Classes – Cadets must check with instructors for exact class time and locations.					Recall Formation - Sunday
1915-1930	DRC					
1930-2130	PMCQ					PMCQ - Sunday
2130-2145	Cadet Formation and Accountability (Barracks)					
2200						Cadet Formation and Accountability (Barracks)
2200	Lights Out and Taps					Lights Out and Taps - Sunday
2359						Lights Out and Taps - Saturday

MS = Military Science (Army ROTC)  
 LEP = Leadership Education Program  
 BRC = Breakfast Roll Call  
 LRC = Lunch Roll Call

DRC = Dinner Roll Call  
 SAP = Service Academy Program  
 PMCQ = Evening Call to Quarters  
 PT = Physical Training

## **3 CADET LIFE**

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### **3.1 BARRACKS, VISITORS, TRANSPORTATION AND LEAVE**

#### **Moving In**

When moving into the barracks, cadets will report to their barrack's TAC after receiving their room assignment and room key from Commandant of Cadets' Office; obtain a Cadet Room Condition Report from the TAC; check their rooms, documenting all damage to the room and furniture, prior to signing the Cadet Room Condition Report (It is the cadet's responsibility to ensure all damage is noted); and return the completed Cadet Room Condition Report to the Commandant of Cadets' Office.

Incoming cadets will also follow the in-processing schedule before moving into the barracks.

NOTE: Cadets must complete a new Cadet Room Condition Report each time they change rooms.

#### **Visitors**

Prospective students and friends of current cadets are encouraged to visit campus. A guest must be escorted by a cadet who has responsibility for the conduct of the guest at all times. Guests are not allowed to stay overnight on campus. Visitors are required to sign in at the Guard House upon arriving on campus regardless of gender and must sign out upon departure.

#### **Holidays/Breaks**

All barracks are closed during holiday breaks when school is not in session. Cadets will be notified of closing dates and times and must make arrangements to stay elsewhere. Cadets may leave their belongings in their room between the fall and spring semesters only if the cadet is returning to MMI for the spring semester. All belongings must be removed at the end of the spring semester. During the break between fall and spring semesters, it is advisable to remove valuables. MMI cannot be responsible for any lost or stolen objects.

#### **Moving Out**

At the end of the fall semester, cadets who are not returning to MMI must complete the checkout process. Everyone must check out of his/her room at the end of the spring semester. When moving out of the barracks, cadets must obtain an Out-Processing Form from the Guardhouse; check out with their TAC prior to the closing of the barracks; have their TACs sign the Cadet Room Condition Report noting damages; and turn their room key, student ID card, and completed Cadet Room Condition Report into the Guardhouse. If a key is not turned in, a lock cylinder change is required for the room, and a minimum charge of \$50 will be assessed.

A date and time will be set for both non-graduating and graduating cadets to clear the barracks. Rooms must be left clean with trash removed, floors swept, and closets and drawers clear of debris. A fee of \$75 will be assessed for rooms not cleaned or failure to submit Out-Processing Forms. Damage caused by willful acts of negligence or misconduct will be charged to the cadet's account.

## **Transportation**

MMI provides shuttle service to and from the local transportation hubs; airports, bus stations, train stations, and Selma for a fee. Cadets will be charged \$100.00 to ride the shuttle bus during school holiday breaks. No service to Montgomery Airport available.

Cadets are required to schedule with the Transportation Office (use the form online for convenience). Cadet should check with Transportation Office when arriving in August to get Departure dates for the school year. Cadets should inform their parents of dates so flights can be scheduled to correspond with shuttle bus departures.

Transportation scheduling requirements are:

- Cadet must complete a transportation request form a minimum of 5 days before departure with the Transportation Office
- Copy of itinerary
- Cadet cell number
- Fee paid before departure

## **Leave & Pass Policy**

***Parental Caution:** Please verify that your cadet will be free to leave campus before making transportation or other vacation related reservations. Ask your cadet if they have a signed & approved leave or pass form prior to purchasing those no return/no change tickets.*

## **Passes**

### **General Weekend Pass**

During their tenure at MMI, cadets are authorized to take pass or leave. The terms "open" and "closed" weekends will be used to define the weekend leave policy. The term closed weekend will be used to designate weekends, or portions thereof, that require the cadet's presence on campus. Overnight leave may be granted after the completion of training requirements (normally Friday and Saturday evenings). On weekends designated as open weekends, cadets may depart upon the completion of training. This period will start on the last class day of the week (normally Friday) at the time designated on the training schedule (normally 1600) or as announced, with the understanding that sufficient leadership will remain on campus to oversee the activities and decorum of those who remain on campus. In the event there are questions concerning a cadet's privilege, the cadet concerned must contact their TAC or the Commandant of Cadets' Office and obtain clarification prior to taking leave.

### **Day Pass**

Permitted for all cadets who are not restricted and will not be absent from any Corps activities.

### **Wednesday Pass**

All cadets in good standing and not assigned Corps duties are authorized pass privileges from 1700-2130 on Wednesday evenings. These passes are not for overnight purposes and cadet travel is limited to a radius of no more than 40 miles from the MMI campus.

### ***Pass Uniform***

The required uniform in the town of Marion is Class C Ops or more formal. Appropriate civilian attire is permitted outside of Marion—your cadet will know what this means!

### ***Late Return***

Cadets who find they will be unable to return to campus at the required time should contact the Commandant of Cadets' office or TAC officer during normal duty hours or the OC after duty hours. Such notification will not excuse the absence, but it will prevent the cadet from being carried as Absent Without Leave (AWOL). Late return will be excused only for bona fide emergencies (with confirmation). Cadets who are delayed due to automobile difficulties must submit documentation to substantiate their late arrival.

### ***Signing in/Out***

All cadets will sign in/out at the Guard House. Each cadet is personally responsible for signing themselves in and out – this cannot be delegated to another cadet.

## **Types of Leave**

### ***Regular Leave***

Cadets must complete a leave form when traveling for more than 12 hours or will remain off campus overnight. If a cadet will miss one or more academic classes, the Academic Dean must approve the request to have the absence(s) excused. Cadets may sign out on leave if they complete their penalty hours, are not restricted, and do not have duty. Appropriate Civilian Attire will be worn while on leave. The Commandant of Cadets' Office and the TAC or OC (in the absence of a TAC) are final approval for leave.

### ***Medical Leave (ML)***

Medical leave is taken for illness, injury, doctor's appointments, and other medical-related reasons. A medical leave form is issued by the Cadet Health Center (CHC). Medical leaves will only be issued for the time of the appointment and travel time to and from such. Cadets are required to provide the CHC with an excuse from the physician seen for all appointments not scheduled by the CHC for the absence to be excused. Normally the cadet will go and return the same day. Classes missed because of a medical leave are excused automatically. If a medical appointment is scheduled at a cadet's home of record on the first or last school day of the week (typically Monday or Friday) and the cadet wants to stay for the weekend, a pass must be attached to the medical leave. Standard rules for uniform wear will apply. Cadets will turn in the medical leave form to the Guard House when departing and will sign in when returning. Normally, only the Director of Health Services may authorize a medical leave.

### ***School Closing***

Holiday breaks are announced for all cadets at Thanksgiving, Christmas, and Spring Break. Holiday break periods are designated on the [School Calendar](#). All cadets must leave campus during these periods. At the end of each semester, cadets (unless required for official duty such as guard detail, varsity athletics or commencement) must depart campus immediately following their last exam and in no case later than 1800 on the last day of classes preceding the break. Exceptions must have written approval from the Commandant of Cadets.

### **3.2 MMI STANDARDS OF CONDUCT**

The MMI Standards of conduct, disciplinary procedures, and policies are outlined in detail in the [cadet manual](#). This chapter serves to provide a brief outline of the important topics pertinent to families of cadets.

#### **The Honor System**

##### ***The Honor Code***

“I will not lie, cheat, or steal.” These simple words provide a personal code of ethics designed to serve any young man or woman for a lifetime. The Honor Code is specific and clear in what it demands. A cadet is expected to demonstrate integrity in both word and deed; therefore, a cadet does not quibble or communicate evasive statements. Such expectations apply throughout the course of a cadet’s tenure at MMI. Maintaining the Code’s high standards of trustworthiness is the responsibility of each member of the Corps of Cadets. A cadet is expected to report oneself for a violation of the Honor Code and to confront any other cadet suspected of violating the Code and ensure the violation is reported if not corrected on the spot.

The precepts of the Code are fundamental to the American ethic and are tools for self-discipline. It is a basic moral document covering only substantial matters of morality. By its very wording, it sets its own boundaries and is intended to instill in all cadets a sense of moral responsibility.

Honor, as interpreted by the Cadet Honor Code, is a sense of that which is right, just, and true. Each member of the Corps of Cadets is expected to abide by the Code. Living under the Code teaches morality, discipline, and integrity, and fosters moral and ethical responsibility. It is intended that each member of the Corps of Cadets views honor as the most cherished principle among their individual values, for it is the fundamental attribute of good character. Honor is based on respect for self as well as respect for others. Honor requires self-discipline and moral courage, and its underlying principle is Truth.

The Cadet Honor Code requires integrity in both word and deed and permits no deviation from its standards. A cadet is truthful, both in act and implication. The Honor Code demands fearless honesty in setting forth the truth, regardless of consequences. To reiterate, quibbling, evasive statements or technicalities used to shield guilt or defeat the ends of justice are not tolerated.

The Honor Code of the Corps of Cadets belongs to the Corps of Cadets. For it to be effective, your cadet must believe in it and live by it. The spirit and principles that make the Code a living and working entity cannot be completely codified in writing. It is not possible to enforce the Code by regulations alone. Being an honorable person is the first step in leading a successful life. Your commitment to Honor as a cadet at MMI is reinforced through the Honor Code and other applicable pledges of conduct as outlined below.

##### ***The Honor Court***

While the Honor Council ultimately reviews violations of the Honor Code, reporting of violations follows one of two paths. Accusations of academic cheating are initially reported to the Chief Instructional Officer (CIO) whereas accusations of lying or stealing are reported to the Commandant of Cadets. The investigation of accusations and subsequent disciplinary action follow procedures outlined at the following links.

### 3.3 DISCIPLINARY POLICIES AND PROCEDURES

**Parental Note:** *The Student's Privacy rights (FERPA) restrict the ability of the school to provide any information to Parents/Guardians. Only your Cadet may authorize release of their information, which must be done in writing. Please understand this limitation when calling faculty or staff regarding your cadet – this includes all issues related to health, academics and conduct. Athletes have a privacy release requirement in addition to the general cadet release.*

The Alabama State Legislature recognizes the unique character of MMI (Act. 2006-230) and gives the President authority to impose reasonable disciplinary standards for infractions inconsistent with the good order and discipline and values of the institute.

The President has designated the Commandant of Cadets to be responsible for the administration and operation of the Cadet Disciplinary System.

There are three categories of infractions. Category I infractions are typically minor in nature, Category II infractions are more serious, while Category III infractions are considered extremely serious and generally warrant dismissal or expulsion. Punishments fit the categories and may include written counseling, loss of privileges, penalty hours, restrictions, reduction in rank, loss of scholarships, and in extreme cases, dismissal, or expulsion.

#### **Penalty Hours/ Study Hall Hours**

Punishment for Category I-III infractions range from warnings to dismissal. Normally, punishments consist of marching "Penalty Hours". Penalty Hours can be satisfied by either marching "tours" or by way of an alternative (voluntary) task or work project approved by the Commandant.

Punishment for being absent or tardy to class will consist of "Study Hall Hours". As the name implies, Study Hall Hours are spent in study hall.

#### **Penalty Hours (PH)**

Cadets are restricted to campus until PHs are served (marched/worked off or served). Mandatory PH marching will be conducted on Wednesday from 1500-1800, Friday from 1500-1800, and Saturday from 0800-1800. Unless engaged in other school functions (e.g., varsity athletics) or excused by the Commandant of Cadets (e.g., military drill), cadets are to report at 1500 on Wednesday, 1500 on Friday, and 0800 on Saturday and continue to do so until all hours are served. Cadets can choose whether to serve Study Hall hours or to march PHs when they have earned both. Cadets who do not satisfy PH and SH requirements risk being dismissed. Additionally, graduating cadets will not be allowed to participate in the graduation ceremony if they have outstanding PHs.

**Participation in Varsity Athletics or Organizations.** Participation in athletics and cadet organizations (such a White Knights, Honor Guard, Ranger Challenge, etc.) may be prohibited until PHs are marched. This also includes participation in athletic practices, games, special events, etc.

**No Credit for PHs.** No cell phones or any electronic devices are authorized during Penalty Hours, use will result in an additional penalty hour being awarded. Additionally, Commandant's staff may not verify PHs tours marched if the marchers are not acting in a disciplined and orderly fashion or are demonstrating poor conduct.

Alternative Penalty Hours. Alternative forms of Penalty Hours (i.e., physical/manual labor) will only be awarded for work approved by a TAC Officer and the Commandant of Cadets.

### **Study Hall (SH)**

Cadets are restricted to campus until SH is completed. Mandatory SH will be conducted on Friday from 1500-18:00 and Saturday from 0800-1700 unless engaged in other school functions (e.g., varsity athletics) or excused by the Commandant of Cadets (e.g., military drill).

Cadets can choose whether to serve SH or to march PHs when they have earned both. Cadets who do not complete these risk being suspended. Participation in varsity athletics or organizations (such a White Knights, Honor Guard, Ranger Challenge, etc.) may be prohibited until SH hours are served.

This also includes participation in athletic practices, games, special events, etc. Cadets must be logged in and out by the SH attendant to verify their hours served.

No cell phones are authorized during Study Hall Hours, use will result in an additional penalty hour being awarded.

### **Restriction to Campus**

Cadets will be restricted to campus for having PHs, SH, unpaid motor vehicle fines, unpaid transportation charges, overdue library books or materials, medical issues as determined by medical personnel, or when directed to do so by the Commandant of Cadets. Restricted cadets are restricted to the limits of the campus and must be in their room by 2300 on weekends. They must also report to the Guard House for all scheduled formations and may not depart campus unless authorized by the Commandant of Cadets. Breach of policies concerning cadet restriction may result in a disciplinary action.

### **Reduction in Rank**

The Commandant of Cadets is authorized to reduce the rank of any cadet in the Corps of Cadets with the exception of the battalion commander, battalion executive officer, and battalion sergeant major. The President must approve the reduction in rank and removal of cadets serving in these positions. Once a reduction has been adjudicated, a cadet has ten days to change the rank insignia on all uniforms. Wearing of unwarranted rank insignia after reduction is a Category I offense.

### **Dismissals/Expulsions**

Dismissal occurs, when in the best interest of the cadet and the college, a cadet is removed for at least the remainder of the semester. The admissions committee will consider readmission once all stipulations as imposed by the Commandant of Cadets have been met.

Expulsion is the most severe sanction and is imposed for the most serious offenses. An expelled cadet may not apply for readmission.

Dismissal and expulsion are the most serious because, among other implications, they can result in loss of scholarships, forfeiture of Title IV federal financial aid, and possible documentation of inappropriate conduct on your Institutional Record.

### ***Referral to Law Enforcement Agencies (LEA)***

The Institute fully supports all local, state, and federal laws. Violators of these are subject to referral to law enforcement authorities for prosecution. Other disciplinary actions such as dismissal or expulsion may be applied, as well.

### **Dismissal and Dismissal Appeal Process**

Please view the [MMI Standard Operating Procedure for Potential Dismissal](#).

### **Off-Campus Conduct**

While enrolled, MMI Cadets represent the school wherever they go and in whatever they do. The school values its reputation and the standards we instill in our cadets. Therefore, infractions of the standards and un-acceptable conduct are not tolerated, regardless if a cadet is on campus or not. Taking responsibility for our actions is an important aspect of our character development program. Our personal standards should not change from one situation to another.

### **Sexual Harassment Policy**

Marion Military Institute prohibits sexual harassment, sexual assault, stalking, dating violence, domestic violence, or any other sexual misconduct. These behaviors are harmful to our campus learning and working environment, our community, and the relationships among students, faculty, and staff. All forms of sexual misconduct are prohibited under this policy and regarded as serious Institution offenses. All violations will be subject to appropriate disciplinary action including possible dismissal and expulsion from the Institute. State and federal laws also apply under this policy, and criminal prosecution or civil court actions may take place independently of any disciplinary action instituted by MMI.

Title IX of the Education Amendment of 1972 prohibits discrimination on the basis of sex or gender in the Institution's programs and activities. The U.S. Congress has also adopted subsequent legislation to enhance and/or apply in conjunction with Title IX. The Director of Human Resources and Compliance serves as the Title IX Coordinator for student complaints and will be informed of all complaints or reports of violations of this policy. The Title IX Coordinator oversees the Institute's centralized response to ensure compliance with Title IX, the 2013 Amendments to the Violence Against Women Reauthorization Act (VAWA), and any other applicable Federal or State statute or regulation related to sexual misconduct on campus.

In light of MMI's commitment to prohibit sexual misconduct, this policy has been adopted, which includes investigation and disciplinary procedures that will be followed in response to sexual misconduct and related retaliation.

### **Substance Abuse Policy**

***Parental Note:*** Marion Military Institute has a "one and done" policy for drug abuse. Cadets found with illegal substances will be subject to immediate dismissal.

MMI is committed to providing a drug-free campus and workplace environment. As an institution of higher education, MMI has established a drug awareness program to educate cadets concerning the dangers of drug and alcohol abuse. All cadets are prohibited from importing, manufacturing, distributing, dispensing, possessing or using illicit drugs and alcohol on the MMI campus or as part of any school related activity.



MMI will impose sanctions (consistent with local, state, and federal law) upon cadets who violate the standards of conduct set forth in this policy. Such sanctions may include dismissal and/or expulsion. In some alcohol related incidents, cadets may be required to complete a rehabilitation program and provide documentation of program completion.

All cadets are subject to drug testing and must sign an agreement of compliance with the MMI testing policy.

Cadets are hereby notified of the Institute's intention to enforce this policy through testing and/or search individuals from the Corps of Cadets for drug testing. Individual testing may also be directed whenever circumstances indicate possible use of illegal substances. MMI reserves the right to test in the form of a urinalysis test, a hair follicle test, or any test recommended by an independent source. Any willful attempt to evade directives concerning a hair follicle drug test by shaving, cutting or altering hair, head or body, in any way unless hair loss is a result of a diagnosed medical condition, will be considered a refusal to test and is grounds for dismissal or expulsion. Substituting synthetic or another cadet's urine will be considered an attempt to cheat the test and will be grounds for dismissal or expulsion.

In accordance with the testing agreement, an inconclusive or negative result on a urinalysis test is automatically tested again by an independent testing source unless the cadet admits to drug use. The second test may be in the form of a hair follicle test or any other test recommended by an independent testing source. Tests determined to be positive by MMI and/or an independent testing laboratory will result in dismissal or expulsion. Cadets dismissed under the provisions of this program may be allowed apply for reinstatement once they have successfully completed a rehabilitation program prior to reapplying for readmission and meet other criteria as set forth by the Commandant of Cadets.

Alcohol Testing. As with drug testing, MMI reserves the right to administer alcohol screening tests when appropriate. This screen may be conducted by a field breathalyzer or other certified field test.

### **No Smoking Policy**

MMI is a no-smoking campus for all staff, faculty, students and visitors. This includes all forms of tobacco products (including smokeless). This policy also includes a prohibition on the use of "vaping" devices and e-cigarettes.

### **Clothes and Appearances**

#### ***Civilian Clothing and Uniform Standards***

MMI cadets enjoy a reputation for high standards of personal appearance and demeanor. All cadets are expected to maintain this reputation on and off campus. Cadets on pass or leave within the city of Marion will wear the appropriate uniform (Class C Optional or more formal, as appropriate). Cadets who visit Judson College, local eating establishments, places of business, and private residences are expected to adhere to these standards at all times. Cadets who attend classes at Judson College will be in the Class C uniform.

Cadets scheduled for physical therapy, or other types of medical appointments of a physical nature will be authorized to travel to and from the medical facility in the Class E uniform. Cadets are not authorized to patronize facilities or seek services other than those specific to their medical needs when in the Class E uniform.

Uniforms will be clean and pressed each day, and shoes will always be buff shined with sole dressing applied as necessary. Uniforms must be kept pressed, clean, and hemmed to provide a proper fit at all times. Unserviceable (spotted, torn, or badly worn) uniforms will be replaced. Regular cleaning will help preserve the life of the fabric and reduce unsightly stains and odors. The service cap and garrison cap should be brushed regularly to remove dirt and lint. Remove spots promptly with soap and water. All covers should be cleaned regularly.

### ***Hair and Grooming***

Male cadets will be clean-shaven at all times while on campus or in uniform including weekends. Specifically, cadets must be clean-shaven when signing in and out. Cadets are not granted a grace period to shave upon return to campus. Goatees, mustaches, and beards are not authorized. Any variation must be verified by medical documents from a dermatologist, not a general medical doctor. Tuition includes the cost of two haircuts per month at the cadet barbershop.

## **3.4 CARS AND COMPUTERS**

### **Cadets with Cars**

MMI allows cadets the privilege to bring vehicles on campus. Motorcycles, motorbikes and motor scooters are not permitted to be driven on campus. Only the legal owner or operator (registered with MMI) of the vehicle is allowed to drive on campus. Cadets are forbidden to loan or allow other cadets to borrow/operate their vehicles at any time. Failure to comply with this rule will result in a charge of direct disobedience of orders resulting in disciplinary action and suspension of driving privileges.

***Registration and Hangtags/decals.*** All cadets and members of the faculty and staff must register their motor vehicles with the Transportation Office (M, T, W, and F 1200-1330 hours). To register a vehicle, the driver must provide a valid driver's license, vehicle registration and proof of insurance. Upon registration, the driver will be issued a hangtag/decal which must be displayed anytime the vehicle is on campus. Cadet hangtags/decals expire the day following spring commencement. The cadet issued the hangtag/decal is responsible for all violations of this policy incurred by his/her vehicle, regardless of who was operating the vehicle at the time of the violation. If the hangtag/decal is lost, the driver must report the loss to the Transportation Office and purchase a replacement tag at a cost of \$15.

***Parking.*** At the time of registration and acceptance of a hangtag/decal, the driver will be assigned to a parking lot by the Transportation Officer. Each cadet lot has "open parking" meaning there are no assigned parking spaces for cadets. Cadets are only allowed to park in their assigned parking lots. Cadets may park temporarily in the vicinity of their assigned barracks for loading and unloading of belongings. Generally, this temporary authorization should not be for more than 15 minutes.

***MMI Transportation (Exception).*** In emergency transportation situations, cadets will use MMI transportation assets at all times unless exceptions are authorized by the driving cadet's TAC officer (or OC after hours). Exceptions may be made provided the cadet who drives the departing or arriving cadet to or from the airport does not miss any of his assigned duties. This includes classes, PMCQ, PT, guard duty, or any other assigned place of

duty. Also, the driving cadet must be on campus between the hours of 2200 and 0600. (The MMI Transportation Office number is (334) 683-2326).

**Disabled Vehicles.** In the event of a mechanical failure, the vehicle driver/owner must report the situation to the Transportation Officer and make arrangements to have the vehicle removed as soon as possible.

### **Reporting and Consequences**

**Reporting.** Violations of this policy should be reported to the Transportation Officer or Commandant of Cadets' Office as soon as possible. Any cadet or employee who observes a violation is expected to report it. Violations are documented by completing a Motor Vehicle Parking/Traffic Ticket. A copy of the ticket will be given to the vehicle owner/operator, if present or to the Battalion S-2 for dissemination if not.

**Consequences.** The consequences for violations include monetary fines, loss of parking privileges, impounding, and the towing of the vehicle from campus. Only the Commandant of Cadets or President may authorize the towing of vehicles. In the event a vehicle is towed, the registered driver is responsible for the cost of towing. The following fines may be assessed for each violation:

- i. No Hangtag \$10
- ii. Speeding \$10
- iii. Running Stop Sign \$10
- iv. Reckless Driving \$25
- v. Parking Violation \$25

**Repeat Offenders.** In the event a driver receives three fines for the same offense (e.g., three speeding tickets) during the academic year, with the fourth violation, the amount of the fine will double.

**Noise.** Excessive noise is impolite, disrespectful, and therefore prohibited. Sound systems in vehicles should be maintained at a volume that does not cause a distraction to staff, faculty and cadets on campus. Additionally, loud and obnoxious exhaust systems are considered excessive, and will not be permitted. Failure to comply may result in formal disciplinary procedures through the Office of the Commandant of Cadets.

**Liability.** MMI is not responsible for any theft or acts of vandalism to private vehicles.

### **Information Technology**

#### **IT Acceptable Use Policy**

The Information Technology Department (IT) provides cadets with numerous notifications throughout the academic year. These notifications are distributed by e-mail to all cadets. These notifications contain important operational and administrative updates. Please note that cadets are held accountable for all information contained within e-mails transmitted to them via their student e-mail accounts. All cadets must fully understand the administrative requirements as well as the operational functions required to access your MMI e-mail account. If you encounter problems and cannot access your account, notify your chain of command and the IT department immediately. All cadets are responsible to access their MMI account daily.

The library is equipped with computers to access the internet as well as the MMI e-mail account. In addition, all barracks rooms are equipped with wireless internet access. Cadets are encouraged to bring a computer with adequate computer power and Wi-Fi capabilities for academic coursework, as well as for communicating with family and friends by e-mail. Computer Monitors should not exceed 24 inches in size.

Specifics to the computer use policy include:

- E-mail is an official means for communication within MMI. Therefore, MMI has the right to send communications to cadets via e-mail and the right to expect those communications will be received and read in a timely fashion.
- Information Technology Services will assign each cadet an official MMI e-mail address to which the Institute will send e-mail communications. This official address will be the address listed in MMI's Enterprise Directory for the cadet.
- A cadet may have e-mail electronically redirected from his/her official address to another e-mail address at his/her own risk. MMI will not be responsible for handling of e-mail by outside vendors or by departmental servers. Having e-mail redirected does not absolve a student from the responsibilities associated with communication sent to his/her official e-mail address.
- Students are expected to check official e-mail addresses daily to stay current with MMI communications since certain communications may be time-critical.
- In general, e-mail is not appropriate for transmitting sensitive or confidential information unless its use for such purposes is matched by an appropriate level of security. Confidentiality regarding student records is protected under the Family Educational rights and Privacy Act of 1974 (FERPA). All use of e-mail, including use for sensitive or confidential information, will be consistent with FERPA. E-mail should not be the sole method for notification of any legal action.

**User Expectations.** MMI provides computing resources and worldwide network access to members of the MMI electronic community for legitimate academic and administrative pursuits to communicate, access knowledge, and retrieve and disseminate information. All members of the MMI community (faculty, staff, cadets, and authorized guests) sharing these resources share the rights and responsibilities for their use.

MMI bears the responsibility and has the authority to allocate or otherwise limit access to computer and network resources to ensure their most effective and economical use. Computer users should have no expectation of privacy in material sent, received, or stored by them on or over MMI computing systems or networks.

**Legal Concerns.** For legal purposes, all network usage is monitored and electronically stored. As a result, MMI may examine electronic information stored on or passing over its equipment or networks to ensure:

- a. Security and operating performance of its computer systems and networks;
- b. MMI's policies are enforced;
- c. Compliance with federal, state, or local laws where examination is approved in advance by the President, the Executive Vice President, the CIO, or the Commandant of Cadets and there is reasonable suspicion that a law or MMI policy has been violated and examination is appropriate to investigate the apparent violation; or

d. Compliance with federal, state or local laws.

To avoid criminal or civil liability, users shall:

- a. Avoid any activity that impairs the operation of computers, terminals, peripherals, or networks;
- b. Avoid any acts or omissions that might subject them or MMI to criminal penalties or to civil liability;
- c. Be aware that, if any other state or federal law makes them or MMI criminally or civilly liable for certain conduct, the law still applies even if not specifically described herein. If state or federal law prescribes consequences for particular conduct, the user and MMI may suffer those consequences even if violations are not described herein;
- d. Be aware that, under law, they may be required to reimburse MMI for any amount of money paid to another because of injury caused by user conduct; and
- e. Not install switches, hubs, routers, wireless access points, or any other active or passive network device other than a personal workstation, printer, or a file, print, or applications server.

**System Protection.** Network management and protection applications are in place to enforce computer policies and maximize bandwidth usage among all users. It is the cadet's responsibility to ensure his/her computer has the latest security updates and anti-virus protection. Microsoft Security Essentials (<http://windows.microsoft.com/en-us/windows/security-essentials-download>) and AVG Free (<http://www.avg.com/us-en/download.prd-afh-free>) are freeware and can be downloaded for no charge.

**Use of Networks.** Networks are a form of property controlled by agreements between providers and users. Furthermore, public networks are regulated and violating a federal, state, or local regulation may bring criminal or civil penalties.

**Improper Use of the Internet and Blogs.** Use of vile, crude, and vulgar language and/or lewd pictures is considered "Conduct Unbecoming a Cadet." Likewise, lewd, crude, and vulgar criticism of other cadets, faculty, or staff will be considered "Conduct Unbecoming a Cadet" and subject to appropriate disciplinary action.

**Use of Software.** Computer software is a form of intellectual property controlled by licenses that spell out clearly how it may be used and distributed. License provisions regulating the use and distribution of computer software must be strictly followed. Use or distribution of software in violation of license provisions may subject the violator to criminal and civil penalties, as well as to civil liability to the licensor.

**Security.** MMI treats electronically stored information, including personal files, as confidential. Misuse of campus e-mail, the Internet, or networks may be subject to criminal, civil, and/or college sanctions. Under state law, no one may use, transmit, change, or delete another user's files or software without permission, or introduce destructive software such as programs known as computer viruses, Trojan horses, or worms, into any computer, computer system, or network.

### ***Social Network Policy***

Social network sites such as Facebook, Instagram, Vine, Twitter, Snap Chat, Google +, Yik Yak and other digital platforms and distribution mechanisms facilitate students' communication with friends, teammates, other students, and more. Participation in such networks has both positive appeal and potentially negative consequences. It is important that MMI cadets be aware of these consequences and exercise appropriate caution if they choose to participate.

In general, cadets are not restricted by MMI from using any on-line social network sites and digital platforms. However, their usage is monitored. This document outlines minimum standards for cadet participation in social media platforms. Additional restrictions may apply to varsity athletes.

Facebook and similar sites are hosted outside the MMI server. Violations of school policy (e.g., harassing language, alcohol or drug policy violations, etc.) or evidence of such violations in the content of on-line social networks or digital platforms are subject to investigation and sanction under the cadet disciplinary system, as well as law enforcement agencies. These sites are monitored periodically by various MMI faculty, staff, and administrative personnel.

By connecting to the MMI network and logging on with a valid ID and password, users understand and agree to abide by these guidelines.

Cadets must understand that any content made public via on-line social networks or digital platforms is expected to follow acceptable social behaviors and also to comply with federal, state, local, and MMI laws, rules, regulations, and policies. It is incumbent upon cadets to be aware of these rules. Ignorance does not excuse cadets from compliance.

The following guidelines are intended to provide the framework for cadets to conduct themselves safely and responsibly in an on-line environment. Cadets should:

- a. Be careful how much and what kind of identifying information is posted on on-line social network sites or twitter feed or comments. Virtually anyone can access a cadet's page and posts. Discretion must be used in adding friends or followers, especially those who are unknown. It is unwise to make available information such as full date of birth, social security number, address, dorm room number, cell phone numbers, class schedules, bank account information, or details about daily routines. All can facilitate identity theft or stalking. Facebook and other sites provide numerous privacy settings for information contained in its pages. Use these settings to protect private information. However, once posted, the information becomes the property of the website.
- b. Be aware that potential current and future employers often access information placed on on-line social network sites. Cadets should think about any information posted on-line potentially providing an image of you to a prospective employer. The information posted is considered public information. Cadets should protect themselves by maintaining a self-image that they can be proud of for years to come.
- c. Be aware that sites are monitored by many people.
- d. Be careful in responding to unsolicited e-mails asking for passwords or PIN numbers. Reputable businesses do not ask for this information in e-mails.

e. Not have a false sense of security about their rights to freedom of speech. Understand that freedom of speech is not unlimited. The on-line social network sites are NOT a place where cadets can say and do whatever they want without repercussions.

Certain conduct is prohibited. Cadets must remember that they are representatives. First and foremost, cadets represent their families. Cadets also represent MMI and even though some cadets will not seek military service, all cadets represent the military. When others find out cadets attend a military school, they will associate them with the military so the conduct of a cadet may very easily influence public perception of the armed forces. It is important that cadets recognize the power of public media domains and the potentially negative image they can portray about cadets, faculty, staff, administration, alumni, the college, and the community.

The following acts are prohibited in posts or tweets, as well as reposts or retweets:

- a. No vulgar or offensive language
- b. No vulgar or offensive images
- c. No negative complaints or malicious posts about or towards another cadet, school organization, or member of the faculty, staff, or administration.
- d. No posts involving or picturing "suggested" use of alcohol, tobacco, illegal drugs, or firearms of any kind

Cadets are expected to understand and will sign a statement acknowledging they know, understand, and will follow the standards pertaining to social networks.

### **3.5 EXTRACURRICULAR AND OTHER ACTIVITIES**

#### **Intramurals**

Intramurals foster competitiveness within the MMI Corps of Cadets. Year-round events are organized by the Coordinator of Student Leadership. Teams are organized by company, who are vying for the Company Cup, awarded each semester. Intramural point totals also count toward Honor Company recognition. Intramural sports include, but are not limited to, the following:

- Soccer
- Water Polo
- 3 x 3 Basketball
- Flag Football
- Slow Pitch Softball
- Dodgeball
- Kickball
- Ping Pong
- Obstacle Course Racing

In addition, the Commandant's Office schedules non-mandatory off-campus hiking and canoeing trips during weekends.

#### ***Mandatory Intramurals***

Cadets are required to participate in at least one intramural sport each semester.

### **Academic Success Center**

Marion Military Institute's Academic Success Center opened in October of 2016. The establishment of the Center was made possible by a federal Title III grant under the Strengthening Institutions Program. The grant will provide \$1.9 million over a five-year period with college contributions to the project amounting to over \$600 thousand, indicating federal support to the program of 76 percent and institutional support of 24 percent. Services provided through the Center encompass various retention-focused activities including tutoring, development and provision of academic support workshops, advisor training, and faculty professional development.

The Center employs a full-time math specialist, writing specialist/activities director, administrative assistant, and a half-time director and technology specialist. Currently, the Center has tutor services available in writing, literature, all levels of mathematics, physics, chemistry, Spanish, and criminal justice. Student tutors must be recommended by an MMI faculty member in order to be eligible to tutor in a specific subject area. The grant also funds professional tutors who hold at least a bachelor's degree in a specific subject area

### **Clubs and Weekend Activities**

Student organizations should offer their members opportunities to enhance, explore, apply, practice, and integrate knowledge and skills gained through pursuit of academic study, leader and character development.

Following cadet organizations are currently authorized:

- Flying Tigers
- Honor Guard
- Normandy Society
- Ranger Challenge
- Scabbard and Blade
- Scuba Tigers
- Swamp Fox
- White Knights
- Gaelic Club
- Leaders Club
- Fellowship of Christian Athletes
- Officer Christian Fellowship
- Swim Club
- Freefall Tigers
- Cavalry Team

## **3.6 COMMANDANT'S OFFICE**

### **Organization**

The Commandant's Office is commanded by the Commandant of Cadets and organized to supervise the Corps of Cadets. The Commandant is charged with the overall reception, organization, activities, general cadet training and the discipline system of the Corps.

The Commandant is supported by a Deputy Commandant, an Assistant Commandant for Operations and Administration, an Executive Assistant and the Security Staff. Additionally,



the Commandant supervises the Rane Center for Leadership, the Cadet Health Clinic, and Cadet Auxiliary Services (bookstore, mailroom, uniform department and QM).

At the heart of our military model are the TAC Officers. TAC Officers are very experienced, retired non-commissioned officers. Each cadet company has a TAC officer assigned (TAC offices are located in the barracks). The TAC is responsible for everything his company does or fails to do; but above all, the TAC is there to "Teach, Advise, Counsel/Coach" individual cadets and the company leadership.

## 4 CADET HEALTH AND WELLNESS

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### 4.1 CADET HEALTH CENTER

The MMI CHC provides medical care to the cadet for the treatment of minor illnesses and injuries that do not require hospitalization. Cadets suffering from illness or injury will be treated and released or transported to the doctor for further treatment. Expenses will be incurred if cadets are transported to the doctor. Proof of immunization for Tuberculosis (TB) and Measles (MMR), and two injections of measles vaccine since first birthday, are required prior to registration. Proof of a negative Tuberculin test or chest x-ray within the past twelve months must be presented at time of registration.

MMI does not provide 24-hour-per-day medical care. The CHC staff is available from 0700-1600 Monday through Friday. Medical personnel will be on call after hours for consultation. In the event of an emergency, illness, or injury after routine CHC hours, the OC should be notified. The OC should then contact the RN on call for consultation. If the RN determines immediate care is needed, he/she will direct the OC in the action to be taken. If emergency transportation is needed, the OC will be directed to call Perry County E-911 at 334-683-9071 for transport to the nearest medical facility. In non-emergent situations where the RN determines the cadet needs to be seen at the hospital, the OC will make arrangements for transportation often at the cadet's expense.

Out of town medical appointments should be scheduled only when the service is not available locally or when insurance coverage requires so. All transportation requirements for these appointments will be coordinated through the Commandant of Cadets' Office. Cadets should arrange their own transportation. The CHC and Commandant of Cadets' Office will assist in any way possible. Any transportation arranged by the CHC will involve a charge, to be paid before being transported except in the case of emergencies.

All routine appointments must be scheduled during school breaks. This includes, but is not limited to, dental and vision exams, annual physicals, and Pap Smears. Medical Leaves will not be issued for non-illness/injury related medical appointments. The CHC is not responsible for, and will not schedule, appointments for cadets unless it is due to an illness or injury. MMI is not responsible for transporting cadets to appointments. If transportation is provided by MMI for out of town appointments, a charge will be assessed and must be paid before the cadet is transported.

### Physical Profiles

Whenever an illness or injury results in a cadet being placed on an "other than normal duty status," the cadet will be placed on a physical profile which will be issued by the CHC. This profile may be recommended by the physician's office, physical therapist/trainer or the CHC. Cadets on physical profiles, other than Quarters or Bed Rest, will report for all formations, drill, and activities. These cadets will bring their profiles with them and participate in scheduled events subject to the profile's limitations.

### 4.2 MEDICATIONS

All prescription medications must be in the original prescription bottle or container. Each cadet keeps his/her own meds and takes meds as directed by MD. It is recommended that cadets have their regular prescriptions transferred to College

City Drugstore in Marion to simplify getting prescription refills. Our Health Center can help with prescriptions that require a new prescription written monthly. Cadets will keep any prescribed medications secured in their room and are responsible for taking them as prescribed. Each medication must be labeled with the Cadet's name, name of the medication, dose to be administered, time(s) to be given, the prescribing physician's name, and the pharmacy name and address. If the cadet's doctor provides medications, they must be labeled as stated above. The CHC will not administer any medications that are not properly packaged and labeled.

Cadets are responsible for keeping and taking their own medications. However, cadets can make arrangements with the CHC to disperse medications. All medications whether prescription or non-prescription, should be secured in a locked area such as a footlocker.

Cadets are encouraged to bring over-the-counter medications with them to keep in their room.

For more information, visit the [Cadet Health Center webpage](#).

### **4.3 COUNSELING**

Many cadets find themselves in uncharted territory during their tenure at MMI. MMI professional counselor(s) are experienced and are prepared to address a variety of professional and personal concerns. Hours of operation are 0800-1700, Monday through Friday. The counselor can be reached at (334) 683-2354. The Counseling Office is located in the Bookstore/Mail Room building next to the QM. For assistance during other than operating hours, contact the Commandant of Cadets' Office or the OC.

## 5 COMMUNICATION AND VISITATION

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### 5.1 FERPA

All academic records are kept in accordance with policies set forth by the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, which is also known as the Buckley Amendment.

Where this normally impacts parents/guardians is in the limitations imposed upon the release of a student's information to third parties. A student's education records may be disclosed only with the student's prior written consent. The prior written consent must:

- Specify the records to be released
- State the purpose of the disclosure
- Identify the party(ies) to whom disclosure may be made
- Be signed and dated by the student

FERPA Release forms can be obtained from the Registrar's office. They must be filled out completely and signed by the Cadet.

Please keep this in mind when calling faculty or staff about your Cadet – we will be limited in what we can share unless the FERPA Release is in place.

Additional information regarding student rights under FERPA may be found on the U.S. Department of Education's website:

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

### 5.2 GENERAL

#### Mail

All letter mail to cadets may be sent to:

Cadet Name  
MMI Box #[cadet box number]\*  
102 College Street  
Marion, AL 36756

Please specify "MMI Box" and not "PO Box."

#### Cell Phone Policy

Cadets are strongly encouraged to maintain contact with their family and friends. Cellular phones are allowed on campus, but cell phones cannot be used during the academic day (0745-1600) except within the cadet's room or in support of Corps of Cadets-related requirements; cannot be used during PMCQ (1930-2130) anywhere; cannot be used during penalty hours; cannot be used between Taps and First Call (generally 2200-0600); and can be temporarily confiscated by the Commandant of Cadets, his/her duly appointed representatives, and faculty, as deemed appropriate, to maintain good order and discipline.

### **5.3 VISITING YOUR CADET**

Families of cadets are welcome to visit during appropriate times throughout the year.

The following are optimal times to visit. Please check the "Parents" page of the website to stay informed about opportunities to visit.

#### **Cresting**

Parents are welcome to visit during the Cresting Ceremonies during the fall and spring semesters. After the ceremony, cadets are allowed leave for the remainder of the weekend, and are required to follow guidance given for the time they should return to campus after the weekend.

#### **Parents Weekend**

Parents Weekend is usually hosted each fall semester during the month of October, and offers an opportunity for cadets' families to visit and have a glimpse of cadet life. Please visit the [Parents Weekend webpage](#) for dates, schedule, and registration details.

For a list of places to stay during your visit, please view our list of [recommended accommodations](#). For information about the city of Marion, tourism information, list of businesses, local events, and more, visit [www.cityofmarional.org](http://www.cityofmarional.org).

## 6 FREQUENTLY USED ACRONYMS

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Commonly used cadet, military, and school terminology, acronyms, and abbreviations include:

ACA	Appropriate Civilian Attire
AMCQ	Morning Call to Quarters (Quiet time for study use)
ARNG	Army National Guard
AWOL	Absent Without Leave
BC	Battalion Commander
BDO	Battalion Duty Officer (Cadet)
BSM	Battalion Sergeant Major (Cadet)
C1	First Year Cadet
C2	Second Year Cadet
CDO	Company Duty Officer (Cadet)
CHC	Cadet Health Center
CIO	Chief Instructional Officer (Academic Dean)
COL	Colonel
CPL	Corporal
CPR	Cardiopulmonary Resuscitation
CPT	Captain
CRT	Campus Response Team
CSL	Coordinator for Student Leadership
CSM	Command Sergeant Major (Cadet)
DO	Delinquency Order
DRC	Dinner Roll Call
ECP	Early Commissioning Program
FFI	Failure to Follow Instructions
GPA	Grade Point Average
ITC	Intensive Training Cycle
LEA	Law Enforcement Agencies
LRC	Lunch Roll Call
LT	Lieutenant
LTC	Lieutenant Colonel
MAJ	Major
ML	Medical Leave
MRE	Meal, Ready to Eat
MS	Military Science
MSG	Master Sergeant
NCO	Non-Commissioned Officer
NCOIC	Non-Commissioned Officer in Charge (Second ranking cadet for Guard Duty)
NET	No Earlier Than
NLT	No Later Than
OC	Officer in Charge (Staff Member)
OG	Officer of the Guard
PDA	Public Display of Affection
PHs	Penalty Hours (Also known as Penalty Tours)
PI	Preliminary Inquiry
PMCQ	Evening Call to Quarters (Mandatory study time for all cadets)

PMS	Professor of Military Science
POV	Privately Owned Vehicle
PT	Physical Training
QM	Quartermaster (located in the basement of Murfee Hall)
ROTC	Reserve Officers Training Corps
SAP	Service Academy Preparatory (Program)
SGM	Sergeant Major
SGT	Sergeant
SH	Study Hall
SMI	Saturday Morning Inspection
SOP	Standard Operating Procedure
SSG	Staff Sergeant
TAC	<u>T</u> rainer, <u>A</u> dvvisor, <u>C</u> ounselor (a.k.a. Tactical Officer) (Staff Member)
WD	Weekend Duty (Guard Duty Friday – Sunday)
WDB	Weekend Duty Briefing (Guard Duty)
WDF	Weekend Duty Formation (Guard Duty)
XO	Executive Officer