

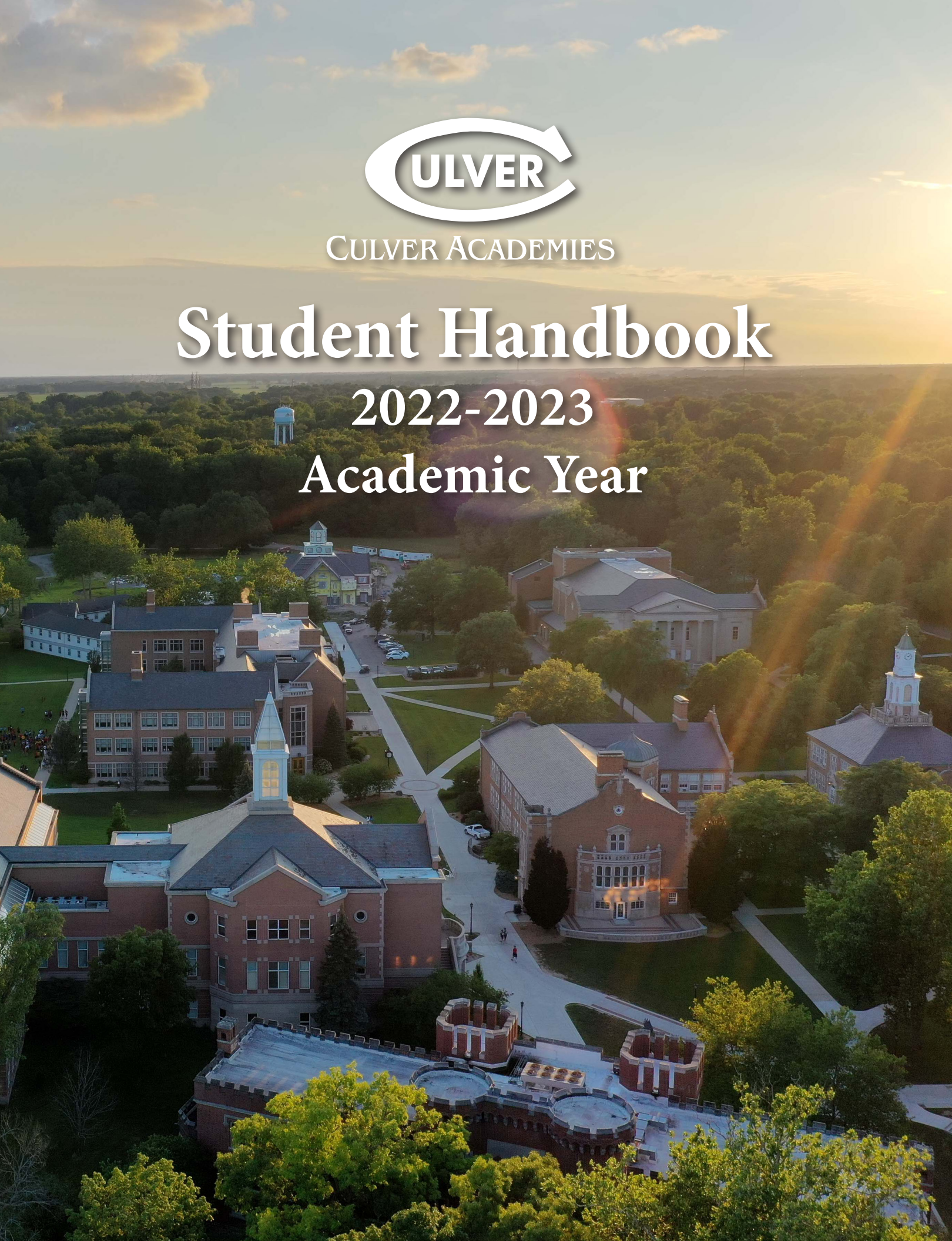


CULVER ACADEMIES

# Student Handbook

## 2022-2023

### Academic Year





# Welcome to Culver

The development of character is a central component in Culver's mission. Culver assists students in becoming responsible citizens and leaders through an education in the classic virtues – wisdom, courage, moderation, and justice. Leadership classes, opportunities to lead, and a culture that embraces our Code of Conduct and Honor Code complement the broader Culver curriculum, all of which provides the fertile environment for your individual growth.

## The Culver Mission

**Culver educates students for leadership and responsible citizenship in society by developing and nurturing the whole individual – mind, spirit and body – through an integrated curriculum that emphasizes the cultivation of character.**

## The Culver Code of Conduct

*My aim in life is to become the best person I can be. To this end I will strive always to develop my potential to its fullest – physically, intellectually, morally and spiritually; to make wise choices, exercise self-discipline, and accept responsibility for my actions; to treat everyone as I would have them treat me; to fulfill the ideal of service to others; to place duty before self; to lead by example and take care of those I lead; and to live by the Culver Diversity Statement and Honor Code.*

## Mutual Respect in a Diverse Community

The Student Diversity Council has generated the diversity statement to highlight students' individual and collective responsibility to the community. Upon matriculation, students become members of a community in which everyone is expected to exemplify the diversity statement.

## Diversity Statement

I will promote the well-being of others by respecting differences with kindness and open-mindedness

**Promote:** acting on one's responsibility to make a difference in the lives of others

**Well-being:** the state of being healthy and positive in mind, body, and spirit

**Respect:** appreciation of others including their culture, identity, and religion

**Kindness:** the quality and act of being friendly, generous, and considerate

**Open-mindedness:** a willingness to challenge one's own preconceptions and to learn about others' perspectives. Culver, by design, is a challenging and demanding environment for all who live, work, and study here. The personal and intellectual growth that result from the challenges you will face here are part of what makes Culver the school and the experience that it is. In the cultivation of the minds and character of young leaders, Culver nurtures students who are aware of and committed to their profound responsibilities to others. Culver's faculty and staff are committed to growing responsible, curious citizens and leaders who are strong, capable, and caring. In Culver's classrooms, students learn how to think, reason, and work with others to identify and solve problems by developing sound habits of mind and academic behaviors that develop the knowledge and skills required for success in college, the world of 21st century work, and the shared decision-making that is the center of citizenship in a democracy. Culver takes seriously your health, safety, and well-being. We also take seriously the reality that adversity, disappointment, struggle, sadness, fear, frustration, uncertainty, and conflict are part of being human and that learning how to cope and function in the face of these facts is part of growing up to live and thrive in a complex world. (We do not believe that these forms of discomfort are dangerous). We support your children through all of these predictable trials and tribulations with respect, fairness, compassion, and candor. We are committed to creating an environment where all feel welcome and respected and consider Culver a second home where healthy behaviors form, and where lifelong friendships and personal values develop. Students and faculty alike are committed to promoting the well-being of others by respecting differences with kindness and open-mindedness. We are a school that considers the inevitable mistakes of young people to be learning opportunities for all. When students falter and fail, as they inevitably will, our community helps them to understand and improve so that they can better understand their responsibilities to themselves and to their peers. Our students are expected to build the capacity to habitually behave in ways that bring honor to themselves and to our school and, in so doing, develop the strength of mind and character required to be an ethical leader, a responsible citizen, and a strong human. This is what it means to live and learn at Culver.

## The Culver Honor Code

**I will not lie, cheat or steal. And I will discourage others from such actions**

*Please see Chapter 4 for details on the Culver Honor Code.*



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# Chapter 1: Community Standards

## Living the Culver Mission Adult Involvement in Students' Lives Community Expectations

## Community of Mutual Respect A Community of Trust Commitment to Spiritual Development

Culver asks for your commitment to the ideals of our community. Since their founding, the Academies have provided students with a set of community standards that defines common expectations, establishes limits for behavior, and fosters a sense of responsibility to others and for oneself. Students are expected to abide by the Academies' expectations and standards, written and implied, and to accept full responsibility for their actions. Culver has expectations of you that include academics, leadership, citizenship, residential life, and extracurricular involvement. Culver is not a place where one chooses to acknowledge the standards of only one or two areas of responsibility; rather, students are expected to embrace and adhere to the standard and expectations in all areas in order for them to have the opportunity to benefit from the complete Culver experience. Students learn important life lessons as they face consequences for their actions that violate community expectations. Culver endeavors to administer corrective action with compassion, fairness, and dignity—trying to develop the habit of self-discipline and to encourage the spirit, as well as the letter of the law. The Academies' disciplinary responses take into account the needs of the individual, and especially the needs of the community. Students whose behavior make community living difficult for others are likely to forfeit the privilege of being at Culver.

Whenever a new or modified rule or policy is issued, it will be announced or posted in the living units. You are responsible for understanding all rules and policies. Culver believes it is important to involve parents/guardians when a major rule has been violated and will make a concerted effort to notify a student's parent(s) or guardian, but will not delay an investigation or disciplinary response in the event they cannot be reached.

### **Living the Culver Mission**

Those who attend Culver because of the values it strives to instill in every member of the community should thrive while on campus and while away. Continued enrollment is conditioned upon a willingness to comply with all rules and any corrective requirements during the entire time you are a student. This includes when school is in session, whether you are on or off campus, when you are traveling to or from school, at the beginning or end of vacation periods, and when school is not in session.

### **Adult Involvement in Students' Lives**

The adults who interact with you on a daily basis in the classroom, on the playing fields, and in other settings want and need to know if you have failed to meet academic or citizenship standards, as they want to provide assistance and guidance.

### **Community Expectations**

Condoning or failing to report violations of the Academies' rules undermines Culver's society of trust. Students are encouraged to contribute to community standards and are expected to address violations that they observe by either providing an on the spot correction or, in the case of serious offenses, reporting the violation to appropriate adults. Students immediately must report all violations which involve tampering with the fire alarm system, the direct infliction of harm by one student on another, theft, harassment, the use of chemical or other illicit substances, or the destruction of or tampering with school or student property.



## **Community of Mutual Respect**

All students are expected to treat others with respect. In this spirit, harassment or hazing in any form or degree is unacceptable, including mental or physical abuse, humiliation, ridicule, or annoyance. It is unacceptable to require other students to do personal favors, to surrender their personal property, or to be deprived of their rights. Disrespect towards an adult on campus is also unacceptable and will not be tolerated.

Sexual harassment is unwanted sexual attention that makes a person uncomfortable, and it is prohibited. The following types of harassment are destructive to Culver's culture and are prohibited: verbal slurs, abusive, suggestive, offensive or derogatory comments, sexist remarks about another's body/clothing/sexual activity, insults of a sexual orientation or of a sexual nature, requests or demands for sexual favors, catcalls, objectifying another by verbally judging or grading the attractiveness of another on a scale, suggestive or insulting sounds or gestures, unnecessary and unwanted physical contact, and physical assault. Students are to report any type of harassment complaint immediately to the Student Life staff or any member of the faculty/staff with whom you are comfortable. You are assured that each and every complaint will be investigated and handled as sensitively as possible.

### **Harassment and Hazing:**

Harassment and hazing are any form of mental or physical abuse, humiliation, ridicule or annoyance from one person to another. Any form or degree of harassment or hazing is prohibited, whether in the context of the New Cadet System, CGA system, or elsewhere. A student will not impose any form of cruelty, indignity, or undue hardship upon another.

### **Appropriate Display of Affection:**

Consistent with the need to have a community of mutual respect, the Common Council provided a definition of appropriate and inappropriate behavior for dating couples to ensure that Culver students exhibit respect for one another. This respect is not only for students involved in a relationship, but also for students, staff, faculty, and visitors whom observe their behavior. These definitions are also to provide guidance to faculty, staff, and students who bear the responsibility for enforcing these guidelines.

### **During Day Limits (Spring and Fall—Before 8 p.m./Winter—Before 6 p.m.)**

The general rule is that students should conduct themselves as they would with a friend. Examples of appropriate conduct are a short hug, a short kiss, and time and place appropriate touching that includes holding hands or other innocent touching (i.e. hands on shoulders, neck rubs, etc.). In the "field" or other day limits areas, a couple may lie on the same blanket, but not lie beneath the same blanket.

### **During Night Limits:**

Acceptable behavior includes hugging, kissing ("deep kissing" is inappropriate), and staying fully clothed in the uniform of the day.

### **Unacceptable Behavior:**

Inappropriate behavior includes any sort of sexual relations, undressing, venturing off- limits, any touching of "private parts" (private parts are defined as female breasts and male or female genitalia), hands beneath a partner's clothing, and lying with your head in a partner's lap. Additionally, sitting on laps or wrapping legs around one another while seated or lying down are unacceptable.

## **A Community of Trust**

Culver seeks an ideal to which everyone in the community is expected to adhere, and theft violates that ideal. Dorm and barrack rooms have locks, and each student has a lockable desk drawer for valuables. It is important that you understand that it is your responsibility to take care of all personal belongings. Parents and students must recognize that Culver cannot and does not provide assurance that student property will not be lost, stolen, damaged or destroyed. The Academies will not reimburse for loss or damage to student property. Parents and students are independently responsible for filing insurance claims with respect to any theft, loss, or damage of property.

The guidelines in this chapter reflect Culver's community standards. Culver is the great place that it is because each individual takes the commitment to community seriously. However, if a student is suspected of violating Culver's expectations, the Student Life staff, out of a concern for student health and safety, may authorize unannounced health and welfare searches of randomly chosen rooms, lockers, or personal belongings. Individual rooms may be searched by a staff member for cause, and the discovery of unauthorized items considered a violation of Culver's rules.

## **Commitment to Spiritual Development**

Every person asks these questions. At Culver we want to help you answer them for yourself. In Spiritual Life, we help you discover contemplative practices and religious traditions which guide the inner journey to understanding who you are, where you belong, what you value, and what you believe. Discovery is just the beginning of the spiritual journey. Spiritual practice flows out from the heart to draw out compassion and service to others.

All Culver students are required to attend one of the 45-minute Spiritual Life services on a weekly basis. With a parent/guardian, each student chooses the service that they want to attend. For students who wish to explore more than one service, switches can be made at the time of term changes. When schedule conflicts occur, a makeup service is made available to students.

# Chapter 2: Academics

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Culver is committed to graduating young people of imagination, integrity, and vision. In order to achieve this goal, academic departments work in concert with other constituencies within the school community, e.g. Student Life, the Center for Leadership, Spiritual Life, and Athletics, to provide students with a coherent picture of intellectual and moral excellence.

Culver recognizes that a diverse student body will include students of differing intellectual abilities and academic backgrounds, and seeks to provide a curriculum that is simultaneously challenging and supportive. From a rich menu of Advanced Placement courses and Honors Seminars to opportunities for individual tutoring and study skills development, the Culver curriculum is designed to meet a wide variety of needs and to support a broad spectrum of interests.

## Academic Honors

Culver offers the Honors Program as a means for students to go beyond the normal course of study in a particular academic field. A primary purpose of the program is to allow capable students the intellectual stimulation of exploring a chosen subject in greater depth than they would in a regular course. The experience offers the pleasure and appreciation of a creative independent project guided by a faculty mentor and provides the student with an insight into the depth and intensity of work at the college level.

If a student is interested in pursuing Honors in a discipline named below, he or she should contact their Academic Advisor to learn the requirements sufficiently early to complete the work and courses. The awarding of Academic Honors is announced at the Graduation Ceremony at the end of the school year.

*Academic Honors can be earned in the following disciplines:*

|                             |                            |                              |                   |
|-----------------------------|----------------------------|------------------------------|-------------------|
| Creative Writing            | Computer Science           | Chinese Language and Culture | Dance             |
| Entrepreneurial Studies     | Equine Science             | French Language and Culture  | Global Studies    |
| Humanities                  | Latin Language and Culture | Leadership Education         | Mathematics       |
| Music Voice or Instrument   | Science                    | Spanish Language and Culture | Religious Studies |
| Theatre Acting or Technical | Visual Arts                | Wellness Education           | Sustainability    |

**Cum Laude (Twelfth grade):**

Cum Laude is a national honor society. At Culver, the faculty members of the chapter meet four times a year to elect student members. Not more than the top twenty percent of the senior class may be considered for membership. GPA, strength of course load, and grades in individual courses are criteria considered. The tenets of the society – Excellence, Justice, and Honor – are the guiding principles for selection.

**Blue Key (Eleventh Grade):**

Blue Key is a Culver honor society. The Assistant Head of Schools and the Registrar choose top juniors/2<sup>nd</sup> classmen (approx. 10% of junior class) for this honor at three different occasions during the year. Those chosen must have been enrolled at Culver for more than two terms and demonstrate excellent academic achievement with a rigorous course load, including classes designated as Honors and AP.

**Culver Scholar Society (Tenth Grade):** Culver Scholar Society honors students academic and citizenship achievement in their Sophomore or 3rd Class year. The Dean of Faculty and Director of Academic Advising choose top sophomores (approx.20-25% of sophomore class) for this honor at the Academic Convocation in May. Those chosen must have been enrolled at Culver for more than two terms and demonstrate excellent academic achievement with a rigorous course load, including classes designated as Advanced and/or AP. Students wear a Culver Scholar Society pin for their remaining terms at Culver.

**Golden Eagle Society (Ninth Grade):** Culver's Golden Eagle Society honors the academic and citizenship achievement of students in their Freshman or 4th Class year. The Dean of Faculty and Director of Academic Advising choose top freshmen (approx.25-30% of freshmen class) for this recognition at the Academic Convocation in May. Those chosen must have been enrolled at Culver for their entire freshmen year and demonstrate excellent academic achievement with a rigorous course load, including classes designated as Advanced and/or AP. Students wear a Golden Eagle pin for their remaining terms at Culver

**Mastery of Learning:**

Students who have mastered the processes of learning (critical thinking, problem solving, response to feedback, work ethic and attitude) as measured by the cumulative two term (Term 1&2 or Term 3&4) Process GPA.

**Gold and Silver A's:**

Gold and Silver A's are designed to recognize outstanding student academic achievement. The criteria are as follows:

**Gold A**

3.70 two-term cumulative grade point average at the end of the second term or the end of the fourth term, with no term grade below a B+ and no assignment to the citizenship ineligibility list for each term (1<sup>st</sup> and 2<sup>nd</sup> terms or 3<sup>rd</sup> and 4<sup>th</sup> terms).

**Silver A**

3.40 two-term cumulative grade point average at the end of the second term or the end of the fourth term, with no term grade below a B and no assignment to the citizenship ineligibility list for each term (1<sup>st</sup> and 2<sup>nd</sup> terms or 3<sup>rd</sup> and 4<sup>th</sup> terms).

**Full Seconds:**

These privileges are for 11<sup>th</sup> graders who a) have a 3.40 GPA or higher, b) have no grade below B in a solid course and no grade below a C in a non-solid course, and c) have not been assigned to the citizenship ineligibility list. Students with full seconds may sign out on permit with their parents or faculty member, may attend scheduled athletic or cultural events, and pick up food deliveries during CQ. A list of students on Full Seconds is published by the Academic Affairs Office each term.



## Academic Standards

Grade point average is calculated by multiplying the points per letter grade times the number of class meetings. The total points are divided by the number of meetings. For example, if you had a B+ in Intermediate Algebra, a B in Honors Spanish 2 and an A- in Thinking & Teaming, your GPA would be  $(3.4 \times 5) + 3 \times 5 + 3.7 \times 2 / 11 = 3.28$ .

| Culver Grade Point Values |                           |                           |                           |                           |
|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| <b>A</b><br>4.00 (100-93) | <b>B+</b><br>3.40 (89-87) | <b>C+</b><br>2.40 (79-77) | <b>D+</b><br>1.40 (69-67) | <b>F</b><br>0.00 (59-00)  |
| <b>A-</b><br>3.70 (92-90) | <b>B</b><br>3.00 (86-83)  | <b>C</b><br>2.00 (76-73)  | <b>D</b><br>1.00 (66-63)  | <b>P</b><br>No GPA impact |
|                           | <b>B-</b><br>2.70 (82-80) | <b>C-</b><br>1.70 (72-70) | <b>D-</b><br>0.70 (62-60) |                           |

### Academic Standing:

To be in good standing during the school year, you must be taking three solids (solid classes meet 5 days per week) or the equivalent of three solids per term (two solids and two non-solids that combine to meet four days per week), with a grade of C- (or better) in all major subjects (all subjects for 12th graders), and maintain at least the following grade point average

| Grade            | Term 1 | Term 2 | Term 3 | Term 4 |
|------------------|--------|--------|--------|--------|
| 9 <sup>th</sup>  | 2.40   | 2.40   | 2.40   | 2.40   |
| 10 <sup>th</sup> | 2.40   | 2.40   | 2.40   | 2.40   |
| 11 <sup>th</sup> | 2.70   | 2.70   | 2.70   | 2.70   |
| 12 <sup>th</sup> | 2.70   | 2.70   | 2.70   | 2.70   |

### Academic Warning:

This is a formal warning if a student's GPA is at or below minimum standards at the odd grading period. Ninth and tenth grade students will be issued an Academic Warning if their GPA is a 2.40 or below. Eleventh and twelfth grade students will be issued a warning if their GPA is at or below a 2.70. Students are placed on Warning Status by the Student Records Committee at the odd GP and will be placed on Room Study.

### Academic Probation:

This is the strongest statement of concern for a student's lack of academic achievement. A student will be placed on Academic Probation when their GPA is below minimum standards or there is concern with academic progress. A student may be removed from Academic Probation when the required improvement has been obtained. While on Academic Probation, students of all grade levels:

- are on Room Study, i.e., they must study in their rooms or Evening Learning Support during CQ, unless they have a pass to the library;
- are not to participate in off-campus trips that necessitate absence from class or CQ, unless so approved by the Assistant Head of Schools.

### Academic Withdrawal:

Students who fail to meet the Academies' academic standards, as evidenced by the yearlong cumulative grade point average or a single term grade point average, will be reviewed by the Student Records Committee and may be required to withdraw at any time determined by the Chair of the Student Records Committee in consultation with the Head of Schools. Culver seeks to avoid the required withdrawal of students for academic failure prior to the conclusion of a term, but reserves the right to require it.

## Eligibility

Eligibility rules apply to all activities in which students represent the school, such as athletics, leadership, or performing groups.

***A member of an athletic team or performing group who has failed a course at the end of a Grading Period or Term is ineligible to participate in competitions and performances until passing grades are earned in all classes. Students' academic progress in all courses is reviewed at the end of each Grading Period and Term.***

To be eligible for IHSAA (Indiana High School Athletic Association) sanctioned contests, a participant must have passed at least three academic solids or the equivalent (as deemed by the Academic Affairs staff) in the previous term and be enrolled in three academic solids or the equivalent during the “in season” term(s).

At the end of each Grading Period and Term the Academic Affairs Office publishes a list of all students who have not met Culver's academic standards, indicating those who are ineligible for competition or performance.

More specific standards and details regarding leadership eligibility can be found in the leadership section of this handbook— Chapter 9.

## Graduation Requirements

Culver's academic program is based on the notion that college preparation is best achieved through a curriculum that is comprehensive as well as challenging. To this end, graduates must successfully complete the following requirements: Forty-two and half credits must be earned overall, as outlined below.

| Academic Discipline                                                                                       | # of Credits Required |
|-----------------------------------------------------------------------------------------------------------|-----------------------|
| <b>Humanities</b><br><i>Senior electives: 1 from each category required</i>                               | 15                    |
| <b>Science</b><br><i>Physics &gt; Chemistry &gt; Biology &gt; 2 Science Electives</i>                     | 6                     |
| <b>Mathematics</b><br><i>Introductory Algebra &gt; Geometry &gt; Intermediate Algebra &gt; Statistics</i> | 7                     |
| <b>World Language and Culture</b><br><i>Three years of the same language</i>                              | 6                     |
| <b>Fine Arts</b>                                                                                          | 2                     |
| <b>Wellness</b><br><i>Health Issues</i>                                                                   | 1                     |
| <b>Leadership</b><br><i>Ethics, Service Leadership</i>                                                    | 1.5                   |
| <b>Electives</b>                                                                                          | 4                     |
| <b>TOTAL</b>                                                                                              | <b>42.5</b>           |

## Supplemental Instruction or Summer Courses

Any student considering enrollment in a **summer course** must have the prior approval of the Director of Academic Advising and the Department Chair if the course is to be awarded elective credit towards graduation. Length of the course of study and level of difficulty are key issues. Courses that meet graduation requirements can not be fulfilled through a summer program. In order to support our students' success and full engagement during their Culver experience, students will not be excused from Culver programming or obligations to participate in outside course work, tutoring, etc.

## Schedule Changes

Students complete course registration in the spring for the subsequent academic year. By the time classes begin, students, advisors, teachers, and parents have all had input into the requested courses. Students are encouraged to discuss their requests with adults at Culver and at home. The Master Schedule is created based on these student requests. The number of sections of each class, teaching assignments, meeting times and rooms are all driven by this concern to meet student needs. For these reasons, we discourage any requests for schedule changes after the published deadline including dropping a class.

| Schedule Drop/Add window for 2022 - 2023 |                             |                             |                           |
|------------------------------------------|-----------------------------|-----------------------------|---------------------------|
| <b>Term 1</b><br>Aug. 15-18              | <b>Term 2</b><br>Oct. 14-19 | <b>Term 3</b><br>Jan. 11-16 | <b>Term 4</b><br>Apr. 3-6 |

Students may request a schedule change after deadline published above for the following reasons:

- The student wants to continue in a discipline that you studied in the first half of the year
- The student has four solids in one term, and the load is too heavy.

Students must talk with their Counselor, Instructor, and the Director of Academic Advising before a schedule change is considered. Seniors/1st Classmen are required to discuss a schedule change with their Advisor and the Director of Academic Advising before a schedule might be changed. The Director of Academic Advising will have the final authority to approve all schedule changes.

## Class Absence Policy

Valuable instructional time is lost when a student misses class for any reason. However, we understand some class absences may be unavoidable.

Students may miss a maximum of three classes per course each term, regardless of the reason for the absence (illness, school trip, leave). Culver will likely not approve any absence if a student has accrued three missed classes in a single term.

### UNAPPROVED Absences on NON Black Out Dates

Classroom teachers will reflect all unapproved absences in students' PROCESS grades.

### UNAPPROVED Absences on Black Out Dates

Unapproved absences on Black Out Dates have significant consequences.

- Students will receive a 50% (failing grade) for all PERFORMANCE assessments missed on a Black Out Date.
- Students will not be allowed to reschedule the PERFORMANCE assessment (i.e. quiz, projects, tests, research papers, etc.)
- The absence will also be reflected in a lower PROCESS grade.

Leaves that are discretionary, meaning that another date might have been chosen, will not be approved on blackout dates.

### BLACK OUT Dates for 2022-2023

September 23, 2022  
November 18, 2022  
December 16, 2022  
March 15, 2023  
May 31 and June 1, 2023



### **Class Absence due to Illness or Emergency**

A student may be required to spend supplemental time with the instructor in addition to completing the work that was missed during the absence. Counselors will communicate via email with the Registrar, Dean of Girls/Commandant of Cadets and Teachers when a student misses two or more consecutive days of classes due to illness. Medical leaves must be approved through the Health Center, who in turn will notify the Academic Affairs Office.

### **Class Absence due to School Sponsored Activities**

Students are responsible to notify their instructors of a class absence at least three calendar days in advance. A student may be required to spend supplemental time with the instructor in addition to completing the work that was missed during the absence.

**Unexcused Class Absences:** Absence from class without excuse due to leave, illness being treated by the Health Center, or other Culver sponsored event will result in corrective action as well, with the first incident resulting in a Saturday Disciplinary Confinement, the second incident incurring one week of Full Restrictions, and the third incident resulting in a meeting with the Assistant Dean of Girls or Assistant Commandant of Cadets to receive two weeks of Full Restrictions.

### **Medical Withdrawal**

A student is granted a Medical Withdrawal when he or she has been, or is expected to be, away from school for the equivalent of at least one grading period due to medical or mental health issues. Readmission will be based on review of the treatment received and aftercare recommendations by Health Center professionals. And they, along with the Academic Affairs and Student Life offices, will determine whether the Academies can meet the needs of the student in question. No return should be anticipated until this review is completed.

## **Study Conditions**

Study conditions are times when the living unit is conducive to quiet study. These conditions prevail during the academic day and from 7:30 p.m. until 7:30 a.m. on evenings preceding classes. When Study Conditions are in effect, music may not be played without headphones and lounge TVs must be turned off.

### **CQ:**

CQ (Call to Quarters) is from 8:00 p.m. to 11:00 p.m. preceding class days and is a time when conditions are quiet and reserved for study. During this time, students may not socialize or involve themselves in recreation.

### **OCQ:**

(Open CQ) is a time when study conditions prevail in the living units, but students are free to come and go from the living units and are not required to study.

### **CQ Procedures:**

Student leaders carry a great deal of the responsibility for ensuring study conditions during CQ. All students who will not be in their rooms during CQ must sign out to inform the faculty supervisor of their whereabouts. Students who are not on Room Study status may study in their rooms, the Huffington Library, M&A or the Crisp Fine Art Center provided, they sign out. Those on Room Study may study only in their rooms with their doors propped, unless they have a pass from an instructor or counselor to work in the library.

Twelfth graders in good standing and eleventh graders with full seconds may go to and from the Huffington Library as they please, may sign out on permit with their parents or a faculty member, may attend scheduled athletic or cultural events, and Beason Hall (12th graders only) during CQ. They may not visit in other living units or rooms or loiter outside. Students, including 12th graders, are not allowed to play video games during CQ.

Students may listen to music during CQ only with the use of headphones.

### Late Lights:

Students may study until 11:00 p.m. without special permission. Students must get permission from their counselor or resident director to study after 11:00 p.m. on evenings preceding class days. Permission will be granted based on the quality of the student's use of that evening's study time. Students wishing to request late lights must turn in their cell phone to the Dorm Supervisor or BI by 8:30 p.m. or upon returning from the library or athletic event. Seniors in good standing have the privilege to study until midnight without special permission but still must discuss their intentions with the BI or RD. Counselors and resident directors may grant permission to stay up beyond "Late Lights" on an occasional basis when work load warrants it. Regardless of late lights, overhead lights are to be turned off at 10:45 p.m. If "Late Lights" have been authorized, a student must be in bed with lights out by midnight.

### Library Use:

Students using the library should be in uniform during the class day and during CQ. Reg. rec. is authorized in the library during the time after classes and before CQ as well as on weekends.

Students wishing to use the library on a CQ evening must sign out from their living unit prior to 7:55 p.m.; sign back in prior to 9:50 p.m.; arrive at the library prior to 8:00 p.m. and remain until 9:40 p.m. (12th graders, post-grads and those with Full Seconds do not have to arrive prior to 8:00 p.m. and may leave early.) All students should sign in when they arrive and those leaving prior to 9:40 should sign out.

Accommodations will be made for members of athletic and performing groups who are released after 7:45 p.m. Students arriving at the library after 8:00 p.m. (12th graders, post-grads, and Full Seconds included) must check in upon arrival. Students on Room Study (12th graders, and post-grads included) using the library must remain throughout CQ.

### Grade Reporting

Students are permitted to wear regulation recreation attire to the library during the day on weekends (up until 8:00 p.m. on Sundays) when the library is open. At all other times students must be in the uniform of the day

| 2022-2023 Grade Reporting Schedule  |                                  |                                                                                                                                                   |
|-------------------------------------|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Grading Period Ends                 | Grades Due                       | Comments Due                                                                                                                                      |
| <b>GPI</b><br>Friday, 9/9/22        | Monday, 9/12/22<br>9:00 a.m.     | <b>9/14/22 – Comment Writing Day – No Classes</b><br>Thursday, 9/15/22 at 9:00 a.m. for SOLID classes                                             |
| <b>Term 1</b><br>Thursday, 10/13/22 | Friday, 10/14/22<br>6:00 p.m.    | <b>Tuesday, 10/18/22 at 6:00 p.m. — GP2 Composite or Term 1 grade of B- or below for solids</b><br><b>Comments due for ALL non-solid classes</b>  |
| <b>GP3</b><br>Friday, 11/11/22      | Monday, 11/14/22<br>9:00 a.m.    | Friday 11/18/22 at 9:00am for SOLID classes                                                                                                       |
| <b>Term 2</b><br>Friday, 12/16/22   | Saturday, 12/17/22<br>12:00 p.m. | <b>Saturday, 12/17/22 at 6:00 p.m. — GP4 Composite or Term 2 grade of B- or below for solids</b><br><b>Comments due for ALL non-solid classes</b> |
| <b>GP5</b><br>Thursday, 2/9/23      | Wednesday, 2/15/23<br>9:00 a.m.  | <b>2/10/23 – Comment Writing Day – No Classes</b><br>Wednesday, 2/15/23 at 9:00 a.m. for SOLID classes                                            |
| <b>Term 3</b><br>Wednesday, 3/15/23 | Friday, 3/17/23<br>9:00 a.m.     | <b>3/18/23 at 9:00 a.m. — GP6 Composite or Term 3 grade of B- or below for solids</b><br><b>Comments due for ALL non-solid classes</b>            |
| <b>GP7</b><br>Monday, 5/1/23        | Tuesday, 5/2/23<br>9:00 a.m.     | <b>5/5/23 – Comment Writing Day – No Classes</b><br>5/8/23 at 9:00 a.m. for SOLID classes                                                         |

|                                   |                                             |                                                                                                                                         |
|-----------------------------------|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <b>Term 4</b><br>Thursday, 6/1/23 | <b>Thursday, 6/1/23</b><br><b>3:00 p.m.</b> | <b>Thursday, 6/1/23 at 6:00 p.m. — GP8 Composite or Term</b><br>4 grade of B- or below<br><b>Comments due for ALL non-solid classes</b> |
|-----------------------------------|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|

**Report Card comments** celebrate student achievement and provide concrete and specific recommendations for improvement toward realizing the course performance and process goals. At the end of the term, please briefly contextualize the grade of B- or below with a comment so that all audiences understand where there is room for improvement as a learner and which course goals were not realized. Parents are the primary audience of a report card comments but the feedback is also valuable to counselors, academic & college advisors, and of course, the student.

- All comments written in size 12 in Times New Roman
- Behavioral issues should be addressed with the student on the day they occur and through an EPR
- Make sure student identification information is unique (check pronouns and student names)

### **Assigning an Incomplete:**

Incompletes should be assigned in rare circumstances. Sometimes, an Incomplete is unavoidable due to a specific student situation. However, faculty must discuss each situation with their Department Chair to determine if a grade can be assigned instead of an Incomplete. If an Incomplete must be assigned, please notify Karen Rudd and Melissa Alexander after discussing with your Department Chair.



# Chapter 3: Health & Safety

## Mission of Wellness

### Health-related Confidentiality

### Medication

### Health Center Procedures

## Medical Expenses

### Student Safety

The Health Center is truly the center of Culver's physical and behavioral health programs. It is always staffed with nurses, nurse practitioners, physicians, and/or counselors offering a variety of services. You are encouraged to take full advantage of the programs it offers. Student health, safety and physical fitness are fundamental aspects of Culver's mission. The following information is designed to help students maintain their well-being, as well as to allow Culver personnel to meet the needs of students. In addition, Culver students are encouraged to use the resources and information available through the Health Center, the Medical Director, the School Counselor, Social Workers, Emotional Support Workers, and the Director of the Culver Assistance Program.

### **Mission of Wellness**

Culver's rigorous boarding school environment is one focused on developing the mind, spirit, and body—the "whole individual." In spite of the active environment, students are given plenty of opportunity for sleep, numerous menu options for breakfast, lunch, and dinner, and time for reflection. It is the student's responsibility to ensure proper care of their mind, body, and spirit, and the Culver staff will provide support toward that end.

Culver's policy is to engage in an open dialogue with parents and students, and we make every effort to contact and involve parents regarding health and safety issues. Decisions are not made in a vacuum at the Academies, but it is important to understand that the Academies respond to health and safety issues in a way we believe is in your and Culver's best interest and provide an outcome with which the Academies' community can be comfortable. You and your parents should understand that if warranted, the physician or health center staff may require physical and/or mental health examinations, including admission to a hospital or other health facility for evaluation, treatment or other care. The Medical Director or health center staff may also provide those health care professionals with information they consider relevant to the mental or physical health or well-being of a student. All students, parents and guardians agree to and accept the following by enrolling in the Academies:

(i) The Medical Director and the Emotional Support Services team are authorized, for the entire period the student is enrolled at Culver, to obtain from other physicians or health care professionals all information relating to the medical care, treatment or condition of the student and/or the mental or physical health or well-being of the student. All information should be provided promptly, and if the Medical Director, his staff or Emotional Support Services believes the student should not return to or remain at Culver because the information has not been provided in a timely manner, he may recommend the student be required to withdraw.

(ii) If the Medical Director or Emotional Support Services team determine that a student should not return to or remain at Culver because to do so would not be in the best interest of the student's physical or mental health or well-being, then the student shall be required to withdraw. In this regard, student and parents/guardians understand and agree that certain student medical/psychological conditions and needs cannot be accommodated by the Academies. Culver shall not be bound by the opinion of any professional rendering treatment to or diagnosing the student, but shall act solely on the opinion of the Medical Director, Emotional Support Services team and/or Health Center staff. If the Medical Director and/or Health Center staff requests, a student shall be required to be evaluated by another medical/psychological professional chosen by the Academies, at the Academies' expense.

(iii) In order to provide for the physical and mental health and well-being of students, each student, parent and guardian agrees that the Medical Director, Emotional Support Services team and/or Health Center staff may release to any other entity any health-related information concerning the student that he believes should be disclosed.

### **Health-related Confidentiality**

Information shared with the Health Center professionals shall be treated as confidential; however, Culver's health and emotional support professionals reserve the right to disclose to the Dean of Girls/Commandant or to others the Dean of Girls/Commandant believe appropriate. Students with questions about confidentiality are encouraged to discuss them with a Health Center or Emotional Support Services Team.

### **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 Health Center, regardless of boarding status. 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. All prescription medication, except that requiring refrigeration, will be properly secured under lock and key at all times. Each student has a lockable desk drawer for this purpose.
3. Students may not share or sell prescription medication.
4. Parents or providers should not send prescription medication directly to any student but should send it to the Health Center for distribution to the student.
5. Other procedures for handling and distributing prescription medication that is taken on a recurring basis will be established by the Health Center. Parents and students are expected to follow those procedures.
6. Non-prescription medication is to be used according to the guidelines provided with the medication. Parents should be aware of the medication their son/daughter possesses.

## **Health Center Procedures**

If you become sick, let an adult know. Culver's preferred process for caring for ill students is outlined below, but if you are having an emergency, let an adult help you. The Health Center is staffed with registered nurses and is open 24/7 for student emergencies and healthcare needs. The Medical Directors or Nurse Practitioner is available for appointments Monday through Friday and on call 24/7 to meet your needs.

### **Treatment, Admission, Discharge:**

The Health Center staff will determine treatment, admission, duration of inpatient status, and discharge for any student seeking assistance. A student who is treated but not admitted to the Health Center must still attend classes, including any portion of classes not yet concluded at the time of the student's release.

### **Assignments:**

Students confined to the Health Center are responsible for assignments unless the doctor indicates they are unable to study. It is the student's responsibility to remain in contact with instructors via schoology.

### **Excuses:**

The Health Center staff may excuse you from participating in required activities; however, these excuses do not release you from a class or obligation. You must still report promptly to the proper place and may be released only by the instructor or person in charge.

### **Medical Leaves:**

All medical and/or dental leaves must go through the Health Center. A return to school slip will be required and must be dropped off at the Health Center upon the student's arrival back on campus.

## **Medical Expenses**

The Medical Director's professional services provided on campus are included in the tuition, with the exception of required annual school physical examinations. It is required to have a physical exam done at home prior to your arrival at registration. Charges for other medical services beyond those provided by the Health Center staff will be made whether they are provided by the Health Center or in off-campus facilities (medication, overnight stays, x-rays, splints, etc.). Within thirty days of being billed, parents must pay for these physical examinations and for all other medical, surgical, and psychiatric and/or psychological treatment and services, whether they are on an inpatient or outpatient basis, and for blood, saliva and/or hair sample screenings for chemical substances provided for students. If a bill sent by a health-care provider is not paid within thirty days of being billed, Culver shall have the right, but not the obligation, to pay the bill. If Culver chooses to pay the bill, Culver will charge the student's Accounting Office Charge Account. If there is an occasion to screen for chemical substances, parents are responsible for charges submitted by the laboratory performing blood, saliva and/or hair sample screenings. All such payments will then be charged to the student's Academies' Business Office Charge Account. There is no fee for staying overnight in the Health Center.

### **Procedures for Dispensing Medication to Students:**

The Health Center will keep and give prescription medication to a student if, the Medical Directors, or Nurse Practitioner, believe student health and safety are better served by the medicine being kept in the Health Center and dispensed under specific conditions as determined within CMA and CGA.



## **Emotional Support Services:**

The Emotional Support Service Team provides collaborative, competent, and solution focused interventions to increase a student's functioning. Taking a holistic approach, the ESS Team addresses the needs of students by focusing on the tenets of Mind, Spirit, Body for optimal growth and development.

### **Services Provided by Emotional Support Services:**

1. **Crisis Intervention.** The ESS Team provides 24/7 coverage while students are on campus. In a crisis situation, the ESS Team assesses a student's risk to self or others and then focuses on determining the student's needs and creating a plan to address concerns and facilitate positive adjustment.
2. **Walk-In Support.** Students can walk over during normal school hours (7:30-3:15) to be seen by the next available ESS provider. If the ESS Team has a heavy load necessitating a long wait time, an appointment can be made, provided it is appropriate for the student's situation. Additionally, a CEF staff member may walk a student over to the Health Center to be seen in the same manner as a student walking over on their own. Students opting for walk-in support services will be assessed by the Health Center's nursing staff before being seen by a member of the ESS Team.
3. **Individual Support by Appointment.** Students that would like to work with the ESS Team to overcome an emotional support concern may schedule an appointment to meet privately with an ESS provider. These sessions can include co-facilitated intervention, with permission of the student, with a member of the Student Life staff. In certain situations, ESS can provide short-term 2-4 sessions to assist students with management.
4. **Follow-up Care.** Follow-up care will be determined by the ESS provider and student depending on their level of need.
5. **Group Therapy.** When there is a need and it is appropriate, group therapy can be facilitated by ESS providers.
6. **Educational Training.** ESS provides professional development training for faculty and staff as needed and requested by the Culver Academies leadership team, and ESS provides workshop level training driven by students as approved.
7. **Behavior Based Required Intervention.** Students may be assigned to be assessed and seen by a member of the ESS Team as part of a student's accountability or restorative process for conduct violations or honor offenses. This may include drug screen compliance and prescribed medication monitoring if warranted.
8. **Informal Consultation.** Culver Educational Foundation employees and parents/guardians can call or email ESS providers to request advice or to advise on possible outcomes of their concerns.
9. **Winter School and Summer Camp Admissions.** The ESS Team reviews and makes recommendations to the CEF leadership team regarding student admittance to Culver as necessary.

### **Services Not Provided by Emotional Support Services:**

Due to limited resources there are some services that the Culver ESS Team is unable to provide for students. Students in need of these unavailable services should seek outside provider assessments and treatment.

1. Addiction Assessment and Therapy.
2. High-Risk Eating Disorder Therapy.
3. Psychiatric Medication Assessment.
4. Psychoeducational Assessment.
5. Long-term Therapy.

### **Requesting Emotional Support Services:**

1. Students. Students can choose among several options to be seen by the ESS team. They can fill out a MEDICAT referral, e-mail an ESS team member if they want to speak to a specific provider, engage an adult (parent or Student Life staff) who can request services via MEDICAT, or walk over to the Health Center at any time.
2. Student Life. Student Life staff will make requests for initial services via MEDICAT. They can also bring or send, if not on campus, a student over to the Health Center during normal school hours for non-crisis situations, or they can bring or send, if not on campus, a student to the Health Center at any time for crisis intervention.
3. Parent / Guardian. Parents or guardians may request services by submitting a request via MEDICAT using the Parent Portal.
4. MEDICAT Referral Process. The ESS team monitors requests from 8:00 a.m. to 4:00 p.m. Monday, Tuesday, Wednesday, Thursday, and Friday. Students will receive notice of an appointment within 24 hours, when requests are being monitored, and the Student Life staff will be included on the Outlook appointment as it will likely impact class attendance. On most occasions, given available resources and demand for services, students will be seen within 7 school days of monitored request receipt.

### **Disclosure:**

Culver's Emotional Support Services disclosure approach is simple—parents will receive notification if their student is a threat to self or others. In all other scenarios, the ESS team will work with the student to disclose information to parents and/or their counselor as it tends to lead to the best outcomes for student well-being in the long run. This process often takes time due to the trust and processing necessary to take this important step regarding disclosure.

### **Facilitation of Services:**

The ESS Team will facilitate referrals for on campus, approved clinical contractors, but the ESS Team cannot recommend specific off campus therapy, psychiatric assessments, or educational testing. The ESS Team can assist in providing a list of local providers, which our Culver families can determine which provider will work best for their family's medical insurance and child's specific needs. When requested in writing by a parent/guardian or student (if over 18), the ESS Team will provide approved collateral information. Additionally, the ESS Team is unable to provide case management services for off campus clinical providers.

### **Parameters of Service:**

ESS licensed providers will follow all ethical and legal requirements regarding confidentiality. Students have a legal right to confidentiality, but there are occasions necessitating confidentiality exemptions: when a student is a danger to self or others, a student's behavior jeopardizes the safety and security of the community, or any mandated reporting situation.

## **Student Safety**

Student safety is so important at Culver that the Academies respond strongly in some instances with students who choose not to observe proper safety precautions or who fail to report issues that affect group safety. The safety of the community is paramount at Culver.

### **Fire Safety:**

Nothing is more dangerous at a boarding school than fire. In case of fire, get out of the building. Anyone discovering a fire anywhere should alert persons nearby and then call 911, the Officer-in-Charge at - 8324 or Campus Safety & Security – 8000, giving the location of the fire. Should a fire be discovered in a living unit, persons nearby and faculty members on duty should be advised immediately and the fire alarm sounded. All residents will evacuate promptly and quietly gather at the designated rally point for the building in question (located on each evacuation map posted in buildings) for roll-taking. Student leaders will take charge until relieved, and students will not re-enter the building until directed by Campus Safety & Security. Alarms are to be used only in the case of a fire. Students must not use the alarms for any other reason, and once an alarm is sounded, students must exit the building.

### **Fire Drills:**

Classroom fire drills are conducted monthly. The signal for these is an alternating on/off ringing of the bells. Fire drills in the living units are coordinated by Campus Security & Safety with collaboration with the resident directors (CGA) and military activities staff (CMA). The signal for these is the sounding of the fire alarm in the living unit. The location of fire exits and related procedures are posted on evacuation maps and bulletin boards or in hallways of all buildings, and students are advised to be knowledgeable of evacuation procedures.

Because of the necessity for Culver to ensure the safety of students from fire, any action that compromises that safety is a significant violation of community standards and may lead to dismissal. You must never smoke on campus, but especially not in your living unit; tamper with, disable, or purposely cause false alarms on fire detection equipment; tamper with fire extinguishing equipment; nor activate a fire alarm except to respond appropriately to an emergency situation.

### **Unacceptable Items:**

Students may not possess false identification, firearms, chemicals, hazardous or flammable materials or substances, ammunition, explosives or weapons of any kind, including otherwise ordinary or common items or substances or implements that, in the opinion of the Student Life staff have been altered, modified or enhanced such that they pose a risk of physical injury to a student. Reproduction weapons that resemble actual weapons, whether they are capable of firing any type of projectile or not, like Airsoft weapons and paint guns, and knives of any sort with blades longer than 1 ½ inches or a lock-open feature are also prohibited. Additional unacceptable items are listed within the Living Unit information in Chapter 5.

### **Sexual Behavior:**

Culver encourages students to make responsible decisions regarding sexuality and to consider the consequences of their decisions in terms of their health, their relationships with others, moral considerations, and the law. Consistent with the guidelines provided above, Culver forbids sexual intercourse and other forms of sexual intimacy among students. Violations of these expectations will result in corrective action. However, the Academies' overriding concern is for our students' emotional, physical, and spiritual well-being. As a result, we may also respond to sexually active students by initiating and fostering open communication among the students, their parents, and those adults in the students' lives who may be helpful to them.

### **Chemical Substances:**

You will note that we are far more specific in this section than in others. This is intentional because Culver is serious about chemical substances—your intentions regarding them, as well as your actions. Culver supports healthy lifestyles and believes that drugs and alcohol have no place in our education model. Under-age use also is against the law and Culver reports drug and alcohol violations to law enforcement authorities. The Academies take seriously the responsibility to teach students a life-long commitment to wellness, and violating chemical substance expectations is the fast track to dismissal. In this spirit, 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, vaping and e-cigarettes, 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 Culver staff have been used, created, or obtained for the purpose of facilitating a mind-altering effect or the use of a chemical substance.

Students who engage in obtaining illegal substances over the internet and receive them at Culver create an unhealthy and unsafe environment for our community. From a legal standpoint, regardless of state laws regarding possession or use of the substance in the location in which the order is processed, the individuals involved in sending or receiving these illegal substances are subject to federal trafficking laws. For this reason, the school has a zero-tolerance policy for this type of behavior. Purchasing of illegal chemical substances over the internet and having them shipped to your Culver mailbox will result in immediate dismissal.

Any student using prescription medication is expected to take only his/her own prescription medications in doses as prescribed by the physician. Sharing or selling prescription medications (including stimulants like 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.

Students may be subject to unannounced substance screenings for chemical substances. Specimens for screening may be collected at any time. A positive blood, saliva, or hair 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 Culver’s chemical substance policy.

Students who violate this policy and are allowed to remain at Culver will be required to undergo a professional assessment by a health-care professional designated by Culver. Continued enrollment will be conditioned upon a student’s favorable results from substance screenings for chemical substances and satisfactorily fulfilling all conditions specified by the Dean of Girls/Commandant.

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

### **Nicotine:**

To promote good health and general well-being, Culver does not permit the use, possession, or distribution of nicotine products by its students. These products include, but are not limited to, cigarettes, cigars, vaping, e-cigarettes, liquid nicotine, hookahs, pipes, chewing nicotine, snuff, nicotine replacement products, etc. Students found using or in possession of vaping products or paraphernalia will be required to report to the Health Center for screening. After a nicotine violation involving vape products, students may have a mandatory chemical screening. Because nicotine use is a health issue that affects physical performance, the Athletic Director will be informed of all violations, and eligibility for contests will be affected.

A first violation of the student nicotine policy will result in one week of Full Restrictions and a letter to the student’s custodial parent(s) explaining the situation. A second violation of this policy will result in two weeks of Full Restrictions and a letter to the student’s custodial parent(s) explaining the situation. Repeated violations will result in additional corrective action to be determined and imposed by the Student Life staff, as set forth in this Handbook, including possible placement on Citizenship Warning or dismissal. Student leaders should understand that repeated violation of this policy may place their leadership position at risk.

### **Cars and Driving:**

Culver considers “cars” to be all motorized vehicles used for personal travel. Students on permit or parental overnight leave are permitted to ride in cars only with the adult who has signed them out. They are not to drive unless accompanied by their own parent(s). Students on other leaves may not depart or return from leave driving a car unless accompanied by their own parent(s). While away from campus on leave (except parental overnight), a student may drive a car provided the student is properly licensed and may ride as a passenger in a car driven by another student who is on leave (not parental overnight), unless written instructions to the contrary are provided by the student’s parent or guardian to the Dean of Girls/Commandant.

Students may not keep or store a car in the town of Culver, or elsewhere, if the purpose is to have access to the car during the school year. Any student who violates this policy, and any student who accompanies, assists or rides with another student who violates this policy, will be subject to corrective action.

### **Dangerous Activities:**

Culver cannot assume responsibility for student participation in potentially dangerous activities for which parents might otherwise allow their children’s participation. Accordingly, unless a student has been signed out by his/her own parent(s), students are prohibited from hunting, boating, skydiving, or other activities that Culver determines fall into the category of dangerous activities.

**Fishing:** Students who wish to fish during rec period may do so along the lakefront within limits, and from the Naval Building Pier with verbal permission from the Officer in Charge/Officer of the Day. Students age 18 and over must have a fishing license in accordance with Indiana State law.

**Hunting:** Hunting for animals on the Culver campus is prohibited.

### **Joggers:**

Students are to use walkways and paths within campus day limits (see the map in the appendix) when jogging, and they may do so as their schedule allows between 7:30 a.m.-8:00 p.m. Students may sign out at Main Guard or the Fitness Center to run on the following off-campus routes.

### **Running Routes:**

1. **Bird Sanctuary:** Begin at the gym proceed to the trail past tennis courts to W.18th-S.Queen, W.16th C-Sycamore, S.R.10 (4.5 miles/4.75 miles when ending at the gym.)
2. **Woodcraft:** Follow the line of trees around the golf course along the boundary of S.R.117 from the clubhouse; S.R.10 from the B-Ball courts, then by the pine grove to green #2 and around golf course (2.4 miles)
3. **West Aubbeenaubbee Trail (Trail into town):** Suggested route: Gym to Sycamore to W.17th-School St. to Academy Rd. back to the Gym. (3.5 miles)
4. **Shady Lane (out and back):** Take the trail past the Rowing Center along the lake to W 18 Road to the stop sign at Queen Road (3 miles)
5. **Specific rules of the road:**
  - If running off campus, you must sign out at Main Guard, identify the route you plan to run, and sign back into Main Guard upon return.
  - When running, you must run in pairs and one must carry a cell phone on them at all times for emergency purposes.
  - All running on the roads must be done on the left side- facing the traffic.
  - Never run along State Road 10, 17, or 117.
  - You may cross these highways when on a road, but never run for any distance on or alongside of these roads.
  - When crossing any road: slow down or stop and look each direction twice before crossing. Crossing at designated crosswalks is preferred.

- Always be ready to leave the road at any time a car approaches from the front or from behind. Anticipate that the vehicle does not realize you are there.
- Be cautious when confronted by dogs – be alert to how the dog is approaching you – don’t think that by just continuing to run the dog will leave you alone. It may be necessary to stop and face the dog to keep it from attacking you.
- Be cautious when approaching horses – trail rides occasionally take place in the Bird Sanctuary. If you encounter a horse, do not speed up as this may cause the horse to become “spooked.” If possible, turn around or go a different direction. If an emergency occurs, call Campus Safety & Security at: 574-842-8000 and tell them where you are located and the situation.
- When running in town you MAY NOT go into any store, restaurant or residence in regulation recreation apparel. If caught doing so, off campus running privileges will be revoked.

### **Lake:**

On campus, the lake is off limits except in designated areas and only when announced as a recreational swim with a faculty/staff member who is a lifeguard. Off campus, students may use the lake only under the supervision of their own parents. Walking on the frozen lake in winter is strictly prohibited.

### **Extra Athletic Practice**

**Purpose:** To provide select nationally competitive student athletes additional time to train outside of organized team practice periods in order to fulfill the highest of athletic responsibilities and opportunities.

#### **1. Minimum Requirements to participate:**

- a. The student must display a crucial need and benefit for morning workouts (i.e. nationally ranked athlete competition, competitive for a D-1 athletic scholarship, etc.)
- b. Most recent term GPA of 3.7+ (unweighted).
- c. Student will request to participate in Extra Athletic Practice time by submitting a workout plan that includes parental approval. The student is required to find a sport specific CEF coach/adult sponsor who is willing to oversee their progress. The plan will include specific goals the student is attempting to achieve, which will be approved by the coach/adult sponsor and shared with the counselor. Following agreement from the adult coach sponsor and counselor, the request will be reviewed by the Athletic Director, the Commandant, and Dean of Girls for approval.
- d. Extra Athletic Practice approval must be secured each term of the Academic Year.
- e. Student must be mindful of other Students’ sleep.
  - (1) No loitering in dorms, barracks or outside during morning workouts.
  - (2) Student must use morning workout time for its intended purpose.
- f. Applies to all of the below listed forms of morning workouts.
- g. Cannot interfere with morning Student Life obligations (ex: Student is not excused from inspection or BRC).
- h. Student must be in good citizenship standing.
- i. The student may not take late lights the night prior to the intended morning workout.
- j. Student may wake up no earlier than 5:30am.
- k. Workout period starts at 6:00am and lasts till reveille for CMA students and 7:15am for CGA students.
- l. Students must have earned their Crest (CGA) or passed boards (CMA) to participate.

#### **2. Check-in/out Procedures:**

- a. Students will check-in and out via Orah/Boardingware/Dorm/Barrack kiosk when participating in approved Extra Athletic Practice training sessions.
- b. CGA students will need to email security to request an early departure from the dorm. If the door is not unalarmed in the morning, the student should contact security at x4088 and wait to be let out of the building.

c. Fitness Center

- (1) Student follows all standard Fitness Center procedures.
- (2) Student must go directly to fitness center (No loitering outside or around barracks) and sign in at the kiosk. The Fitness Center will have a roster of approved students each term for this opportunity.

d. Cycling

- (1) Cycling course
  - (a) Lakeside loop (approximately 10-mile loop around the lake)
  - (b) Any courses communicated and approved by the Commandant or Dean of Girls
- (2) Student must be self-sufficient and take specific safety precautions:
  - (a) Flat kit suitable for student's equipment (CO2/pump, spare tube, multi-tool)
  - (b) Lights on front and back of bike during hours of limited visibility
  - (c) Helmet buckled and strapped, fitting tightly, at all times while riding bike
  - (d) Appropriate exercise clothing including reflective gear (no baggy or revealing clothes)
  - (e) Student must have proper understanding of the "rules of the road"
- (3) Student must follow and adhere to all Indiana state traffic regulations
- (4) Student will cycle with a faculty/staff member unless they meet 2b(5) requirements. Student will coordinate rides with faculty/staff member and seek confirmation the night before a morning ride.
- (5) Student may cycle alone when
  - (a) Student must inform their coach/adult sponsor and counselor 24 hours prior to a ride and shares a permanent live track link with both adults. (wahoo, Garmin, iPhone, etc.)
  - (b) Student follows all previously stated guidelines (\*self-sufficiency\*)
  - (c) Has permission from the Commandant or Dean of Girls
  - (d) CMA and CGA students will check in and out with the O/C prior to and following a solo ride.
- (6) Students may not enter any houses/residences off campus.
- (7) Students that need their phone to track location must turn-in their phone to the O/C desk NLT 10pm on school nights (Sunday-Thursday) or 11pm on weekends (Friday and Saturday) so that they can retrieve their phone in the morning and have it on their person for the workout.

e. Other campus facilities (pool, rink, rowing center, McMillen, etc.)

- (1) Student must have adult faculty/staff supervision throughout the duration of the workout.
- (2) Pool: Lifeguard with access to pool. Must be a CEF employee, lifeguard certified.

f. Running

- (1) Student may run in these Culver campus areas
  - (a) Shady lane, out and back,
  - (b) Golf course, loop
  - (c) Bird sanctuary, out and back
  - (d) All courses communicated and approved by adult coach/sponsor and counselor 24 hours prior to the morning run.
- (2) Student must have proper understanding and follow the "rules of the road" when running
- (3) Student will check in and out with the O/C prior to and following the run and sign out in the kiosk.
- (4) Students may not enter any houses/residences off campus unless in an emergency.
- (5) Students that need their phone to track location must turn-in their phone to the O/C desk NLT 10pm on school nights (Sunday-Thursday) or 11pm on weekends (Friday and Saturday) so that they can retrieve their phone in the morning and have it on their person for the workout.

**Mud Sliding:**

In the interest of student safety, maintenance of the Academies' property, and cleanliness of the dormitories/barracks, "mud sliding" is not allowed.



**Roller Blades, Roller Skates, Non-motorized Scooters and Skateboards:**

Students using any of these must use their best judgment in preventing accidents and harm. It is recommended that students using roller blades, roller skates, non-motorized scooters, and skateboards wear protective gear including helmets, wrist guards, knee pads, elbow pads and gloves. Students playing roller hockey are required to wear a helmet with a face mask. Motorized and electric scooters are not permitted.

Students are not to skate/scooter on the tennis courts, in the Academic Quadrangle, in the dormitories or other buildings, or use curbs, steps, ramps, or walls as jumps. Students may skate/scooter only in the following locations:

- lakefront walkway from the Legion Memorial Building to the Rowing Center;
- in the ice rink under the supervision of a faculty member;
- on the Woodcraft basketball courts across the road from the football field;
- on inner-campus when traveling at a slow, safe speed to and from the authorized areas, and
- never on public roadways or in buildings other than the ice rink.

**Safety Escort Service:**

Students may arrange for a member of the Campus Safety & Security staff to walk with or drive them to and/or from a campus destination at night by calling Campus Safety & Security at 842-8000 or by calling the Campus Safety & Security. Students should attempt to find another person as a walking partner before calling Campus Safety & Security.

**Snow Sledding:**

In the interest of student safety, the following guidelines should be observed for snow sledding:

1. Students may sled on the Woodcraft Archery Hill from 3:30 p.m.-5:30 p.m. on weekdays and 1:00 p.m.-5:30 p.m. on Saturdays and Sundays.
2. Students may check out sleds from the Student Activities Office by leaving their ID card with the Director of Student Activities or the Student Center chaperone.
3. Students may only sled on the Woodcraft Archery Hill. This is the hill east of the outdoor basketball courts. All other areas of Woodcraft are off limits.
4. The golf course is strictly off limits.

**Snowballs and Ice balls:**

Ice balls are never to be thrown. Snowballs may be thrown east of the flagpole, but never thrown at automobiles or unsuspecting passersby, nor in any manner likely to cause damage or injury.

**Severe Weather:**

When severe storms threaten, students will be warned by the CulverALERT notification system and advised about the action to be taken. Those outside should seek refuge in the nearest building, remaining until the "All-Clear" is announced. During severe electrical storms, all individuals should remain inside buildings. Students must follow the instructions of persons in charge. Questions about weather conditions should be directed to Campus Safety & Security – (8000).

**Tornado Procedures:**

A tornado warning means a tornado has been sighted. In case of a tornado or other severe weather, take cover inside the closest building and seek refuge in the interior hallway of the lower floor. Tornado shelter areas are indicated in green on all facilities evacuation/safety maps posted through each campus facility. The warning normally indicates the exact location of the tornado at time of detection, the area through which it can be expected to move, and the time period during which the tornado is expected to move through the alerted area.

**Alert:**

A tornado warning will be signaled by a three-minute blast of the Academies' siren.

**Tornado Watch:**

A tornado watch means that existing weather conditions are such that tornadoes have the potential to develop. Shelter areas within building are labeled and highlighted in green on all emergency information maps located in each building near fire alarm pull stations.

In the event of a tornado, seek refuge in the basements or lowest floors in the southwest corners of buildings, under a short span roof such as a hallway or in a place without glass. The recommended protective position is elbows and knees on floor or ground with the back of neck and head covered with the hands and clothing, pillow or blanket. If you cannot quickly reach the protection of a building, take a protective position in the nearest ditch or low-lying area. All persons should remain in their sheltered areas until the "All Clear" is sounded by the CulverALERT notification system and or Campus Safety & Security. Following the "All Clear" for a tornado warning, students should immediately report to their living units for roll-taking.

# Chapter 4: Citizenship and Discipline

Citizenship  
Disciplinary Committee  
Categories of Infractions  
Disciplinary Confinement  
Notations on Transcript  
Trial Citizenship Year  
Suspension  
Student Records Committee

Disciplinary System  
Process  
The Honor Code  
Room Confinement  
External Requests for Information  
Discipline and Interscholastic Athletics  
Readmission  
Citizenship Warning  
Full Restrictions

The Academies educate for the whole person and values positive contributions to community. You are expected to be polite, prompt, and to take an honorable approach to the way you live at Culver. Culver has high expectations for its students and particularly for its student leaders. Citizenship and self-discipline matter at Culver. You are assessed in terms of citizenship because Culver is serious about its development. It is important that your appearance be neat and clean, and your uniform be in good repair. It is important that you work hard to maintain a solid grade point average. And it is most important that you are honorable in all your actions, striving always to uphold the standards of Culver's Honor Code, and aiding and advising others to do the same. This chapter covers standards of behavior—not arbitrary rules, but standards that exist for your benefit. They represent the shared values of this community.

## Citizenship

Students are expected to contribute positively to the community by taking an active role, participating in school programs, and by complying with the rules and regulations. Counselors formally evaluate the citizenship of each student at the end of each term. In determining students' citizenship, counselors review attitude, the meeting of expectations, performance of duties, and contributions to the community. Students who incur a Type I or Type II infraction or accumulate more than two weeks of Full Restrictions during a term will be placed on the citizenship ineligibility list, lose rank and/or leadership position, and the potential for academic awards and nominations to academic societies such as Blue Key and Cum Laude. Seniors/First Classmen who commit a Type I offense are ineligible to participate in the CGA Leader Charge or CMA Officers Figure for the duration of the school year. Juniors who do not maintain citizenship eligibility in the fourth term will not receive their senior rings over grad weekend. Their citizenship will be re-evaluated after completion of the first grading period the next year and if standards have been met, their senior rings will be released at that time.

## Disciplinary System

Recognizing that the high school years are formative years, students will sometimes make a mistake. If their subsequent performance demonstrates a positive attitude and positive contribution to the community, students will be recognized appropriately. The primary goal of the Culver system is education and the cultivation of character. Every action, good and bad, has a consequence, and the Academies use this system as a way to address inappropriate behavior for reparative and deterrent effects and to discuss consequences. In essence, it seeks to prevent students from making the same mistake twice, as well as to support the rules and set the tone for acceptable and appropriate behavior. On-the-spot corrections of minor violations are encouraged. Discipline or corrective action with respect to all violations will be determined as follows:

All violations should be corrected on-the-spot and/or reported promptly to the Student Life staff or other appropriate Culver staff member. All Type I and Type II violations should be reported to the Dean of Girls/Commandant and/or Assistant Dean of Girls/Assistant Dean of CMA, even if on-the-spot corrective action has been administered. Once reported or observed, alleged violations of the Academies' rules will be investigated. On-the-spot corrections for Type III and IV violations may be administered and determined by the Culver faculty or staff member observing the violation. Reports of these offenses to the student's counselor are encouraged, but not required.

All students are required to cooperate with any investigation of an alleged violation of the Academies' rules. The failure to do so (which includes but is not limited to the withholding of information, the refusal to provide information, or the provision of false information) will be considered a violation and subject to corrective action.

If it is believed that a student has committed a Type I violation, a reasonable effort will be made to notify the student's parent(s) or guardian. The investigation, the determination, and imposition of corrective action will not be delayed pending such notification. Notification also may be given of Type II violations, if believed appropriate by the Student Life staff.

Parental notification is normally not given for Type III and/or Type IV violations.

## Process

When a rule violation has been reported, the Student Life staff will conduct an investigation to determine whether a violation has occurred, the Type of violation, and what corrective action should be imposed. Culver reserves the right to search school issued and personal electronic devices including cell phones as necessary when investigating serious rule violations. This is a school-run process, not a legal proceeding, so students are not entitled to the participation of legal counsel. We do not expect parents to become involved in this process. Investigations happen on a case-by-case basis, based on procedures and information the Student Life staff considers relevant. Decisions will be based on the nature of the infraction, the risk of harm to the student or others caused by the violation, the student's attitude and response to the situation, and the student's record of other infractions. Students and parents will be kept informed of results of the investigation, but copies of investigative reports or documents relating to the incident will not be released. Seniors and 1st Classmen who are involved in Type I rule violations will surrender their class ring before meeting with the Disciplinary Committee. In the event that the student is retained at Culver, the ring will be returned when the student completes his or her restrictions and is in good standing.

With respect to all Type I violations, except those concerning inappropriate sexual conduct and honor violations, the Dean of Girls/Commandant will meet with a Disciplinary Committee before making a final decision on corrective action in consultation with the Head of Schools. Type I violations that are not presented to the Disciplinary Committee will be decided by the Dean of Girls/Commandant or the Honor Council in consultation with the Head of Schools. Year-end violations might be dealt with differently due to time constraints.



## Disciplinary Committee

The Disciplinary Committee will be comprised only of school personnel: three faculty members, the Commandant, and the Dean of Girls who will preside. Also attending, to advise the Committee, will be the student's counselor and a male and a female student representative if scheduling permits. The student's mentor, or another faculty member of the student's choice, also may accompany him/her.

Prior to the Disciplinary Committee meeting, the student will write a statement describing his/her involvement in the incident. The Committee will first convene to read the student's statement, summarize the facts, and review the student's file and past behavior. Following that briefing, the student, his/her mentor or other adult representative, the student representatives, and other individuals who may have information concerning the case will join the Disciplinary Committee to discuss the circumstances involved with the violation. The Committee may call others with relevant information. After hearing the facts, the Committee will excuse the student and his/her other adult representative. The student representatives and the student's counselor will then be given an opportunity to provide input, then they will be excused, and the Committee will make a recommendation for corrective action to the Committee Chair. The Chair, the Head of Schools, and the Commandant when appropriate will consider the recommendation and make a final decision to accept, modify, or reject the recommendation.

## Categories of Infraction

Culver groups disciplinary infractions into four categories: Type I, Type II, Type III, and Type IV—with Type I the most serious and Type IV the least serious.

**TYPE I:** Type I violations 1) involve substantial actual or threatened injury or harm to any person or student, including the student committing the violation; 2) involve substantial lack of respect for the rights and/or dignity of others; 3) involve a substantial failure to conform to Culver's mission and values; or 4) involve substantial actual or threatened damage, destruction, or theft of personal or school property. These infractions are the most serious and normally result in a meeting with the Disciplinary Committee and often lead to dismissal or Citizenship Warning. Type I violations may include, but are not limited to:

- Harassment/Bullying
- Chemical Substance Violation
- Repeated use or possession of nicotine products
- Production, possession or use of false identification
- Inappropriate sexual behavior
- Endangering others or oneself
- Theft
- Tampering with the alarm system, fire extinguishers, or placing a false 911 call
- Misuse or mistreatment of another's property
- Condoning or failing to report serious violations
- Failure to comply with the stipulations of Citizenship Warning
- Violation of the Network Responsible Use Policy in Chapter 10
- Possession of unauthorized Academies' keys or unauthorized entry
- Compromising the welfare of the Academies through inappropriate behavior
- Absent without leave
- Other conduct falling generally within the description of a Type I violation, as determined by the Student Life Staff

**TYPE II:** Type II infractions are the same as Type I, only different in degree. The general expectation is that students will be safe, not do drugs, not steal or harass others, and not turn privileges into problems for the community. These infractions could result in Citizenship Warning, Full Restrictions, or other less severe penalties. In addition to the list above, the following are considered Type II:

- Accumulation of Type III and/or IV infractions
- Off limits (flagrant and/or off campus)
- Use/possession of nicotine products (1st and 2nd offense)
- Failure to comply with Full Restrictions
- Repeated class absences
- Fighting, physical contact or threats
- Auto Violation (driving/riding/transporting/storage)
- Production, possession or use of false identification
- Absent required duty, formation or meeting
- Honor violations other than theft, not limited to dishonesty, cheating or plagiarism
- Other conduct falling generally within the description of a Type II violation as determined by the Student Life Staff
- Abuse of authority
- Safety violation
- Failure to report violations
- After taps violation-out of living unit
- Excessive class lates
- Disrespect or disobedience
- Repeated classroom misconduct
- Guest in living unit after taps
- Late on leave

**TYPE III:** Type III violations are infractions that justify a corrective response but are not serious enough to warrant Citizenship Warning or more severe discipline. Corrective action for Type III violations may be imposed on-the-spot. If an alleged Type III violation is determined to be a Type I or II violation, the Student Life staff will conduct further investigation. These infractions normally result in Full Restrictions, Disciplinary Confinement, or other action. Type III violations may include, but are not limited to:

- Accumulation of Type IV infractions
- Neglect of duty or neglect of duty by a leader
- General misconduct, unbecoming manners or language
- Class or tutorial absence (1st and 2nd offense)
- Entering another's unoccupied room
- Disobedience or disrespect
- Failure to follow leave or permit procedures
- Absent required duty, formation or meeting
- Violation of the New Cadet System
- Study time violation
- Off limits (on campus)
- Public display of affection (PDA)

**TYPE III Violations continued:**

- Failure to report violations
- Physical contact or threats
- Failure to observe corrective action
- Classroom or library misconduct
- Cell Phone Violation
- After taps violation - out of room
- Late to class or tutorial
- Unauthorized item in room
- Violation of the Network Acceptable Use Policy
- Other conduct falling generally within the description of a Type III violation as determined by the Student Life staff

**TYPE IV:** Type IV violations are infractions that, in the opinion of any Culver faculty or staff member who observes the behavior, justify a reprimand or other corrective action less severe than Full Restrictions or Disciplinary Confinement. Type IV violations will be determined and corrective actions imposed on-the-spot. If an alleged Type IV violation is determined to be a Type I, Type II or Type III violation, it shall be reported to the Student Life staff for further investigation and/or decision. Type IV violations may include, but are not limited to:

- Neglect or improper performance of duty
- Failure to follow instructions
- Room condition or arrangement violation
- Late or absent required duty, formation, meeting or meal
- Other conduct falling generally within the description of a Type IV violation as determined by the Student Life Staff
- General misconduct
- Failure to sign in or out
- After taps violation (in room)
- Violation of the New Cadet System
- Personal appearance violation

## **The Honor Code**

Conceived by and for the students, the Honor System is designed to help each student come to understand what honor means and to help each student learn to lead an honorable life. In September, the student body votes to accept or reject a student-owned honor system. Assuming the student body supports a student-owned system, the specific responsibility for maintaining the Honor Code rests with the Honor Council in CMA and CGA. These committees are charged with both educational and corrective responsibility.

### **The Honor Code states:**

*I will not lie, cheat, or steal, and I will discourage others from such actions.*

The following basic definitions are extracted from the Honor Essay. Please refer to this manual for the entire description of each component of the Honor Code.

#### **Lying:**

A lie is a statement or action designed to deceive or to mislead.

#### **Cheating:**

Cheating involves taking unfair advantage of others. In the classroom, cheating includes taking or giving assistance during tests, plagiarism (presenting the work or ideas of another as your own without giving proper credit—this includes the Internet), and misrepresentation (failure to document the assistance you receive from others during the preparation, revision, or proofreading of an assignment).

#### **Stealing:**

Stealing involves taking another person's property without that person's permission or knowledge. It does not matter whether you have the property permanently or temporarily.

### **Honor Code Violations:**

An Honor Code violation demonstrates a student's lack of respect for Culver's mission and education for character and leadership, major tenets of the Academies' integrated program. Culver seeks to teach that actions have consequences and the greater a student's overall success at Culver, or the higher his or her grade level, the more that student stands to lose for an Honor Code violation. Students reported to be in violation of the Honor Code may be referred to the CMA or CGA Honor Council. In both these groups, a Honor Council will determine if it is likely a violation has occurred. If the Honor Council determines there is enough information to warrant full council consideration of a suspected violation, the reported student will appear before a quorum of the whole committee, which will determine if a violation has occurred, and, if necessary, counsel the student and recommend any additional corrective action to the Dean of Girls/Commandant. The determination of whether to accept or reject this recommendation, or to impose other corrective action, shall be made at their discretion. Faculty advisors assist the Honor Councils. A student found guilty of an honor violation will be placed on the citizenship ineligibility list for the term in which the violation occurred. Additionally, other ramifications, depending on class and rank, might include the loss of rank and loss of any leadership positions, the loss of potential academic awards and nominations to academic societies such as Blue Key and Cum Laude, and/or the loss of an opportunity to receive a Gold or Silver A.



## **Citizenship Warning:**

Citizenship Warning is Culver's sternest corrective action short of dismissal. It is a probationary period when you must prove willing and able to live within Culver's expectations. The failure of a student to comply with the conditions or requirements of Citizenship Warning shall be considered a violation of the Academies' rules and subject to corrective action, including dismissal. Unless otherwise decided by the Dean of Girls/Commandant, a student on probation will:

1. Be assigned to Weekend Disciplinary Confinement (DC) from 7:30 to 10:30 p.m. on Friday and Saturday for at least six nights. Absences must be approved in advance by the Dean of Girls/Commandant (or their designee).
2. Be denied off-campus permits and town privileges except with the student's parents.
3. Be denied all off-campus trips except for academic field trips, athletic trips or group performances when the student is a member of the team or group.
4. Be denied weekend leaves except with the approval of the Dean of Girls/Commandant or their designee. Students on Citizenship Warning may be allowed, in the discretion of the Dean of Girls/Commandant or their designee, to go on weekend leave if they are going to their own homes or if they will be with their parents; however, in such event, the Citizenship Warning will be extended until the student has had at least six weekend nights of DC.
5. Be denied use of The Shack except with parents or guardians. Seniors may not use Beason.
6. Be required to check in at Main Guard (CMA) or RD/Adult on Duty (CGA) in uniform as directed.
7. Will be placed on Room Study, i.e., will observe CQ in the student's room except when authorized by a pass from an instructor to use the library for work that only can be completed there.
8. Will be assigned a Special Citizenship Warning Advisor (SCWA), who will monitor the student's progress, offer advice and counsel to the student, and, upon request by the Dean of Girls/Commandant, recommend removal or extension of the probationary period.
9. Will be placed on the citizenship ineligibility list for the term in which the violation occurred. Additionally, other ramifications, depending on class and rank, include the loss of rank and loss of any leadership positions, the loss of potential academic awards and nominations to academic societies such as Blue Key and Cum Laude, and/or the loss of an opportunity to receive a Gold or Silver A.

Because assignment to Citizenship Warning results from a significant violation of community standards, a student placed on Citizenship Warning will be suspended from opportunities to represent the school. Specifically, for a student who is assigned to Citizenship Warning and is involved in an activity that represents the school (athletics, horsemanship, speech events, quiz bowl, fine arts, etc.):

- He/she will not be allowed to represent the school for a period of two weeks.
- He/she will not travel with the team or group, but will be allowed to practice. The student will not be excused from weekend Disciplinary Confinement (DC).
- If there is no competition (such as before the first game of the season), the student will be assigned work details in lieu of missed competition. Completion of work details will take precedence and may result in missing or being late to practice.
- Seniors/First Classmen that commit a Type I offense are ineligible to participate in the CGA Leader Charge or CMA Officers Figure for the duration of the school year. Students that commit a Type I or Type II offense are ineligible to perform in an Honor Organization for a term (8x weeks) or the next Honor Org performance, whichever comes first. Students can still practice with their Honor Organization during this time in order to prepare for a subsequent performance.

If a student is not involved in an activity that includes representing the school, in addition to the assigned Disciplinary Confinement and restrictions, he/she will be assigned work details three days a week while on restrictions. Work details will be normally one hour in length.

Normally, a student placed on Citizenship Warning will be placed on the citizenship ineligibility list for the term in which they are on restriction, as well as a period of time extending beyond the formal probationary period. A student is removed from Citizenship Warning when, in the opinion of the Dean of Girls/Commandant, acceptable conduct and trust are re-established through a sustained effort of positive behavior and attitude. However, the probationary period is normally a minimum of three weeks. Reinstatement to rank or prefect status and removal from the citizenship ineligibility list will not be considered until four weeks after the student is removed from Citizenship Warning.

### **Full Restrictions:**

The requirements for Full Restrictions are essentially the same as for Citizenship Warning; however, Full Restrictions does not make as strong a statement as does Citizenship Warning, and it normally does not last as long. The length of time for Full Restrictions is determined at the discretion of the Student Life. Rank reduction or removal from leadership position is at the discretion of the Dean of Girls/Commandant. Violations of rules and policies that result in substantive assignment of full restrictions will result in restrictions on a student's ability to represent the school in the same way that assignment to Citizenship Warning does. Specifically:

- If more than two weeks of restrictions are assigned for an individual offense or if more than two weeks of full restrictions have accumulated at any one time for several offenses, the student will lose the opportunity to represent the school for one week starting immediately.
- If a student is not involved in an activity that involves representing the school and more than two weeks of restrictions are assigned or have accumulated, the student will be assigned work details three days for one week.

If more than two weeks of Full Restrictions are accumulated in one term, the student will be placed on the citizenship ineligibility list and lose rank and/or leadership position, the potential for academic awards and nominations to academic societies such as Blue Key and Cum Laude, and/or the lose the opportunity to receive a Gold or Silver A.

### **Partial Restrictions:**

Students may receive assignment to partial restrictions, which carry the same sign-in requirements as Full Restrictions, but does not restrict students to campus.

## **Disciplinary Confinement**

Disciplinary Confinement (DC), or detention, is simply a supervised study hall from 7:30 through 10:30 p.m. on Friday and Saturday. DC takes precedence over any other commitment. Exceptions will be issued at the discretion and approval of the school official that assigned the DC. Exceptions normally involve making up the time on the following weekend. Students are to report promptly to DC by 7:25 p.m. in the uniform/attire for the day and take assigned seats. Passing notes is not permitted, and students may not talk, leave the room, consume food or drink, chew gum, use headphones, shine shoes, play video games or cards, use their computers, or sleep. Students assigned to DC should take sufficient academic material to keep busy until DC concludes. Computers, cell phone and use of other electronic devices is strictly prohibited in DC and phones must be left in barracks/dorms.

## **Room Confinement**

At the discretion of the Dean of Girls/Commandant, students may sometimes be assigned to Room Confinement in lieu of Weekend Disciplinary Confinement. Students assigned to Room Confinement will be supervised by the Barrack Inspector/Dorm Supervisor on duty, will be in the uniform/attire for the day at their desks in their own rooms, and will observe the same times and rules as Weekend DC.

## **Notations on Transcript**

If a student is dismissed from Culver, the fact will be noted on the student's official transcript. If a student chooses to withdraw from Culver while suspected of a violation that might lead to dismissal, the student's official transcript will note that withdrawal occurred pending disciplinary action. Students required to withdraw for academic or medical reasons will not have this fact noted on their transcripts.

## **External Requests for Information**

In order to maintain the integrity and accuracy of college admission and/or transfer procedures, evaluations given by any Culver faculty, administrator or staff member regarding a student will not be disclosed to the student or parents. Furthermore, students who request transcript records need to know that, at the discretion of the Dean of Girls or Commandant, a record of Type I or Type II violations may be disclosed

## **Trial Citizenship Year (TCY)**

The Student Records Committee or the Dean of Girls/Commandant may place a student on TCY who has had difficulty meeting citizenship expectations. Normally, this will occur at the end of the school year to take effect the following year. However, it also may occur during the year, effective through the end of the school year. Any student on TCY must maintain satisfactory citizenship and not be placed on the citizenship ineligibility list for each term. Failure to maintain a satisfactory record during TCY could result in immediate dismissal. A student on TCY is under the most careful scrutiny by faculty and staff to determine if the student deserves the privilege of remaining at Culver.

## **Discipline and Interscholastic Athletics**

Culver athletes are expected at all times to compete with enthusiasm, sportsmanship, and a concern for safety—both in practice and interscholastic contests. Culver athletes are at all times subject to regulations prescribed by the school, the team, and, in some cases, the sport's sanctioning body. Normally, misconduct in practice or in competition will be addressed by the coach; however, the Dean of Girls/Commandant, in consultation with the Athletic Director, may impose corrective action for gross misbehavior.

## **Suspension**

A student may be suspended when, in the opinion of the Dean of Girls/Commandant, the student's presence on campus is not in the student's or Culver's best interest. Academic support and other necessary school services may be provided upon request during the suspension.

## **Readmission**

Students who have withdrawn or been dismissed may be eligible to apply for readmission to Culver, pending stipulations outlined by Student Life staff upon student's dismissal. The requirements for the Culver diploma specify that the final year must be in residence. Thus, students are not eligible for readmission for the last half of the senior/first class year. Readmission shall be at the sole discretion of Culver Academies. Students interested in re-admission should contact Savannah Kranich in the Office of Admissions at [savannah.kranich@culver.org](mailto:savannah.kranich@culver.org) for more information.

## **Student Records Committee**

The Student Records Committee is comprised of senior faculty and administrators who convene at the conclusion of each grading period and term and at other times as necessary. The committee's role is to review the academic and citizenship progress of students and to recommend to the Head of Schools that certain students be required to withdraw or not be permitted to return as a result of their academic and/or citizenship records.

The committee also may periodically place students on a restricted status (Academic Warning, Formal Academic Probation, Trial Academic Year, and Trial Citizenship Year) in response to their academic and/or citizenship status. The committee also considers requests for re-admission to Culver and other issues relevant to the areas of academics and citizenship.

# Chapter 5: Living Units

Living Unit Safety  
Campus Safety & Security  
Cell Phones  
Speaker Use  
Visitors and Guests  
Computer Use  
Room Decoration  
CGA Dormitories

Lost and Found  
Sleep-ins  
Television  
Telephone  
Tack Boards and Picture Rails  
Gambling  
CMA Barracks

The living unit is your home while at Culver, and all students are expected to assist in keeping it and its surroundings in excellent condition and to help maintain a wholesome atmosphere. Each member of the unit shares responsibility for all The Academies' property within the unit area, and the rules and policies in this chapter are focused on both the safety and health of students and their possessions. While most of this chapter focuses on rules, the Culver Experience involves adults who are here to support you. Within the living unit, your counselor, resident director (CGA), and military mentor (CMA) will work closely with you.

## **Living Unit Safety**

### **Fire:**

Anyone discovering a fire anywhere should call 911, alert persons nearby and then call Campus Safety & Security - 8000. In the interest of providing emergency access in and out of the building, clear hallways and entryways are important.

### **Candles, Incense, Flammables:**

For everyone's safety, students may not for any purpose use or possess matches, lighters, candles, or incense on campus.

### **Unauthorized Electrical Appliances:**

You are not to keep or use extension cords (only power strips are permitted), TVs or monitors, stoves, coffee makers or other cooking appliances, electric irons, electric tea kettles, lava lamps, clip-on bed lamps, sun lamps, refrigerators, corn poppers, air conditioners, plug-in air fresheners, holiday lights, LED light strips, electric blankets, heating pads, space heaters, or similar electrical appliances. Air conditioners and refrigerators authorized for storing refrigerated prescription medication may be used. The refrigerator needs to be a six can mini-fridge size, and both items need to be cleared through the Health Center before they can be installed. **There is a deposit required for air conditioners and these must be installed by our facilities department.**



### **Other Unauthorized Items:**

Unauthorized items include, but are not limited to, false identification, water guns, laser pointers, balloon launchers, firearms, chemicals, hazardous or flammable materials or substances, ammunition, explosives or weapons of any kind (including otherwise ordinary or common items or substances or implements that, in the opinion of the Student Life staff have been altered, modified or enhanced such that they pose a risk of physical injury to a student) are not to be possessed by any student. This includes any reproduction weapons which resemble actual weapons, whether they are capable of firing any type of projectile or not (e.g., Airsoft weapons). Knives of any sort with blades longer than 1½ inches or a lock-open feature are prohibited. Extension cords (only power strips are allowed), bicycles, unicycles, pets (including fish), tattoo kits, and any other item the possession of which, in the opinion of the Dean of Girls/Commandant, poses a risk of harm to students or is inconsistent with Culver's Mission Statement are prohibited. When in doubt as to whether an item is authorized, you should ask counselors, military mentors, or resident directors before bringing it to campus.

## **Campus Safety & Security**

### **Cash and Valuables:**

You are cautioned against keeping large sums of money in your room. Cash, credit cards, checkbooks, and valuables should be carried or locked in a lock box. You also may ask your counselor (CMA) or resident director (CGA) to temporarily keep valuable items for you. Students are responsible for their own possessions; therefore, valuables should be left at home. You are asked to record the serial number of watches, cameras, and stereos.

*Under no circumstances will the Academies be responsible for lost or stolen items.*

### **Room Locks and Keys:**

It is important to remember to lock your room when you leave it. Upon entering school, each student is issued one room key, and lost keys should be reported immediately. Replacements cost \$25.00. Any student not turning in this key at departure will be assessed a \$50.00 fee. You are not to have keys duplicated off campus, and possession of an unauthorized key is a Type 1 (most serious) rule violation.

### **Unoccupied Rooms:**

Students may enter another's room only when invited. Under no circumstance are you to enter the unoccupied room of another person without that person's express consent. Doing so is a serious violation of trust and the Academies' regulations.

### **Room Inspections:**

On-duty faculty/staff members are authorized to enter student rooms at any time. This includes announced and unannounced inspections.

### **Cadets in Dorms/CGA Students in Barracks:**

Culver students are not to be in dorms/barracks of the opposite sex at any time except with specific permission of the adult in charge of the dorm/barrack.

### **Student Transports:**

Campus Safety may provide student transports from dorms and barracks directly to and from the Health Center when there is an ambulatory issue with the student. Counselor, RD and/or other adult is required to request the transport for a student.

## Visitors and Guests

Visitors are not to be in the living units between closing and 7:30 a.m. Visitors are expected to follow the rules and regulations of the Academies and must be escorted by their student host, who assumes responsibility for the actions of their guests. Students hosting a visitor should provide a completed Guest Permission and Agreement Form. Visitors of the opposite sex are not allowed in living units except designated lounges, the exceptions would be parents, faculty, or older relatives/friends. Except as previously noted, members of the opposite sex are not allowed in dorms/barracks unless accompanied by a parent and announced. This includes alumni/ae. Visitors of the opposite sex should be announced and escorted during the visit in dorms/barracks.

## Lost and Found

The Lost and Found area is located in the Student Life Office. Losses should be reported immediately to counselors or resident directors after carefully checking to make sure the item is in fact missing. Culver cannot provide any assurance that student property will not be lost, stolen, damaged, or destroyed, and the Academies will not reimburse any student or parent for loss or damage to student property. Found items should be given to counselors or resident directors.

## Cell Phones

Culver's Cell Phone Policy will be reviewed and updated during the 2022-23 school year by a committee of students and adults dedicated to providing guidance that enhances the community and experience.

A philosophy of living within a community of presence and common courtesy and respect governs the use of cell phones and media devices on campus. Students are permitted to use cell phones within their living units to include immediate area around the entry points on the outside of the building, in "the field," in the fitness center, gym, Shack, when traveling overnight on a school sponsored trip, or departing campus on leave. When carrying a cell phone outside of the living unit, phones should be out of sight of others with ringers on vibrate. Seniors may use cell phones at Beason Hall. Students may not use their cell phones when traveling across campus. However, if a student wishes to use a cellular device outside, he or she is only authorized to do when stopped, or upon sitting down on any of the benches across campus. The use of headphones, earbuds, or similar device is only authorized while in reg rec and exercising.

Cell phones must be turned off during classes, practices, meetings, lectures, spiritual life services, ceremonies, theater and music performances, and all special events. Cell phone usage is prohibited in Eppley Auditorium and Memorial Chapel. Instructors may allow the use of electronic devices in the classroom for academic endeavors. If an emergency or special circumstance requires the availability of an electronic device in a classroom, the student should discuss this with the instructor prior to the start of class and gain approval to have the device available in vibrate mode.

Cell phones will be turned in Sunday through Thursday evenings no later than TAPS/Lights out, and students may retrieve their phones prior to 1st CP. Abuse and disregard for our cell phone policy may result in temporary confiscation and further consequences. Cases of students turning in a burner/second phone will be reviewed by the Honor Council. Culver reserves the right to search school issued and personal electronic devices, including cell phones, as necessary when investigating serious rule violations.

## Sleep-ins

Faculty members may recommend students, teams, etc. for sleep-ins, but authority to grant the sleep-in will rest with the counselors, military mentors, and resident directors who may award sleep-ins for performance of duties and services above and beyond what normally would be expected. Teams that return to campus after 11:00 p.m. on Sunday – Thursday, will be granted a sleep-in for the next day.

A sleep-in allows a student to sleep through ranks (CMA) and breakfast. A CGA student taking a sleep-in should discuss her plans with her RD before lights out. She will then a) put a sleep-in card on the room door, b) be out of bed by 8:30 a.m., and c) be properly dressed and have the room in order by the first class period.

## **Speaker Use**

Students may bring small speakers compatible with portable electronic devices such as iPods or their computers, but these must fit on the desk shelf. Use of headsets is encouraged. Volume which disturbs anyone outside the room is considered excessive and may result in loss of equipment. Music may be played during CQ and the academic day only with use of headphones. Speakers will not be used when walking on campus, carried or in a backpack.

## **Television**

Lounge televisions are not to be used during the academic day or during study hours. This includes projectors and video game consoles in the lounge or students rooms. Movies, DVD's, and CD's: Students are permitted to play movies (PG-13 or less) and videos on Fridays from 3:30 p.m. until lights out, all day on Saturdays until lights out, on Sundays from 12:00 p.m. 8:00 p.m., and on Mondays through Thursdays from 5:30 p.m. until 8:00 p.m. Video assigned as coursework may be watched during CQ. Students may not have movies Rated- R or higher, music which has a "Parental Advisory" label, or magazines, literature, or other media that in the opinion of the Dean of Girls/Commandant, are profane, pornographic, demeaning to other people or groups or otherwise inappropriate based on Culver's mission and values.

## **Media Content**

Lounge televisions are not to be used during the academic day or during study hours. This includes projectors and video game consoles in the lounge or students rooms.

**Movies and Shows:** Students are permitted to stream movies (PG-13 or less) and videos on Fridays from 3:30 p.m. until lights out, all day on Saturdays until lights out, on Sundays from 12:00 p.m. 8:00 p.m., and on Mondays through Thursdays from 5:30 p.m. until 8:00 p.m. Video assigned as coursework may be watched during CQ. Students may not have movies Rated- R or higher, music which has a "Parental Advisory" label, or magazines, literature, or other media that in the opinion of the Dean of Girls/ Commandant, are profane, pornographic, demeaning to other people or groups or otherwise inappropriate based on Culver's mission and values.

## **Telephone**

Students may make or receive calls between 7:30 a.m. – TAPS/Lights Out. Landlines are available for emergency use 24 hours a day.

## **Computer Use**

Students are issued computers for educational purposes. If the Dean of Girls/Commandant determines that a student is using computer access for excessive or inappropriate non-educational purposes, the student's access to computers may be restricted or prohibited. Computers should not be defaced with stickers, nail polish, or any other type of personal adornment.

## **Tack Boards and Picture Rails**

Any material hung in rooms must be hung from tack boards or picture rails. Nothing may be affixed to walls, ceilings, furniture, sprinkler devices, overhead pipes, or doors. Nails, tacks, duct tape and other adhesives, or any other item which would mar surfaces may not be used. Fabric wall hangings are not authorized, unless the fabric is flame-retardant.

## Room Decoration

The following items may not be used as room decoration for boys or girls:

- Provocative pictures or other items considered not in good taste in the opinion of the military mentor, resident director, or counselor
- Signs taken from public places
- Liquor, wine, or beer bottles or cans
- Liquor, wine, beer, or nicotine posters and signs or magazine ads
- Posters or signs endorsing any illegal or controlled substance or illegal activity
- Towels or other similar cloth wall hangings may not be used unless they are flame retardant
- Curtains other than those issued by Culver
- Bed risers
- Stickers or similar adhesive decoration applied to the walls and/or ceiling
- The use of duct tape to hang anything on the walls, doors, windows, furniture, etc.

## Gambling

Gambling is not allowed in the living units or elsewhere on campus.

## CGA Dormitories

### Daily Room Inspection Guidelines:

Roommates share the responsibility for the condition of their room. Rooms are to stay inspection ready through the end of the first CP and are to remain generally clean and orderly at all times as it is important that the students learn the habit of picking up after themselves as a regular course of action. For inspection, the rooms will be checked at a time determined by the Hall Prefect between 7:45 and 7:55 a.m. In preparation for inspection, the following things must be done:

1. No clothes should be left on bed, desk, chair or floor.
2. Wardrobe doors should be closed and chair pushed under desk.
3. Floor should be clear of dirt and clutter.
4. All electronics should be turned off.
5. Desk should be neatly organized with no dirty dishes.
6. Bed should be neatly made.
7. Trash should be emptied
8. Students should be prepared for class in the proper wardrobe: Kilt 2” above the knee, name tag, knee socks or tights free of holes, shirt buttons buttoned.

### **Sunday Inspection Guidelines:**

Sunday On Sundays, all girls are to be up by 8:30 a.m. in order to thoroughly clean their own rooms and other assigned areas of the dormitory. The attire for Sunday inspection is Dress A or B. Students on leave must have their area cleaned and checked before departing.

1. No clothes should be left on bed, desk, chair or floor.
2. Wardrobe should be neatly organized with doors and drawers open.
3. Bed should be neatly made (comforter must not touch the ground).
4. Bags, clothes and other articles should not be hung from the bed, desk chair or wardrobe doors.
5. Desk should be neatly organized with no clutter, kitchen items, cleaning supplies, or toiletries.
6. Desk, wardrobe, window sill and radiator should be free of dust.
7. Floor should be swept and mopped. Rugs should be vacuumed.
8. Drawers should be neatly organized and open (aside from lock drawer).
9. Laundry should not be overflowing.
10. Top of the wardrobe may be used to store laundry items only.
11. Trash should be removed and the trashcan have a clean liner.
12. Mirror should be clean.
13. Under bed storage (where available) may include one musical instrument, one bin (24x16x12), one sports bag, other items temporarily stored with RD or counselor approval.
14. All electronics should be off during inspection.
15. Students should be in proper wardrobe (Kilt 2" above the knee, name tag, knee socks or tights free of holes, white oxford shirt with buttons buttoned, blazer, black shoes) and stand when inspection team enters the room.

### **Furniture Arrangement:**

For safety, the arrangement of furniture should not obstruct the view of beds and desks from the doorway. The backs of all furniture must be against the wall. Students may not rearrange dorm room furniture. No extra furniture is allowed, with the exception one extra chair (not a couch or loveseat) for rooms occupied by a 12<sup>th</sup> grade student.

### **Rugs:**

Small rugs (3x5) preferred, but larger short-haired rugs are allowed with the approval of the RD. All rugs must be kept clean and are prohibited from being washed and/or dried in washers and driers. Two failed rug inspections will result in loss of privilege to have a large rug or more than one small rug. Wall to wall carpeting is not allowed, and the rug may not tuck under any furniture. Prior to the placement of a larger rug, a student must have a working vacuum that will properly clean the rug. A vacuum may not be shared with another room and must be small enough to be stored either inside a wardrobe or neatly in a corner without creating an obstruction. If the vacuum breaks, it will be the student's responsibility to get it fixed.



## **CMA Barracks: (Reference: CMA Regulation 3-3)**

### **Cadet Room Standards:**

The Deputy Commandant establishes regulations applying to the arrangement, furnishing, and decoration of cadet rooms:

Beds and desks will be positioned to permit a full view from the door glass and in such a manner as not to interfere with inspection and Taps procedures by military mentor, counselor, BI, or OC.

The layout of cadet rooms must be approved by the Deputy Commandant and, insofar as possible, will be uniform throughout the unit. Odd shaped rooms must be arranged in a manner that approximates as closely as possible the layout of the other rooms.

Wardrobe, bookshelf, and shoe arrangement will be prescribed by the Deputy Commandant.

Cadets are limited to two posters, considered appropriate in the opinion of the Deputy Commandant, (not to exceed 12 square feet in total area) per room occupant. A Culver banner, a banner from one of the military services, or the cadet's national or state flag of similar proportions may be substituted for a poster(s). Cadets may not have extra furniture other than one small computer printer table per room, except that each room in which a permanently commissioned officer is housed may have one extra chair. The chair is to be reasonable in size and has arms and legs (standard lounge chair), no couches, bean bag, or odd framed chair, and one extra lamp. Permanently commissioned officers also may have a bedspread/quilt on their bed; however, the bed must be made per regulations beneath the bedspread. Other cadets may have one extra Culver blanket that is neatly folded at the foot of the bed when not in use.

A permanently commissioned officer also may have an area carpet on the floor of his room. The carpet will be no wider than the distance from the wardrobe to the bed, about 5' x 7', and will be removable for cleaning. Wall-to-wall carpet is not allowed. All other cadets are limited to one Culver scatter rug per man.

Each cadet is permitted one small (non-halogen) additional desk lamp.

### **Cleanliness and Orderliness:**

Cadet rooms will be clean and orderly at all times. As one means of enforcing this rule, inspections will be conducted as outlined in the next two paragraphs:

### **Personal Inspection (P.I.):**

P.I. will be conducted daily. The following conditions will prevail for P.I.: All cadets except for permanently commissioned officers (including day students, if present), will present themselves in the hallway outside their assigned room for personal inspection in the Uniform of the Day, when afternoon conditions commence. The inspection normally will be conducted by the unit commander, his representative, or a senior leader.

The inspection of Commissioned Officers rooms will be conducted by the military mentor, the unit commander, or the unit executive officer, unless they have unit business to perform.

All rooms will be inspected to see that they meet the following requirements:

1. Bed properly made
2. Desk and bookshelves orderly
3. Drapes open and window(s) unobstructed
4. Clean, brush-shined shoes lined under bed
5. Floor swept clean
6. Wardrobe closed
7. Wastebasket emptied
8. General orderly appearance

Rooms will remain in P.I. condition through the third class period of the day.

### **General Inspection (G.I.):**

G.I. is a more formal inspection normally conducted by military mentors, counselors, members of regimental staff, the unit commander, or a designee of the Commandant. All cadets will wear the Dress uniform. The conditions prevailing for G.I. will be the same as for P.I. with the following additions:

1. All furniture, picture rails, etc. dusted.
2. Windows cleaned.
3. Wardrobe clothing arranged as prescribed by locker standard operating procedure.
4. Desk drawers and lockbox open, stacked, and orderly.
5. Shoes worn with uniform will be leather; those under beds will be brush shined or corfram.

### **Afternoon/Weekend Room Conditions:**

At all times when rooms are not required to be in P.I. or G.I. condition, they will be in afternoon/weekend condition. This is the same as P.I. condition except wardrobes may be open, a few items of clothing may be neatly folded on chairs, and the bed must be neat and covers pulled up, but need not be made to P.I. standards. When cadets are present in rooms, they will still be neat and orderly.

### **Civilian Clothes:**

Cadets may keep 2 sets of civilian clothes in their wardrobe to facilitate travel for weekend leaves and vacations. The civilian clothes must be stored in the wardrobe according to published SOP. Cadets found to be wearing the clothes at unauthorized times will lose this privilege.



# Chapter 6: Attire

## CGA Wardrobe

### CGA Additional Optional Wardrobe Items

### CGA Not Allowed

## CMA Uniform

### CMA Outer Wear

### CMA Headgear

Clothing is symbolic of Culver's commitment to educating for leadership—to demonstrate that each person is part of something larger than him or herself. The flipside of diversity is commonality. At Culver, we seek to highlight what we have in common, not our differences. Uniforms serve as equalizers, allowing you to focus on what is important and not on what you or someone else wears. What you wear on your clothing, however, is important. Symbols of leadership, academic success, athletic success, and community involvement are awarded regularly in the form of pins, medals, and other insignia to be worn on your Culver clothing. These accoutrements allow the individual to distinguish him or herself. Leadership is not reserved for those who enjoy a privileged economic status. The uniform serves as a frame. You are encouraged, as an individual, to paint your own “canvas.”

## **CGA Wardrobe**

At Culver, our girls' wardrobe permits choices in daily wear by offering a variety that may be mixed and matched on most days. It is intended to be tailored, classic, and traditional in appearance and our students are expected to be neat, clean, and well-groomed. When you wear your uniform properly, you reflect pride in your school, pride in your community, pride in Culver, and pride in yourself. You demonstrate that you have self-discipline, are committed to high moral values, model the way for others, retain the ability to lead effectively, and inspire others to be their best. When you wear your wardrobe incorrectly, you commit a Type IV personal appearance violation. You send a signal that you are challenging the rules in general and that you place yourself above the broader community. You also increase the likelihood of you and others breaking not only these types, but other types of rules as well. If you are a leader committing a personal appearance infraction, you are not behaving like a leader and your actions effectively eliminate your ability to hold others accountable for personal appearance violations. You also reduce your ability to hold others accountable for other types of infractions as well. When you wear your uniform incorrectly, you are un-Culver-like and you dishonor Culver. When our Culver girls are in civilian attire, we want to ensure they are representing our Culver community well. As such, we strive for a “classy” look at all times. Unserviceable clothing, including clothing with holes, must be retired.

### **Oxford Shirts with Culver Logo:**

Long- and short-sleeved white or blue oxford cloth, button-down collar. Shirts are to be buttoned to the second button from the top. Buttons on sleeves should be fastened unless choosing to neatly roll the sleeves in a  $\frac{3}{4}$  fashion. Collar buttons must be fastened. Shirts must be tucked into the kilt or slacks. Solid white t-shirts may be worn under oxford blouses with daily uniform only. When worn, shirts should not appear wrinkled and appropriate undergarments are to be worn so they are not seen through the shirt (i.e. nude, not red, under a white shirt).

### **Sweaters:**

Navy V-neck with Culver logo, navy crew neck with Culver logo, navy cardigan with Culver logo may only be worn over a polo or oxford. Unserviceable clothing, including clothing with holes, must be retired. The CGA Leader Sweater may be worn with Daily and Modified Dress attire. Leaders will wear the CGA Leader Sweater on Wednesdays.

**Varsity Sweater:**

May be worn with Daily A or B or in lieu of Dress when authorized. CMA and CGA students earning championship patches may have up to three applied to the right sleeve of his or her varsity sweater. A fourth and fifth patch can be placed on the lower left sleeve. Up to three additional patches may be worn on the back of the sweater, generally over each shoulder. No more than eight patches may be displayed on the sweater. The student can determine which eight patches he/she wishes to display, but once adhered, the Uniform Department is unable to remove them.

**Kilts:**

Spring/fall kilt for spring and fall; black watch kilt for winter. CGA kilt pins are worn with kilts and may be purchased at the Uniform Department. Kilt pins are to be removed when kilts are cleaned, which should be at least monthly. The Uniform Department will clean and press kilts for you. Kilts must be hemmed and worn two inches above the knee. It is your responsibility to ensure that you have two correctly fitting kilts that are the proper length at all times while enrolled in Culver. As the result of normal adolescent growth, it is likely that you will have to purchase new kilts during your four years at Culver, or that you may have to let the hem out to increase the length. Kilts are not to be rolled at the waist; rolling of the kilt is a personal appearance violation, Type IV.

**Navy Blazer:**

The dress blazer is worn on Sundays and at other times as directed, and is to be kept in a clean and pressed fashion hanging in the closet when it is not being worn. Girls are not to roll, push up, or fold the cuffs of their long sleeve white oxford shirt over the sleeves of their blazers. The blazer must be able to be buttoned and the top button is to be buttoned when participating in a formal event, such as receiving an award.

**Polo Shirts (optional item):**

White and navy short-sleeved Culver polo shirts purchased from the Uniform Department may be worn with the spring/fall and winter kilts. The shirt may be left untucked and worn alone or with a regulation sweater over it. Camisoles or t-shirts worn under the polo should be tucked in and not visible below the hem of the polo. No long sleeve shirt may be worn under a polo shirt. When a sweater is worn over the polo, the shirt tails must be tucked in and not hang out from under the sweater.

**Boots (optional item):**

Any black ankle to lower calf-height boots with non-skid soles and that are intended for warmth and designed for snow/ice may be worn with regulation slacks only during the winter season when weather dictates. Fashion- style boots such as knee-high boots, flop-style boots which fold down, cloth material boots (such as Uggs) and those that have decorative embellishments or visible fur or fur-type fabric exposed are examples of boots that are not acceptable. Only black rain boots purchased from the Uniform Department and black Ugg-style boots approved by CGA Council can be worn with a kilt. Rain boots may only be worn with Dress A when authorized by the Dean of Girls.

**Shoes:**

Students need to have two pair of black closed toe and heel shoes. Moccasins, clogs, sneakers, and mules are not allowed. Decorative adornments such as bows, buttons, broaches, or other fashion accessories are allowed, as long as they are black. Buckles may have the typical metals of silver, copper, gold, or black coloring. Shoes are not to exceed 1 ½ inches with a combined sole and heel height. The shoes may be black leather or another black leather-like material (not cloth) as desired, but there should be no other color than black. A small amount of white stitching is acceptable.

**Pants:**

Black dress pants may only be purchased from the Uniform Department. Any alterations to pants must be made by the Uniform Department. Pants not purchased from the Uniform Department or altered somewhere other than the Uniform Department are deemed non-reg and will be confiscated. Pants may only be tucked into boots when specifically authorized.



**Coats:**

Black all weather coat purchased from the uniform Department is required.  
Navy blue windbreaker purchased from the Uniform Department. (Optional)

**Socks:**

Navy blue knee socks (worn with Daily A or B), white knee socks (worn only with Daily A), and dark colored plain or textured socks may be worn with slacks. Socks must be pulled up to right below the knee and should not be slouched or allowed to fall down. Any socks that cannot stay up must be replaced. Dark navy blue tights (not panty hose) are authorized for winter and are available at the Uniform Department. All socks should be solid color with no designs, stripes, or dots.

**Turtlenecks:**

Traditional plain (not ribbed), white or navy blue, cotton or cotton blend. Turtlenecks must be tucked in to kilt or slacks. Mock turtle necks,  $\frac{3}{4}$  sleeves, turtleneck sweaters, and tight fitting turtlenecks are not allowed. White turtlenecks may be worn under white long-sleeved oxfords, and navy blue turtlenecks may be worn under blue long-sleeve oxfords.

**Name Tags:**

Name tags are part of the uniform and are to be worn at all times, except with regulation recreation wear. They are worn on the left side of shirt, sweater, or blazer. They are also to be worn with the varsity/JV sweater. Names are to be visible on name tags, which should be free of stickers, nail polish, or decoration.

**Riding:**

Students require breeches; button-down blouse; rat catcher blouse; or regulation Culver T-shirt, sweater, or sweat-shirt; black riding boots; spurs; and hardhat. Students will also need gloves, stock ties, and pins.

**CGA Crest:**

The crest emblem worn on the dress blazer will be issued to girls in good citizenship standing following the first and second term of their first year and who have met all the Crest requirements as outlined in the Orientation to Culver class.

**Hats, Mittens/Gloves, Scarves:**

These items are recommended when temperatures drop below 30°F or as instructed by Student Life staff.

These items may be worn with a coat outside of buildings for warmth in inclement weather only; they should be removed upon entry of a building or classroom. Scarves may only be worn with a coat or windbreaker and must be removed when outerwear is removed. These items should be tasteful and free of writing/logos (except Culver's logo). Caps from the Bookstore and bandannas may be worn outdoors only with regulation recreational attire. Other head gear, such as bandanas or fashion scarves covering the entire head may not be worn. Spiritual or cultural headwear worn with Daily, Modified Dress, or Dress Attire should be navy, black, or dark green. Other colors may be worn with Reg Rec. CGA Dorm scarves are worn with Dress A.

**Additional Optional Uniform Items****T-shirts:**

Students may wear a plain white T-shirt (no other color) under the oxford shirt; however, the shirt must still be buttoned to the second button. The white t-shirt is not permitted for wear under the oxford shirt with Dress Uniform.



**Jewelry:**

Only simple charms, necklaces, watches, earrings in ears, and finger rings are allowed. All other jewelry, including body piercing jewelry or clear plugs, is not allowed. Only pins issued by Culver are allowed on the blazer lapel. Culver Summer School pins are not authorized to be worn on the blazer lapel.

**Civvies:**

When civilian attire, or civvies, is the approved attire on campus, clothing should meet standards below. Students wishing to wear civvies should report for civvies check with the student leader and adult on duty in the dorm between 7:00- 7:45 PM. Suitable clothing is outlined as follows:

- Reg Rec or other athletic clothing is not permitted. Casual sweatshirts representing college/school names, teams or brand logos are not allowed.
- Skirts and dresses must meet the civvies length guideline for their height and leg-length (approximately 5 ½ inches from middle of knee).
- Shorts must end at (or beyond) your fingertips.
- Leggings may be worn when paired with a top long enough to cover the seat.
- Straps on tank tops or other shirts must be at least two inches wide. Tops with thinner straps may be worn with a blouse or sweater worn over it.
- No midriff exposure or low-cut tops may be worn.
- Jeans with holes/fraying at or below the knee are permitted.
- Clothing with writing or pictures in reference to obscenities, profanity, alcohol, tobacco, weapons, violence, drugs, sex, sexual innuendos, or are otherwise offensive is not permitted.
- Adults have the final say in the appropriateness of civilian attire.

**CGA Formal Dress Guidelines:**

Because of the formal atmosphere of fall and final ball, and the meaningful tradition of Officer's Figure and Senior Waltz, CGA encourages elegant dresses for these formal affairs. The following guidelines are established with this in mind:

- Long dresses are preferred. If not wearing a long dress, the length of the dress should meet regular civvies standards.
- Dresses may not have plunging necklines, cut-away detailing in the front and/or sides and dresses that are backless should not extend below the lower portion of the back (well above the highest part of the buttocks area).
- The bust area should be completely covered and skin should not be visible below the cleavage line. Girls are to keep in mind that individual body types significantly dictate appropriateness in this regard.
- Dresses should not be so form fitting that they hug all areas of the body - it should fit like a dress not a glove.
- Heels should be selected with the dress length in mind. Very tall, spike heels are not appropriate with short dresses, but they may look fine with longer ones.
- Dresses must be approved by the staff prior to fall and final ball. Dresses not approved in advance may not be worn.
- Please understand the formality of these events—they are formal dances and girls are to represent Culver in an elegant manner. Modesty should be the rule of thumb and the staff will have final approval of all dresses.

## CGA Seasonal Wardrobe

### Season A

Fall—Beginning of school year to Fall Break  
Spring break— to end of school year

#### Dress

##### *Dress A (Fall/Spring)*

Navy blue regulation CGA blazer  
Spring/Fall kilt with CGA kilt pin  
White regulation short-sleeve oxford-cloth shirt  
Navy knee socks  
Black leather regulation shoes  
Name tag  
All Weather Coat/Dorm Scarf  
(When weather dictates)

##### *Modified Dress*

A slight change from blazer to sweaters allows CGA to maintain a standard less formal Dress.

##### *Modified Dress A*

Instead of blazer, navy regulation sweater  
Varsity sweater optional (as weather dictates)  
Navy cardigan sweater  
Leader Sweater  
White regulation short-sleeve oxford-cloth shirt  
Spring/Fall kilt with CGA kilt pin  
Black slacks  
Navy knee socks  
Black leather regulation shoes  
Name tag

### Season B

Winter—From Fall Break to Spring break Spring

##### *Dress B (Winter)*

Navy blue regulation CGA blazer  
Black Watch kilt with CGA kilt pin  
White regulation long-sleeve oxford cloth blouse  
Navy tights (no pattern or texture)  
Black leather regulation shoes  
Name tag  
All Weather Coat/Dorm Scarf

##### *Modified Dress B*

Instead of blazer, navy reg. sweater  
Varsity sweater may be worn  
Leader Sweater  
White regulation long-sleeve oxford cloth blouse  
Black Watch kilt with CGA kilt pin\*  
Black slacks  
Navy tights or knee socks (no pattern or texture)  
Black leather regulation shoes\*\*  
Name tag

### Others as directed by Dean of Girls

\*When authorized, black slacks may be worn. \*\*When authorized, regulation boots may be worn.

#### Daily

The items for daily wear are designed for a mix-and-match uniform that has a simple, tailored look.

##### *Daily A*

Spring/Fall kilt with CGA kilt pin  
Black Slacks  
Belt (plain black) worn with slacks  
Turtleneck, Oxford or Culver polo  
Navy or white knee socks  
Black leather regulation shoes Name tag  
Name tag  
All Weather Coat (when weather dictates)  
Black leather regulation shoes

##### *Daily B*

Black Watch kilt with CGA kilt pin White or navy  
Black slacks  
Belt (plain black) worn with slacks  
Turtleneck, Oxford or Culver polo  
Navy knee socks or navy tights with kilt  
Dark colored socks with slacks Name tag  
Name Tag  
All Weather Coat  
Black leather regulation shoes

#### Options

##### *Daily A*

Varsity sweater  
Regulation sweaters  
Navy blue windbreaker (from Uniform)

##### *Daily B*

Varsity sweater  
Regulation sweaters  
Belt (plain black) worn with slacks  
Regulation Boots\*\*

## **CGA NOT Allowed**

- Unserviceable clothing (i.e. clothing or shoes with holes)
- CGA students are not to wear CMA uniform items
- Turtlenecks or long-sleeve t-shirts worn under short-sleeved oxford-cloth shirt
- Ankle-length socks or knee socks that won't stay up
- Headbands that are wider than 2 inches with Daily or Dress Attire.
- Fabric headbands may not be worn with Dress Wardrobe
- Bandanas or fashion scarves covering part of or all of the head
- Turtlenecks with ribs, mock neck, or  $\frac{3}{4}$  sleeves, or turtleneck sweaters
- Clothing items other than turtlenecks, socks and tights not purchased from Culver Uniform Department Any uniform item altered somewhere other than the Uniform Department
- Knee-high hose or panty hose
- Two-piece swimming suits
- Facial artwork or other types of extreme facial makeup
- Culver varsity sweaters decorated with awards earned by another student
- Jewelry other than watches, necklaces, or rings on earlobes or fingers - body piercings and visible tattoos are prohibited.
- Portable electronic devices and headphones are not to be used when traveling on campus.
- They are permitted when students are actively engaged in physical exercise and wearing regulation recreation attire; however, they may not be used when walking to and from the Fitness Center.

\*Any exception to the above restrictions must be approved by the Dean of Girls

## **Regulation Recreation (Reg Rec)**

All required rec wear is to be worn right side out and should be in good repair, not torn, ripped, or cut. Regulation recreational attire, including caps, includes any item purchased or distributed from the Campus Store, Uniform Department, or the Athletic Department which is marked as Culver or CGA. Club, unit, and dorm T-shirts approved by Student Life also constitute regulation recreational attire. When wearing recreational attire outside of the dorm, students must wear either athletic shoes, boots, sandals, flip-flops, or moccasins with a hard sole. Students may go barefoot in "The Field;" however, they must wear footgear to and from all other areas on campus.

- Reg rec may be worn on campus Sunday-Friday from 3:15 p.m.– 8:00 p.m. If attending a Culver-sponsored event after 8:00 p.m., a student must be in Daily Uniform (or whatever has been authorized as the uniform for the evening).
- Reg rec may be worn until 8:00 p.m. on Saturday unless authorized by Student Life until closing. If attending a Culver-sponsored event after 8:00 p.m., a student must be in civvies approved within the dorm or Daily.
- Reg rec is permitted within the Dining Hall for dinner only, except Saturdays.
- Sports bras, halter tops, or other sporting attire that does not cover the entire torso is not permitted as a substitute for reg rec attire.

During the academic day, except when traveling to or from a scheduled class or an individual workout, students are to remain in the uniform of the day through the end of the class day.

## **Equitation Attire in the Dining Hall:**

Occasionally, girls involved with equitation find it necessary to eat breakfast or lunch in the Dining Hall in their riding attire. If this is the case, the following stipulations exist:

- Clean full-length riding boots or paddock boots with half-chaps and breeches must be worn. Other kinds of footwear may not be substituted for boots.
- A white or blue Culver oxford blouse should be worn and tucked into the breeches. A sweater may be worn over the blouse.

## **CMA Uniform (Reference, CMA Regulation 3-4)**

Cadet clothing is referred to as a “uniform,” and while there are varieties of uniforms, cadets dress similarly in the “uniform of the day.” Culver expects cadets to develop a sense of pride in their personal appearance. Cadets must be clean shaven, have their hair properly cut and combed, have leather and brass shined, have uniforms neat and clean, have shirts tucked in, wear hats properly when outdoors, and have items fully buttoned.

Only articles of uniform and clothing approved by the Commandant of Cadets may be worn. The specific uniform to be worn on each occasion will be designated by the Commandant or the Deputy Commandant, via the Officer-in-Charge, or the Regimental Commander.

Cadets will refer to CMA Cadet Regulation 3-4 for additional information concerning the uniform and each topic that follows.

### **Medals, Ribbons, Pins:**

The Commandant will establish requirements by SOP, issued at the beginning of each school year, rules and regulations for the wearing of medals, ribbons, pins, and aiguillettes on the cadet uniform.

### **Unserviceable Uniforms:**

Articles of uniform and clothing deemed unserviceable, such as clothing or shoes with holes, will be discarded and prohibited from further use. Caution should be exercised when purchasing uniform items from other cadets, as they may not fit properly or may be determined to be unserviceable. Cadets may not mutilate or alter uniform articles, to include regulation rec attire. If there is a question on serviceability, the Military Mentor is the staff member who cadets should consult.

### **Haircut Regulations:**

Cadet haircuts must conform to the following standards: Hair must be kept neat, clean, and well groomed. The hair above the ears and around the neck shall be tapered from the lower natural hairline upwards at least  $\frac{3}{4}$  inch, to blend with the hairstyle. Hair will be no longer than 3 inches, and may not touch the ears, collar, or extend below the eyebrows when headgear is removed, nor show under the front edge of headgear, or interfere with the proper wearing of the headgear. The bulk of the hair shall not exceed 2 inches. Bulk is defined as the distance that the mass of hair protrudes from the scalp. Hair coloring must be natural and may not be dyed or highlighted. Faddish styles and outrageous multicolored hair are not authorized. The unique quality and texture of curled, waved, and straight hair are recognized, and in some cases the  $\frac{3}{4}$  inch taper at the back of the neck may be difficult to attain. In those cases, hair must present a graduated appearance, and may combine the taper with a line at the back of the neck. ONE (cut, clipped, or shaved) natural, narrow, fore and aft part is authorized. Varying hairstyles, include afro, are permitted, if these styles meet the criteria of maximum length and bulk, tapered neck and sides, and do not interfere with properly worn military headgear. Plaited or braided hair shall not be worn. Sideburns need to be neatly trimmed and tailored in the same manner as the haircut. Sideburns may not extend below a point level with the middle of the ear, shall be even width (not flared), and shall end with a clean shaven horizontal line.

### **Facial Hair:**

All cadets are required to be clean shaven on a daily basis, prior to BRC. Cadets may need to shave again during the duty day to maintain to professional appearance. Any cadet with a skin condition preventing or restricting him from shaving in accordance with these guidelines must obtain a shaving waiver from the Health Center.

### **Hats:**

Normally, hats will be worn outside with all but regulation recreational uniforms. Cadets are not to wear hats indoors, particularly in public areas. Caps purchased from the Campus Store may be worn outdoors only with regulation recreational attire.

**Markings:**

Each item of uniform and personal equipment must be marked with indelible ink, tagged with a name strip, or stenciled with a permanent ink to identify the name of the owner.

**Dress A:**

Regulation blouse with appropriate brass and name-plate, regulation blue shirt, dress trousers and belt, black crew socks and regulation shoes, regulation cap, and black leather or white belts. Note: On order, wraps, sabers and swords, and white gloves may be added. On order, white duck trousers may be substituted.

**Dress A (Troop):**

Same as Dress A, except that regulation blue-gray breeches, boots, and spurs are worn. Note: On order, white ducks may be substituted.

**Dress B:**

Regulation Dress B shirt with shoulder boards, name-plate, dress trousers and belt, black crew socks, regulation shoes, and regulation cap. On order, black leather and white belts, wraps, sabers and swords, and white gloves may be added. Also on order, white duck trousers may be substituted.

**Dress B (Troop):**

Same as Dress B, except that regulation blue-gray or khaki breeches, boots, and spurs are worn.

**Duty A:**

Regulation short-sleeved blue shirt with appropriate brass and name-plate, white T-shirt, daily trousers, belt, black crew socks, regulation shoes, and regulation caps.

**Duty A (Troop):**

Same as Duty A, except that regulation blue-gray breeches or khakis, boots, and spurs are worn.

**Duty B:**

Regulation long-sleeved shirt with appropriate brass and name-plate, on order regulation tie worn with the ends tucked into the shirt, between the second and third button. Daily trousers, belt, black crew socks, regulation shoes, and regulation cap.

**Duty B (Troop):**

Same as Duty B, except that regulation blue-gray or khaki breeches, or khakis, boots, and spurs are worn.

**Duty with sweater:**

Same as Duty A or B, except that a regulation sweater or varsity/JV sweater is worn over the shirt prescribed with the uniform of the day. A name-plate is worn on the sweater, on the upper right quadrant of the chest. When worn with a shirt without a necktie, the collar with collar brass will be worn outside the sweater. Daily trousers or for Troop, regulation blue-gray breeches, or khakis, boots, and spurs are worn.

**Riding A (Recreation Period only):**

Khaki, white, or Summer School breeches, regulation T-shirt and/or sweatshirt, regulation belt, regulation boots and spurs, and regulation riding helmet. A regulation blue shirt may be worn, but without brass and nameplate. A Fatigue C may be worn.



## **CMA Outer Wear**

### **Fatigue Jacket:**

Worn on order with all Duty Uniforms and on order or optionally with Riding A or regulation recreational attire. The zipper must be zipped up to a level at least as high as the cadet's name tag.

### **Rain Jacket/Winter Coat:**

Worn on order. The overcoat will always be buttoned up to the second button from the top. On order, the white or NCO/Officer belt will be worn. The belt will be worn flat with excess belt neatly tucked into belt loops.

### **Regulation Coveralls (Troopers and Stage Crew only):**

Worn on order in connection with horse activities and theater activities.

### **Daily and Dress Trousers:**

Dress trousers are always worn with Dress A or B. Daily trousers are worn with Duty A or B.

## **CMA Headgear**

### **Dress Cap:**

Worn with Dress A and Dress B and as otherwise ordered.

### **Overseas Cap:**

To be worn with all duty uniforms. Branch qualified cadets will wear the appropriate battalion/squadron patch on the cap. Cadet rank will be worn opposite the patch.

### **Winter Cap (Black Watch Cap):**

Worn on order with fatigue jacket or All-weather Overcoat. Worn snug to the top of the head and folded on the edges with a minimum of one- 2 inch flat fold. May or may not cover the ears, but will conform to the top of the head. Black gloves will be worn when this cap is assigned for wear.

### **Equitation Hard Hat:**

Worn at all times in conjunction with riding activities and to/from the Riding Hall.

## **Belts**

### **White Waist Belt:**

Worn on order by all cadets with the permanent rank of Private, PFC, or Lance Corporal.

### **N.C.O. Belt:**

Worn on order by all cadets with the permanent rank of Corporal through Sergeant Major.

### **C.O. Belt:**

Worn on order by cadets who are permanently commissioned officers.

## **Wraps:**

Officer and NCO wraps will be worn on the hip, beneath the sword/saber frog, so that the bottom of the lower tassel hangs next to the bend of the knee and the other tassel slightly above this point. The lower tassel will be adjusted so that it hangs closer to the leg, and the other outside of it. When wrapping in this fashion, the wrap will be adjusted properly in order to use all slack and avoid having to bunch up extra wrap in a cumbersome manner. Wrap pins will not be visible.

**Regulation Recreational Attire:**

The same concept applies to the wearing of recreational attire as it does to the wearing of the cadet uniform: They both are to have a clean, neat, serviced appearance and are to be worn right side out and with pride.

When authorized to wear athletic clothing/recreational attire, cadets are permitted to wear the following items:

1. Any item of recreational attire (including caps) purchased from the Uniform Department & Campus Store which is clearly marked as Culver or CMA.
2. Any item of recreational attire distributed by the Athletic Department and clearly marked "Culver", other than sleeveless or tank top team attire.
3. All club, class, unit, and dorm T-shirts approved by Student Life.
4. A plain white short- or long-sleeved T-shirt.
5. A fatigue jacket.
6. A regulation watch cap and/or regulation black gloves.
7. The Culver Warm up suit (beginning in 2017); maroon top, black pant.

When wearing recreational attire outside of barracks, cadets must wear either athletic shoes, boots, moccasins with a hard sole, sandals, or flip-flops. Cadets may go barefoot in "The Field"; however, they will wear footgear to and from and in all other areas on campus. After 8:00 p.m., a cadet who is out of barracks is expected to be in the uniform of the day. The only exception is for cadets playing sports in the Recreation Building. During the academic day, except when traveling to or from a scheduled class or an individual appointment, cadets are to remain in the uniform of the day through the end of the class day.

**Shirts:**

Cadets must wear a shirt at all times when outside of their barracks except when swimming. This includes at practices, when conducting physical fitness, and when using recreational facilities.

**Long-Sleeved Undershirts:**

Cadets will not wear an undershirt which extends beyond the shirt's sleeves.

**Civilian Attire:**

Cadets will not wear civilian attire inside or outside of barracks unless authorized by the Commandant of Cadets. Tattoos are prohibited for cadets

**Jewelry:** Cadets are authorized to wear the following items of jewelry when they are in uniform or wearing regulation recreational attire:

1. A wristwatch.
2. A metal I.D. bracelet.
3. A simple religious medal on a neck chain provided that it is not visible. The chain is to be metallic and gold or silver in color.
4. No more than one finger ring.
5. "Medic-alert" bracelets and necklaces.
6. One bracelet per wrist, to include bands supporting a social cause.

Cadets are prohibited from wearing the following items of jewelry when in uniform or wearing regulation athletic/recreational attire, unless authorized by the Commandant:

1. Necklaces or Bracelets other than those authorized above.
2. Any other items of jewelry not specifically authorized above. Specifically, earrings, bracelets, and other body piercing jewelry are not authorized on campus.

**Tattoos:**

Tattoos are prohibited for cadets.

**Adjustment:**

When out of quarters, unless in athletic uniform, each cadet will keep his blouse, jacket, and shirt buttoned; shirts will be completely tucked in and smoothed in front and bloused flat in the back; trousers will be worn so they just touch the top of the shoes; neckties will be kept fully tied and adjusted to fit completely against the collar button. When wearing the Fatigue C, it will be zipped to the level of the nametag. The overcoat will be buttoned and belted. The scarf will be crossed in front around the neck — not the face — and worn inside the Fatigue C or overcoat. (On unusually cold days the Deputy Commandant may authorize scarves to be wrapped around the face. This authorization will be announced at BRC).

**Cleaning and Repair:**

Cadets will send their uniforms and clothing for cleaning, pressing, and repairing according to established schedules except in the case of emergency repairs or in anticipation of special events requiring a clean uniform.

**Shoes/Boots:**

Shoes/boots will be snugly tied, not be cracked, have holes in the soles, or be excessively worn. Shoes will have a smooth top from the laces to the toe (cross toe stitching is unacceptable).

**PI Standards:**

All shoes/boots worn or displayed will be serviceable and brush shined with polish. Shoes worn for PI and class are not required to be spit shined. Soles will be blackened with polish and free of dirt. Patent leather shoes are authorized.

**GI Standards:**

Same as PI standards except that the boots/shoes worn by the cadet may have a spit-shined toe and the remainder of the shoe/boot shined to a high gloss. Patent leather shoes are not allowed.

**Portable Electronic Devices:**

Portable electronic devices are not to be used when wearing the uniform of the day when outside the barracks. They are permitted when wearing regulation rec attire while jogging or running.

# Chapter 7: Accountability

## Closing and Taps

### Guests

## Travel and Permits

### Town Privileges

## Signing Out and In

### Leaves

## COVID-19 Protocols and

### Limits

While you are a student at Culver, the adults on campus are responsible for you—to share in your successes and failures, your triumphs and defeats, and your growth and development into the “whole person” described in the Culver Mission Statement. Students are the reason why Culver exists, and being accountable for you is a responsibility the Academies take seriously. You also are expected to take accountability seriously. Attendance and punctuality are always expected. Signing out and signing back in whenever you leave campus is essential. For a variety of reasons, but especially if you are needed in an emergency on campus or at home, you are responsible for letting Culver know where you are at all times. The following guidelines explain the Academies’ expectations and procedures, but we want to be particularly clear about the following: “Regular Leaves” from campus are those involving no absence from class. Leaves which require absence from class are discouraged. Accountability to your teachers, to your classmates, and for your academic success is a key part of the Culver learning model.

## **Closing and Taps**

Students must be in their own unit areas at closing and in their own room at taps. Closing is at 9:50 p.m. on Sunday through Thursday nights and 11:00 p.m. on Friday and Saturday unless otherwise posted.

## **Signing Out and In**

All students must sign out and in for themselves as they leave and return to their living units during CQ and when leaving campus on permit, leave, or walking to town. CGA will sign out at the kiosk for on-campus sign outs or to walk to town, or with the adult on duty in her dorm for permits or leaves. CMA cadets will either sign out with their counselor or with the OC.

## **Guests**

Students are required to introduce their guests, including alumni, to appropriate faculty/staff on duty (Residential Directors, chaperones, BI). Guests should register at Main Guard at the start of each visit. In such cases, all Academies’ rules apply, and the students may not leave campus and members of the opposite sex are not allowed inside dorms or barracks. Students are required to introduce their guests, including alumni, to appropriate faculty/staff on duty (Resident Director, chaperone, BI). Guests are not allowed for overnight stays.

## **Travel and Permits**

### **Bus Sign Up:**

Students must sign up for leave buses when submitting their leave information. Buses service Chicago, Indianapolis, and South Bend. There is an additional charge for those signing up past the deadline (\$25), and space for late sign-ups is not guaranteed. Students are expected to ride the Academies’ transportation to and from the airports when flights allow.

### Missed Vacation Bus:

Students who arrive late at O'Hare and Midway Airports and miss the Academies' chartered transportation are encouraged to use United Limo service to South Bend Airport in South Bend. Coach USA runs a shuttle bus to South Bend every one-two hours. At O'Hare Airport, Coach USA boards outside at the Bus Shuttle Center, and at Midway Airport, it boards just east of door M1. There is a cash fee to use the bus service. Upon arriving at the South Bend Airport, students will need to arrange for a taxi to drive them to Culver. No shuttle service is offered from Indianapolis or South Bend. Students arriving late from either of these locations will need to arrange for a taxi to transport them to Culver.

### Leaves

Leaves shall be determined and granted at the discretion of the Student Life staff. When students leave campus for a weekend, a leave request must be submitted and approved by the resident director or counselor in CGA and the counselor in CMA. Other than school vacations, the following is a list of the types of leaves:

#### Weekend Leave (WEL):

1. Normally, WELs begin after classes on Friday and end at 7:30 p.m. the following Sunday (12<sup>th</sup> graders in good standing and not accompanied by underclass students may remain on an approved WEL until 9:30). WELs may be granted for shorter time periods as well.
2. Students may request leave on weekends when no classes or special programs are scheduled and may be granted leave only if they have no duty or responsibility to perform on campus.
3. Students on WEL may not return to campus during the course of a WEL. Once a student returns to campus, the leave terminates.
4. Normally, WELs will not be granted on special weekends such as Fall and Spring Parents' Weekend, CAR/CWC and Alumni Reunion Weekend. To help students adjust to boarding school life, WELs normally will not be granted to new students until after fall break.
5. A WEL may be denied if the counselor feels that being away from campus at that particular time may hinder the student's progress.
6. When on WEL, students must wear the designated uniform to Culver events they may choose to attend even if they are off campus.
7. Approval for leave is granted by the student's counselor (CMA) and resident director (CGA). If an absence from class is requested, approval must also be secured from Student Life in consultation with Academic Affairs.
8. Students are normally allowed one WEL per term. During the fall and spring parade seasons, CMA cadets may normally miss only one parade per season due to WEL.
9. Students may depart and return in Culver appropriate civvies.

#### Overnight Leave:

Overnight leave is used when a student will be off campus for **one weekend night overnight** with someone other than their own parent and will return prior to their first obligation the following day (including Spiritual Life Services and Inspection).

- Overnight Leave requests must be submitted by the Wednesday prior to the requested leave using Orah and must be approved by the student's parents and host prior to departure.
- Students must check out with the adult on duty leaving and check in when they return.
- You may leave on Overnight Leave in uniform, approved civilian attire, or Reg Rec.
- While on Overnight Leave, you are expected to remain under the supervision of your host.
- Your Overnight Leave ends when you return to campus, and students must change into the uniform of the day.
- There is no limit to the number of Overnight Leaves a student can take in a term, but Overnight Leaves cannot be taken back-to-back: only one per weekend (Friday or Saturday night).
- Each host family student is authorized to bring one additional student with them on Overnight Leave. A family with two enrolled Culver students could have a total of four students at their house for an Overnight Leave, including their two children.
- Overnight Leaves expire before the student's first obligation the following day.



**Parental Overnight Leave (PONL):**

You may be granted a PONL to stay with your own parent(s) in the vicinity of Culver without having previously submitted a WEL request. Approval is granted in CGA by the resident director and in CMA by the Officer in Charge. A Friday PONL terminates at closing on Saturday, unless you have obligations on campus, in which case the leave terminates upon return. A Saturday PONL terminates Sunday in time for Chapel/Mass, inspection, parade (CMA), or other obligations. Exceptions may be granted at the discretion of the Deputy Commandant or Assistant Dean of Girls. Students may depart and return in Culver appropriate civvies. PONL is leave over one night.

**Medical Leave (MDL):**

Request for a MDL is initiated by parents through the Health Center when a student needs to be off campus overnight or longer for medical or dental reasons. Approval is granted by the Health Center. Students should sign out and return via the Health Center. When returning to campus, students should provide medical documentation from their doctor. In some cases, approval from the Academies' Medical Director may be required for a student to return to campus.

**Leaves Requiring Absence from Class:**

Class attendance is critical for academic success. When a student misses class for any reason, he or she loses valuable instructional time, as well as the opportunity to process the material covered in class.

However, the school recognizes that class absences are sometimes unavoidable. Leaves of absence, school-sponsored travel, or illness may result in missed class. A leave of absence will be granted to a student upon the request of his/her parent or guardian, provided the parent or guardian has discussed the ramifications of the leave with the student's counselor and secured appropriate approval from the Academic Advising Office. See Chapter 2 for specific protocol.

**Procedure for Applying for Leaves:*****Students will:***

1. Plan well ahead. The leave request must be submitted by the Wednesday afternoon preceding the planned weekend leave. Vacation leaves will have established due dates announced by the Student Life staff.
2. Include specific times and flight/bus information if applicable.
3. Supply parental consent unless departing and returning with own parents.
4. Provide host information when submitting leave request. Host will confirm the invitation through the automated message.
5. An invitation and itinerary is needed from a college official if visiting a college.

**Procedure for Leaving: Students must:**

1. Check out with resident director in CGA or at Main Guard in CMA, and sign back in upon return. The person signing-out a student on leave must be 21 years old. If the student departs by bus or taxi, there must be an adult 21 years old or older to assume responsibility at the travel destination.
2. Travel by the means indicated on leave request. Students who depart or return by means other than those approved will be subject to corrective action.
3. Wear civilian attire which appropriately represents the student and Culver. The Commandment and Dean of Girls may prescribe standards for such attire.
4. Students unavoidably delayed in returning from vacation or leave must call the resident director, counselor, or the Officer in Charge. A message transmitted from a third party is unacceptable.

**Other Leave Conditions:**

1. Leave requests submitted after Wednesday will be considered late and may not be approved.
2. Unapproved early departures or late returns are subject to corrective action.

3. Academies' rules apply to all students while traveling on leave.
4. The person signing out a student assumes responsibility for the entire period of absence of the student. Culver reserves the right to deny any leaves that do not meet the leave stipulations or concern the staff.

**Permits:** Except as noted below, a student is required to have a properly approved permit whenever departing campus during the day or evening. Exceptions are as follows:

1. Sponsored group trips when the trip list or memorandum authorizes the absence.
2. Visits to the town of Culver when it is on limits.
3. Supervised team/group activities.
4. Permits over the lunch period during the class day, provided faculty call the Student Life Office for approval.
5. Visits to faculty homes bordering the immediate campus grounds (North Terrace, Academy Road, and the faculty apartments to the west of the Dining Hall), provided the student properly signs out. When visiting a faculty home, students may wear regulation recreation attire as long as the visit does not include other stops beyond the faculty member's home.
6. Permits may be approved in accordance with parental permission on file. Parents may authorize permits with individuals in any or all of the following categories: 1) family members over 21 years of age, 2) parents of other Culver students, 3) Culver faculty/professional staff. Exceptions may be made only in cases where parents speak directly with the staff person granting the permit. All of the Academies' rules apply while students are on permit.

#### **Permit Procedures:**

##### **In CGA students must:**

Ask the resident director or adult on duty to approve the permit request.

1. Sign out and leave the approved permit with the staff person on duty.
2. Depart as approved and return as approved, on time.
3. Wear Dress or Daily uniform.

##### **In CMA cadets must:**

Ask the Officer in Charge, counselor, or Military Mentor to authorize the permit. (In the absence of the Officer in Charge, the Officer of the Day/or Sergeant of the Guard may sign the permit for a cadet to go off-campus with his own parents/guardians, but only when the individual is present at Main Guard).

1. Sign out and in at Main Guard with the OC or duty officer. The adult taking the student must sign the log in document, and the duty will sign the cadet out on Orah. The Cadet must check in at Main Guard when he returns, so Orah is updated.
2. The uniform for permits is the uniform of the day.

#### **Town Privileges:**

Guidelines for visiting town are as follows:

1. Students are to wear proper daily attire.
2. Students are to sign out at the kiosk and are encouraged to walk with another student.
3. Students are to walk on sidewalks and paths not on private property. The wooded and lake areas on either side of the paths are off limits.
4. Private homes, condominiums, motel rooms, and other rented rooms are off limits unless a student has a permit approving such destinations.
5. All rules of the Academies apply while in town. Failure to exercise town privileges responsibly may result in loss of the privilege.

### **Approved Days for Town Privileges:**

The following privileges apply to students in good standing in terms of citizenship. Check the weekday or weekend schedule for exceptions to the following:

Saturdays: 9:00 a.m. to 8:00 p.m. (All students)

Sundays: CGA 12:30 p.m. to 8:00 p.m., CMA 1:30 p.m. – 8:00 p.m.

Wednesdays: After classes to 7:30 p.m. (special privilege for 11<sup>th</sup> and 12<sup>th</sup> graders)

Fridays: After classes to 8:00 p.m. (special privilege for CGA prefects and CMA sergeants and above)

**Note:** In the spring and fall, return times will change to ensure students are back on campus before dark.

**Recreation Building:** The McMillen Athletic Center is open to students for athletic purposes until 8:00 p.m. Sunday through Thursday and until 9:30 p.m. Friday and Saturday, except on those evenings when contests are being held. Students attending athletic contests are to wear the attire of the day.

### **Limits**

#### **Beason Hall:**

Beason Hall is used only by seniors, first classmen, faculty and alumni. Underclassmen are not permitted in or on the grounds of the facility under any circumstances. Underclassmen found in Beason Hall or on the grounds outside of Beason Hall will be considered off limits. All seniors/first classmen are to guard against such occurrences. Seniors/first classmen who allow underclass students to enter Beason will be banned from the facility. The entire Beason Hall area (building, porch, and lawn) is off limits to students on Citizenship Warning or Full Restrictions. New 12th graders and post-grad students are not allowed in Beason until the completion of the first term.

#### **First Class Ring:**

The First Class Ring is off limits except to 12th graders. Unless directed otherwise, 12th graders may use the ring during recreation period through 8:00 p.m. Sunday through Thursday and throughout the day until 8:00 p.m. on Friday and Saturday. Note: The First Class Ring is off limits to new 12th graders during the first term.

#### **Day Limits:**

Day limits exist between 7:30 a.m. and 8:00 p.m. (6:00 p.m. October through March), except during the academic day, when students remain in the main campus area. See the map for general descriptions of these limits.

([See Map](#))

#### **Night Limits:**

Night limits are in effect between 8:00 p.m. (6:00 p.m. October through March) and 7:30 a.m. Among other areas, the lakefront, “The Field,” and areas north of the Dining Hall are off limits at night, except for students coming or going to extracurricular commitments. Students are to wear the uniform (civvies for CGA on Saturday night) after 7:00 p.m. See the map in the appendix for general descriptions of these limits. ([See Map](#))

#### **Sunbathing Limits:**

Sunbathing is confined to the lakefront field area between the Naval Building and the First Class Ring or in front of Benson and Linden/Ithaka. It is not allowed during the class day. Students are to wear shoes and a T-shirt or suitable cover-up when going to and from the sunbathing area. Girls will not wear two-piece swim suits or shorts with halter tops or sports bras. Boys will have a shirt and shorts on at all times. Students are not to enter other campus buildings while dressed for sunbathing. ([See Map](#))

**For reasons of safety, students are not to be in the following places:**

**Construction Areas:** off limits at all times.

**Trail to Town:** woods and lake on either side of trail are off limits.

**Out of Living Units:** off limits from closing until 7:30 a.m.

**Roofs of All Buildings:** off limits at all times.

**Facilities Buildings:** off limits at all times.

**Woodcraft Camp:** off limits, except with authorization.

**Woods Behind Boat Sheds:** off limits at all times.

*For reasons of safety, students may be in the following places only with permission/authorization:*

**Bird Sanctuary:** with authorization from a faculty or staff member.

**Classrooms:** to be used for academic purposes only, unless prior permission for other use has been granted.

Class buildings are off limits after the class day unless meeting with a teacher(s).

**Elevators in Campus Buildings:** off limits for all but those whose physical capacity prevents the use of stairs.

**Eppley Auditorium:** off limits after class day or weekends unless a scheduled activity is taking place.

**Faculty Homes:** off limits except by the invitation of faculty member; permit is necessary except to homes that are immediately adjacent to campus.

**Faculty Quarters on Campus:** off limits except by the invitation of faculty member, and always off limits after taps.

**Golf Course:** off limits except to those with authorization to play golf.

**Lake Maxinkuckee and Piers:** off limits except for authorized recreational swim and authorized fishing or use of boats.

**Naval Building:** off limits at all times unless attending a scheduled meeting or event.

# Chapter 8: Technology at Culver

## Shared Culver Resource

### Help Needed

### Student ID Cards

### Network and Data Security

### Academic Use

### Responsible Use Policy (RUP)

## Responsible Use

### Laptop Repairs

### Privacy and Liability

### Equipment

### General Use

In keeping with the Academies' mission "to educate students for leadership and responsible citizenship in society," Culver provides access to a variety of technology tools for students to achieve excellence in their academic endeavors through innovation, collaboration, and communication. These tools include the Culver network, tablets, software, cameras, projectors and many others.

## **Shared Culver Resource**

While you are encouraged to make full use of these tools for a variety of academic and Culver- related projects, you are also responsible for using the technology with respect and care, understanding that the technology is a shared resource and the property of Culver Academies. As a shared resource, you can understand that Culver educational and business activities have clear priority over your personal use. In order to protect the health of the resources, the Culver Technology Department has the right to routinely monitor usage and report suspected misuse to Student Life, who will determine appropriate consequences in keeping with Culver's Citizenship and Discipline (Ch. 4, Student Handbook).

## **Help Needed**

In the event that your computer or other Culver Technology is not operating correctly or is in need of repair, you are responsible for taking it to the Service Desk (1st floor of Huffington Library). You can also use the online Webhelp [culver.org/webhelp](http://culver.org/webhelp) to report problems and request assistance for technology needs.

## **Student ID Cards**

A student ID card will be issued to each student at the start of the school year. Replacement ID cards can be obtained from the IT Service Desk (located in the Lay Center) for a \$10 charge.

## **Responsible Use**

By using your computer, you agree to sign the Responsible Use Policy (see statement below), acknowledging your responsibility to understand the expectations listed in this chapter and to strive to uphold them. As with all activities at Culver, the Culver Honor Code and Code of Conduct apply to your use of technology. The following expectations are in place to protect not only your privacy and liability, but also the health of the network, equipment, and data. Your goal in using the technology should be to achieve a high level of success in whatever academic or Culver-related endeavor you pursue during your time at Culver.

## **Laptop Repairs**

In the event that your computer or other Culver technology is not operating correctly or in need of repair, students are responsible for taking it to the IT Service Desk (located in the Lay Center). Students can also use the online IT Helpdesk website [helpdesk.culver.org](http://helpdesk.culver.org) to report problems and request assistance for technology needs.



The laptop is on lease from a third party, and therefore, must be maintained in good working order. In the event that there is damage to the laptop, the repair will be performed or another working laptop will be issued to the student. **Students will be billed for the repair part(s), at cost.** Examples of things that would result in student charges include cracked LCDs, scratched LCDs, broken/cracked corners due to being dropped or carried without a case, lost AC adapter or case, stickers, vandalism/ink, liquid damage, and other accidents or negligence resulting in damage to the laptop. Part replacement costs range from \$25-\$1400. Culver aims to teach students how to become responsible leaders, including respect for property provided for their academic and personal use.

### **Please read carefully**

The following activities are not permitted and, depending on severity, could result in corrective action rising to the level of a Type 1 offense resulting in Citizen Probation or dismissal (see Ch. 4).

## **Privacy and Liability**

- Sharing of your ID/password or using someone else's ID/password
- Displaying, sending, or creating offensive messages or pictures.
- Harassing, bullying, insulting, and/or attacking others using the technology
- Electronic trespassing (unauthorized entry)
- Misrepresentation when setting up or using an account and/or theft of material in violation of copyright and/or licensing laws
- Inappropriate sexual behavior (includes displaying, creating, or sending messages or images)
- Compromising the welfare and/or reputation of the Culver Academies through inappropriate behavior

## **Network and Data security**

- Streaming audio or video for non-academic purposes during academic hours. Academic hours are considered Monday through Friday, 8:15 a.m. – 3:30 p.m., Sunday through Thursday, 7:30 a.m. – 10:00 p.m. (CQ – study time).
- Bypassing the network filters (this threatens the security of the entire network)
- Any attempt to harm or destroy data
- Connecting unauthorized devices to the Culver Network.

## **Equipment**

- Damaging or attempting to damage the technology

## **Academic Use**

- Repeated classroom misconduct including use of Culver Technology to access non-academic resources during the academic day
- Honor violations of cheating or plagiarism
- Using Culver technology for non-Culver commercial purposes

## **General use**

- General misconduct or use of inappropriate language online
- Accessing non-academic sites during study time

You will sign the following Responsible Use Policy before you receive your computer. A digital copy is retained on file for your time at Culver.

## **Responsible Use Policy (RUP)**

1. I understand that Culver Academies technology and related educational and business records belong to The Culver Educational Foundation.
2. I am responsible for understanding Ch. 8 “Technology at Culver” of the Student Handbook and commit myself to abide by its guidelines.
3. I also understand that if I fail to follow the guidelines, I will be held accountable with the appropriate disciplinary action spelled out in the Student Handbook. I may also experience the following:
4. My access privileges may be cancelled
5. My use of Technology may be restricted or denied
6. I may face legal action if the damage is severe enough



# Chapter 9: Leadership

|                                                |                                                  |                                                   |
|------------------------------------------------|--------------------------------------------------|---------------------------------------------------|
| <a href="#"><u>CGA Prefect System</u></a>      | <a href="#"><u>Qualifications</u></a>            | <a href="#"><u>CGA Honor Council</u></a>          |
| <a href="#"><u>Senior Advisory Board</u></a>   | <a href="#"><u>Common Council</u></a>            | <a href="#"><u>Leadership Suspension</u></a>      |
| <a href="#"><u>Dormitory Committee</u></a>     | <a href="#"><u>Leadership Induction Oath</u></a> | <a href="#"><u>Loss of Leadership</u></a>         |
| <a href="#"><u>Informal Leadership</u></a>     | <a href="#"><u>CGA Crest</u></a>                 | <a href="#"><u>Drill Team</u></a>                 |
| <a href="#"><u>Equestriennes</u></a>           | <a href="#"><u>CMA Corps of Cadets</u></a>       | <a href="#"><u>The New Cadet System</u></a>       |
| <a href="#"><u>First Year</u></a>              | <a href="#"><u>Leadership Periods</u></a>        | <a href="#"><u>Requirements of Cadet Rank</u></a> |
| <a href="#"><u>Second Year</u></a>             | <a href="#"><u>CMA Leadership</u></a>            | <a href="#"><u>Branch Insignia</u></a>            |
| <a href="#"><u>Third Year</u></a>              | <a href="#"><u>Wearing Cadet Rank</u></a>        | <a href="#"><u>Rank Insignia</u></a>              |
| <a href="#"><u>Fourth Year</u></a>             | <a href="#"><u>Promotion</u></a>                 | <a href="#"><u>Reduction of Rank</u></a>          |
| <a href="#"><u>Restoration of Rank</u></a>     | <a href="#"><u>Saluting</u></a>                  | <a href="#"><u>Reporting</u></a>                  |
| <a href="#"><u>CMA Honor Organizations</u></a> | <a href="#"><u>CMA Diversity Council</u></a>     | <a href="#"><u>CMA Common Council</u></a>         |

In keeping with its mission “to educate students for leadership and responsible citizenship in society,” Culver places a high premium on leadership training gained in the classroom, in living units, and in extra-curricular activities. As team members first, it is expected that Culver students learn to work well with others by demonstrating commitment, respect, and support of each other. When leadership needs arise, they have the opportunity to step up and help the group or organization move forward towards its goal. Central to each student’s development is the practice of citizenship and leadership within the residential community comprised of co-ordinate systems uniquely designed for girls and boys.

## CGA Prefect System

In carrying out the Culver Mission, the CGA leadership system allows for practical application of important life skills through a participatory, collaborative community-based model. Once inspired by the prefect concept of student government in the public schools of Great Britain, the prefect system uses a committee structure that parallels democratic government to support Culver values. The committee framework and a developed organizational structure give students a variety of opportunities to serve as citizens and leaders within the school.

The CGA mission is to educate and inspire young women through a developmental leadership and life skills curriculum designed to prepare them as leaders within the Culver community and for their future lives in an ever- changing global world. The information that follows in the CGA section of this chapter provides a broad overview of the CGA leadership development program. A more detailed account of the system and the specific leadership positions involved may be found in the CGA Student Leadership Information and Position Guidelines manual.

### **The goals of the Prefect System are:**

- To increase self-awareness
- To build self-confidence and develop one's own voice
- To foster a sense of connectedness and appreciation for the communal good
- To empower young women to lead and make a difference in the lives of others
- To establish a solid foundation for leadership in the global world

In the broadest concept of leadership, a Prefect should uphold the integrity and traditions of the Academies with dignity, good humor, and sustained effort in all ways, at all times, and in all places. Prefects support rules and regulations, and serve on various committees providing them with extended experience in the responsibility and exercise of leadership. A leader's responsibility is not limited to the specific duties of her position. Girls who are not currently assigned a formal position are encouraged to meet these expectations. In preparation for serving as leaders within CGA, all girls attend leadership and life skills development workshops. The leadership and life skills curriculum is developmental by grade and aligned with the academic leadership curriculum. Through this instruction, as well as observation, practice, and reflection, girls learn leadership and life skills that they will use as they assume leadership positions within the prefect system and throughout life. Leadership comes from the inside out and is behavior that does not require a position or title.

In addition to the developmental progression of leadership and life skills training girls receive, there is also a distinct progression to the practical aspects of the CGA Prefect System as outlined below:

- Freshmen (and other girls new to Culver) learn how to take care of themselves, how to follow, and how to be positive contributors to their dormitories and CGA. Freshmen can demonstrate leadership in the classroom, on the field, through committee work, and throughout campus. We would like for our Freshmen to experience the joy of serving others and learn followership in their first year.
- Sophomores continue to learn how to care for themselves, as well as beginning to care for others and put others first. They serve as a Big Sister or mentor for another girl(s), may assume some introductory leadership responsibility within the dorm, and may demonstrate leadership in the classroom, on the field, through committee work, and throughout campus. Sophomores are responsible to act as excellent followers, but also are responsible for helping out the Freshmen class and ensuring they are acclimating to Culver well. Sophomores continue to experience the joy of serving others.
- Juniors continue to care for others in an expanded role by serving in formal leadership positions and working within the CGA committee structure. They also demonstrate leadership in the classroom, on the field, through committee work, and throughout campus to Freshmen and Sophomores and others, as Culver expects leadership behaviors to become a part of who they are. Juniors also begin thinking about and laying the groundwork for their Senior Service Project.
- Seniors assume responsibility for the care of all the girls while serving in or out of leadership positions, chairing committees, and overseeing the CGA Prefect System. Seniors model the leadership behaviors and hold their fellow students accountable. Seniors complete a Senior Service Project, which offers them the unique opportunity to make a difference within the broader community and demonstrate leadership in an area that they find relevant and meaningful to them.

In order to give girls as many leadership experiences as possible, the school year is divided into three rotations approximately three months long and leaders assume new positions each rotation, with the exception of the Honor representative, who holds the position for the entire year.

Girls who successfully complete the leadership and life skills training process are eligible to be appointed or elected to prefect positions as juniors and seniors. Prefects are appointed at the discretion of the Dean of Girls with input from the CGA staff. A special application process is provided for new juniors and seniors each fall so that they may be eligible for leadership during the third rotation.



## Qualifications for juniors and seniors to hold leadership

1. Demonstrated ability to lead by example as evidenced by the candidate's citizenship record (no assignment to the citizenship ineligibility list).
2. Demonstrated ability to expend the time necessary for effective leadership as evidenced by the candidate's academic record (2.50 GPA or higher, with no F's) at the conclusion of each grading period and term.
3. Tenure at the Academies as evidenced by successful completion of the CGA Crest program.
4. Successful completion of Leadership Training.

## CGA Honor Council

The Honor Council administers the Honor Code within CGA. It consists of one elected Honor Representative from each dorm. The Honor Council is an integral part of Culver's student-run Honor system, and the members of the Honor Council will hear all cases involving suspected honor offenses and make recommendations for their adjudication to the Dean of Girls. The Honor Council also educates the community about the Honor Code, leads new girls through Crest Training, and plans the CGA Crest Ceremony.

## CGA Council

The CGA Council is charged with promoting leadership, responsibility, unity, and morale in CGA. It provides an important student voice within the CGA government. The chairwoman will confer regularly with the Dean of CGA to provide open, two-way communication between the students and the Deans with the common goal of improving student life at Culver.

### Council Membership consists of the following students:

Council Chair, Senior Prefect, Aide to the Administration/Alumni, Diversity Chair, Honor Council Chair, Dorm Chairs, CWC Co-Chairs (1st and 2nd Rotation), Freshmen Life Skills Chair, Leadership and Life Skills Chair, Leadership Training Chair, Admissions Chair (1st Rotation), Communications Chair, Dining Hall Chair, Fine Arts Chair, Safety and Security Chair, Spiritual Life Chair, Sustainability Chair, Secretary of the Council, Class Presidents, and Faculty Advisors

## CGA Senior Advisory Board

This is a group of prefects, determined by their leadership position during a particular rotation, which the Dean of Girls may consult at her discretion regarding CGA issues or events. The Senior Prefect may also convene this group as needed. The SAB includes the Senior Prefect, Honor Chair, Aide to Administration, CGA Council Chair, Diversity Chair, and the eight Dorm Chairs.

## Dormitory Committee

The purposes of the dormitory committees are to create unity and pride in the dormitory, to plan dormitory functions, to assist dormitory residents in being successful residents of the school community, and to serve as a peer counseling group. The Dorm Chair will organize and promote the programs and assert the leadership that will promote excellence in her dormitory.

## Leadership Induction

This ceremony, conducted at the conclusion of the prefect training program, celebrates the transition of leadership from the outgoing prefects to the new prefects for the following academic year.

### New prefects take the following oath

*On my honor as a leader, I will strive to make ethical and responsible decisions, to support the rules and regulations, to care for others, to conduct myself with integrity, and to serve the community. These I pledge to do in the best interest of Culver Girls Academy and for those for whom I am responsible.*



This oath is renewed at the beginning of each rotation by all prefects assuming new positions.

## **Leadership Suspension**

Prefects may be suspended from leadership status for cause as determined and imposed at the discretion of the Dean of Girls.

Suspension means immediate removal from prefect responsibilities as determined at the discretion of the Dean of Girls, in consultation with the counselor, along with the loss of all leader privileges. Suspension may occur as a result of the following:

1. Failure to perform responsibilities and/or set an appropriate example as a prefect.
2. Assignment to the citizenship ineligibility list during a term.
3. An infraction, which, in the opinion of the Dean of Girls would make it difficult for a
4. student to lead effectively (Citizenship Warning always results in suspension).
5. A GPA below 2.7 at the end of a grading period or term; a failing grade always results in suspension.

Reinstatement following suspension will be determined at the discretion of the Dean of Girls when, in her opinion, it is clear that the standards for leadership have been met.

In the case of academic standards, mid-term grades may, at the discretion of the Dean of Girls, make a student eligible for leadership reinstatement.

A prefect found guilty of an honor violation is required to resign from her position, and her prefect status will be suspended.

## **Loss of Leadership for a single offense**

In the event a CGA prefect loses leadership due to a single offense, she will be placed on the citizenship ineligibility list for the term in question. This requirement may be waived at the discretion of the Dean of Girls with the advice of the CGA counselors. This allows restoration of all or a portion of the previously held leadership responsibilities four weeks following completion of the corrective action for the offense in question. The restoration of leadership is not automatic; it must be earned through actions and a positive attitude. CGA leaders serving in chair position will not be eligible for reinstatement into that position, will not be eligible for appointment to a new chair position or to participate in the Leader Charge.

## **Informal Leadership**

In the event that the number of eligible leaders is greater than the number of positions available, some girls will not be appointed to formal leadership positions. Leadership is a behavior that is still expected by our girls whether in or out of a formal position. When a student is not placed in a formal leadership role due to the limited number of formal positions, there is no loss of leadership privileges.

Students are not allowed to opt out of CGA's leadership program, although they may request to delay or postpone their obtainment of formal positions for a rotation, if, for example, they are very active in a leadership role on a sports or other team, find their academic load overly challenging, or other extenuating circumstances of the like. A student who requests the postponement of their consideration for a formal leadership position or a student who has been removed from a position for a rotation will lose leadership privileges. Any senior unwilling to fulfill her leadership responsibilities will lose senior privileges.

## **CGA Crest**

The fundamental themes of the CGA prefect system are represented in the CGA Crest. The symbols in the quadrants of the crest represent the following virtues:

- Oak leaf surrounded by chain — strength of friendship
- Star enclosed by wreath — service and success
- Broadswords and scales — strength and justice
- Open book flanked by torches — knowledge and tradition

The CGA Crest is awarded to new girls in a special ceremony normally held in January or February. This event symbolizes the conclusion of the new girls' formal orientation to Culver and is a ceremony officially welcoming them as full members of CGA. In order to qualify for their Crests, girls must successfully complete Crest Requirements and be in good citizenship standing for both the first and second term. For those who do not qualify initially, the CGA Crest may be awarded during the spring of the first year.

## **Drill Team**

The Drill Team is an honor organization for interested girls within CGA. To be eligible for membership, girls must meet the following requirements:

1. At least one semester of participation in the Drill Team;
2. A minimum GPA of 2.7 (with no F's) for the most recent grading period or term;
3. Maintain citizenship eligibility; and
4. Sufficient drill abilities to meet the demands of performances.

## **Equestriennes**

The Equestriennes is an honor organization for CGA students enrolled in equine science. To be eligible for membership, a rider must meet the following requirements:

1. One term of participation in equine science;
2. Minimum GPA of 2.7 in the most recent grading period or term (with no F's);
3. Maintain citizenship eligibility; and
4. Riding ability sufficient to meet the demands of performances.

## **CMA Corps of Cadets**

In keeping with the Academies' mission "to educate students for leadership and responsible citizenship in society" and CMA's mission "to educate, nurture, cultivate, train, and inspire cadets to become responsible citizens and servant leaders of character within the Culver Academies and beyond the Iron Gate," Culver places a high premium on leadership training gained in the classroom, in living units, and in extra-curricular activities. This section describes how leadership in the CMA Corps of Cadets plays a key role in this training.

### **The Value of a Military System:**

Culver believes that a military system is a particularly effective way to develop the values, attitudes, and personal characteristics that have been fundamental to Culver's mission since its inception in 1894. The purpose is not to prepare cadets for military service, but rather, it is to teach the meaning of commitment, responsibility, discipline, and hard work. Cadets must not only be ready to meet the added demands of cadet life, they also must be prepared to commit themselves to a challenging set of values: honor, duty, truth, and service.

Culver's military system is not just shined shoes, parades, and inspections; it is a way of life. The military program at Culver was instituted by its founder, Henry Harrison Culver, as a way of imparting the values of service, duty, and excellence to its students and as a means of developing responsible citizens and leaders of character for society. The challenges of this lifestyle are best described by the following:

### **THE SPIRIT OF CULVER**

*The hope to win, the zeal to dare, Contempt for what is base and mean; Pride in achievement that is fair,  
And high regard for what is clean: The strength that is in brotherhood, The courage that proclaims success;  
The will to strive for what is good, And, first and always, [excellence]. -- S.E. Kiser*

Broadly, the progressive lessons of Culver's military system seek to teach the following:

### **First Year**

New cadets learn to take care of themselves, to follow, and to become productive and contributing members of their units. Culver traditions are a large part of the teaching.

### **Second Year**

Cadets continue to learn to take care of themselves, and they are in official positions of leadership as they are assigned as team leaders to help the new cadets begin their journey through the Culver experience. Classroom teaching focuses on learning leadership skills. Residential life lessons reinforce taking care of oneself and preparation for increased leadership responsibilities during the second-class (junior) year.

### **Third Year**

From the lessons learned in the classroom and residential life setting, cadets are prepared, and expected, to assume responsibility for others as NCO leaders and principal assistants to unit leaders.

### **Fourth Year**

The culmination of Culver's system sees first-classmen (seniors) taking responsibility for the military system. The lessons involve the realization and culmination of their development as servant leaders of character within the Academies.

### **The New Cadet System**

The purpose of the New Cadet System (NCS) is to develop new cadets into disciplined, self-confident, and capable members of the Cadet Corps committed to the Cardinal and Culver virtues. The NCS focuses on teaching new cadets the skills and duties of a cadet, while helping him learn self-discipline; personal responsibility; justice; respect for himself, others, and proper authority; honor; selflessness; and teamwork. In seeking to accomplish this purpose, the New Cadet System also provides an opportunity for cadet leaders to exercise and improve their leadership skills.

The New Cadet System places new cadets in a position of special accountability to old cadets and requires certain actions of them not required of old cadets. The New Cadet System is applicable for all or part of the first year a cadet is at Culver regardless of his academic year entry. It consists of five phases, normally ending for each new cadet sometime in the spring, based upon his performance.

**Phase I, Orientation** – normally lasts 4-5 days and is intended to introduce new cadet candidates to the CMA military system, standards, and expectations. New cadet candidates are taught and shown how to be and live as CMA cadets, and they are given inspections and performance evaluations to allow them to demonstrate they have learned the lessons, understand the expectations, and are able to perform to standard in all areas of cadet life. Orientation culminates with new cadet candidates earning their New Cadet Collar Insignia and being promoted to New Cadets.

**Phase II, Basic Formation** – normally lasts eight weeks and is the most rigorous phase, when new cadets learn respect for authority, teamwork, responsibility, basic skills and duties, and the self-discipline to manage time and act under pressure. The intent for this phase is to help the new cadets learn all that they must in order to be able to succeed in Phase III and successfully pass their Branch Insignia Boards. During this phase, the onus of teaching will be on the cadet chain of command, and the onus of learning will be on the new cadet, with the cadet chain of command being responsible to ensure each new cadet learns all that he can. The focus of this phase is a sustained introduction to the Culver Code of Conduct to assist the new cadets to learn it, understand it, and begin adopting it as a way of life. This phase will start for all new cadets at a time specified by the Commandant (normally at the beginning of the academic year) and will end by order of the Commandant (usually just prior to fall break).

**Phase III, Advanced Formation** – lasts from the end of Phase II until each new cadet's invitation to his Branch Insignia Board and is somewhat more relaxed in terms of requirements but nevertheless continues the process of new cadet development in a fairly structured system. Some of the requirements of Phase II are lifted, as the new cadet has an opportunity to show more individual responsibility and initiative. During this phase, the onus shifts to the new cadets, as they strive individually to learn the information necessary to pass their boards, demonstrate to the unit's old men that they are ready to become full members of the unit, and persuade the old men that they would be good and contributing members of the unit. After having been taught by their chain of command during Phase I, the new cadets must now take the initiative and continue their own development by actively seeking out information on their own and showing the unit's old men that they are ready for full membership in the unit. This phase culminates with a new cadet being invited to Phase IV, Branch Boards.

**Phase IV, Boards** – branch boards is a process where the new cadet must demonstrate the skills learned within his unit. It consists of inspection and knowledge, culminating in an appearance before a board of his unit leadership.

Upon successful completion, he earns his unit Branch Insignia. This phase is intended to be concluded for all new cadets by spring break, but each new cadet's individual level of effort, ability, and desire will determine the specific completion date for them.

Upon successful completion of his Branch Insignia Board, he is recognized at a Corps formation (Phase V). The new cadet has all the privileges of an old cadet, but still is responsible for specified new cadet duties. Specific requirements of Phases I and II of the NCS and of the Branch Insignia Board are published by the Commandant in a Cadet SOP. Any attempt by old cadets to violate either the letter or the spirit of these provisions is a serious offense, which is subject to corrective action, including the possibility of dismissal.

### **CMA Leadership (CMA Regulation 3-2)**

Leadership in the Cadet Corps is based on a military system, which brings greater responsibility and a broader sphere of influence with each promotion. The purpose of the system is to provide leadership experience and to develop servant leaders of character in a progressive manner.

### **Branch Insignia and Eligibility for Promotion**

A cadet becomes eligible for promotion once he has earned his Branch Insignia, which signifies full membership in the Corps of Cadets and his unit. The Branch Insignia is earned by passing a series of basic and specialty tests over information designed to orient the new cadet to Culver and to the particulars of his branch of the Corps, whether it be the Artillery (Battery A, B, C); Infantry (Company A, B, C); Troop (Troop A, B); or Band. It culminates in a Branch Insignia Board conducted by senior cadet leaders.

### **Leadership Periods**

The school year is divided into two periods of the same length during which Cadet Officers serve in various positions. Cadet Non Commissioned Officers have the school year divided into three periods of roughly equal time to serve in various NCO positions.

Normally, cadets rotate from one position to another as the periods change. The purpose is to give as many eligible cadets as possible different types of leadership experiences during the course of the year.

Rank during the leadership periods is as follows:

Cadets earn rank by assignment to positions, or on merit, following a period of time and successful completion of positions. The following is a general list of positions, and ranks normally assigned. The ranks listed are based on class. The CMA Regulation 3-2 is the source document for all promotions.

| <b>Unit Positions</b>   | <b>Period<br/>Normal Rank</b> |
|-------------------------|-------------------------------|
| Unit Social             | LCPL, CPL                     |
| Unit Athletic           | LCPL, CPL                     |
| Unit Academic           | CPL-SSGT                      |
| Unit Clerk, Unit Guidon | PFC, LCPL                     |
| Unit Branch Insignia    | SGT-LT                        |
| Squad Leader            | CPL, SGT                      |
| Team Leader             | LCPL, CPL                     |
| Unit NCO                | CPL, SGT                      |
| Unit Stable NCO         | SGT                           |
| M & A NCO               | SGT                           |
| Platoon Sergeant        | SGT, SSGT                     |
| Operations Sergeant     | SGT                           |
| First Sergeant          | SGT                           |
| Platoon Leader          | SSGT, 2d LT                   |
| Executive Officer       | LT                            |
| Unit Commander          | LT                            |

### **Battalion Positions**

|                               |               |
|-------------------------------|---------------|
| Sergeant Major                | SGT           |
| Adjutant                      | SSGT, LT      |
| Supply NCO/OFF                | SGT, SSGT, LT |
| Operations Officer/MT Officer | SSGT, LT      |
| M & A NCO/Officer             | Cpl-LT        |
| Stable NCO/Officer            | Cpl-LT        |
| Commander                     | LT            |

### **Regimental Positions**

|                            |          |
|----------------------------|----------|
| Regimental Color Guard     | CCPL     |
| Sergeant Major, Operations | SGT      |
| Sergeant Major, Color      | SGT      |
| Sergeant Major             | SGT      |
| Regt Regt Staff Positions  | SSGT, LT |
| Aide to the Administration | LT       |
| Adjutant                   | CPT      |
| Commander                  | CPT      |

## **Wearing of Cadet Rank and Acting Insignia**

All wear the insignia of their current position and/or rank on the sleeves of their Dress A and their fatigue jacket, on the right-hand collar of their Duty A and B uniform, and on the epaulets (Officers) or lapels (NCOs) of their overcoats or raincoats.

### **Cadets will use the following collar insignia to denote their position and/or rank:**

- 3 diamonds — Senior Cadet Captain and Regimental Commander
- 2 diamonds — Regimental Adjutant or Battalion Commander
- 1 diamond — Unit Commander
- 1 diamond (gold) — Platoon Leader or Unit Executive Officer
- 3 Pips — members of the Regimental Staff
- 2 Pips — member of the Battalion Staffs
- 1 Pip (silver) member of the unit staff (gold) — special unit staff (Non leader billet)
- CSM Chevron — Regimental SGM (specific type depends on which RSM position held)
- SGM Chevron — Battalion or Squadron SGM



- 1SG Chevron — Unit 1st Sergeants
- E7 Chevron — Unit Operations Sergeants
- SSGT Chevron — Staff Sergeants

### **CMA Regimental Organization Diagram - see appendix**

#### **Carrying of Swords and Sabers:**

Only Commissioned Officers may carry a saber. The following promoted NCOs may carry a sword while serving in the temporary sword bearing position: All Sergeant Majors, Unit 1st Sergeants, and Unit Operations Sergeants.

#### **Wearing of Wraps:**

Except as noted below, the only cadets authorized to wrap are Officers and all sword- bearing Sergeants. Acting officers will wear the accouterments of their actual permanent rank. Acting sword-bearing sergeants will carry a sword, will wrap, and will wear a white sword sling.

#### **Exceptions to this policy include the following:**

- Members of the Regimental Color Guard may wrap while functioning in that capacity.
- Members of an Honor Organization may wrap while performing with their Honor Organization.

### **Minimum Requirements for Cadet Rank**

To be eligible to hold rank above private, a cadet's most recent grading period and term grades must be as indicated below:

I & II - 2.70 GPA, no F's III & IV - 2.40 GPA, no F's

All classes - Satisfactory citizenship without assignment to the citizenship ineligibility list

To be eligible for *promotion* to the rank of staff sergeant or above, or to the position of sword-bearing sergeant, a cadet must have a term GPA of 2.7 or above (with no F's) and maintain satisfactory citizenship without assignment to the citizenship ineligibility list for the most recent grading period and term. All recommendations for promotion that fail to meet these standards are subject to the discretion of the Commandant. Cadet officers will be temporarily reduced in rank to the grade of sergeant or below if their citizenship or GPA slips. Any cadet, regardless of rank will be reduced to the grade of private if his citizenship places them on the citizenship ineligibility list.

### **Promotion**

The CMA promotion process is intended to recognize cadets for outstanding performance and also to provide leadership opportunities for cadets within the Corps of Cadets. Promotion procedures and selection of cadets for promotion will be determined at the discretion of the Commandant of Cadets with input from the Leadership Selection Board. At least one cadet will serve on all Leadership Selection Boards at the battalion/squadron and regimental levels. All promotions are subject to review and are effective only by approval of the Commandant.

1. Promotion for the ranks of Private through SSGT may be earned by cadets as individuals and occur in accordance with CMA procedures. These promotions are based on the assessments and recommendations for the cadet chain of command and adult leaders.
2. Promotion to the ranks of Private through Staff Sergeant require that cadets meet the minimum GPA requirements and are designated as "Citizenship Eligible", as well as participate in the Culver Fitness Test, and pass the Promotion Eligibility Test.
3. Special eligibility requirements beyond the minimums exist for the ranks of Staff Sergeant through LT/CPT, recognizing the increased responsibility that comes with service at these ranks.
4. Promotion to officer rank is a special procedure, as it represents the elevation of one to an exemplar status within the Corps and at

5. Culver, and requires one to be appointed to the rank by the Head of Schools and the Commandant of Cadets. Because it is an appointment, there are special eligibility requirements beyond those required of Staff Sergeants and above to acquire and retain officer rank. To be promoted to officer rank and/or to retain officer rank, a cadet cannot have committed either a Type I offense or an Honor offense during his 1st class year. Additionally, he has to PASS the Culver Fitness Test and the Promotion Eligibility Test.
6. A cadet holding officer rank who commits either a Type I or II offense or an Honor offense is required to resign his commission and is no longer eligible to hold officer rank.
7. A 1st class cadet who is not an officer and who commits either a Type I offense or an Honor offense is no longer eligible for promotion to officer rank.
8. In both cases, the highest rank that a cadet who commits either a Type I offense or an Honor offense during his 1st class year is eligible to hold is that of SSGT (subject to the Commandant's discretion).

## **Reduction of Rank**

Cadet rank may be reduced one or more grades/ranks for cause as determined and imposed at the discretion of the Commandant of Cadets. Reduction means immediate loss of current rank and privileges. Loss of position may also occur. Reductions may be temporary or permanent. In the case of temporary reductions, the Commandant may restore the rank at his discretion. Permanent reductions move the cadet to the lower rank. He may earn future promotions in accordance with normal procedures. Reduction may occur as a result of the following:

1. Failure to perform responsibilities and/or set appropriate examples as a leader.
2. Unsatisfactory citizenship (as indicated above).
3. An infraction which, in the opinion of the Commandant, would make it difficult for a cadet to lead effectively (Citizenship Warning always results in suspension).
4. Failure to maintain academic standards as indicated above; a failing grade always results in rank reduction.
5. A cadet found guilty of an honor violation is required to resign his commission.

## **Restoration of Rank**

1. Cadets who have been reduced may be returned to all or part of their previously held rank as follows:
2. Temporary reductions: as determined by the Commandant.
3. Reductions for failure to maintain academic standards: mid-term grading period may on the recommendation of the counselor make a cadet eligible for restoration. The Commandant has final discretion.
4. Loss of rank due to a single offense: the citizenship requirement for rank may be waived at the discretion of the commandant with the advice of the CMA Promotion Board to allow restoration of a portion of the previously held rank four weeks following the completion of the corrective action. The restoration of rank is not automatic; it must be earned through actions and a positive attitude.

## **Saluting**

When a Cadet is in full uniform and covered, he will render the proper hand salute, accompanied by a the verbal greeting of the day to military personnel, in uniform or civilian attire, or "Good Morning/Good Evening, Sir/Ma'am" to other adults, such as the Head of Schools and for all uniformed faculty members. The salute will be held until the salute has been returned, or acknowledged, if the recipient is in civilian attire. Cadets will not be required to salute non-military faculty members, but will greet them using Sir/Ma'am as appropriate.

When under arms, the same procedures are to be followed, except that the cadet will render the appropriate rifle salute or present arms when they have a drawn saber. When at double time, the cadet will come to quick time and use the appropriate salute, then continue on his way at double time.

When in a group and not in formation, the first cadet to recognize any uniformed faculty officer will call attention, and all cadets in the group will salute. When in a formation, the cadet in charge will ensure that the unit is at attention, and he will salute for the group.

The proper distance to salute is about six paces. When out of doors and not in formation, a cadet will salute the Head of Schools and all uniformed faculty members in his current state of locomotion, (i.e., stationary if standing still and continuing to walk if walking). When out of doors and not in formation, a cadet will stop and salute when the national colors are passing. He will render his salute six steps before and hold it six steps after the colors have passed him. The salute will be rendered during the “National Anthem” or when “To the Colors” is played.

The basic rule for saluting is—when in doubt, salute.

## **Reporting**

When reporting to any faculty member or senior administrative official, a cadet knocks (if indoors), enters when told to do so (if indoors), salutes, and reports, “Sir (Ma’am), Cadet (rank) (name) reports.” A cadet will hold his salute until it is returned by the person to whom he is reporting. When departing, he will “Request permission to be dismissed” and salute. When permission is granted and the salute is returned, he drops his salute, does an about face and departs. NOTE: unless under arms, a cadet does not wear a cover indoors.

When a Faculty Member or Member of the Military Staff Enters a Room: When a faculty member/military staff enters a room, a cadet will stand at attention until the faculty member directs otherwise or leaves the room. In the event a number of cadets are present, the first cadet seeing the faculty member will call “Attention.”

## **Telephone**

Military courtesy should be closely adhered to by each cadet when he is using a telephone. When answering an official telephone, a cadet will respond politely by saying: “This is Cadet (name), Company A (or appropriate unit); may I help you?” When initiating a telephone call, each cadet should clearly state his name and unit prior to stating the purpose of the call.

## **CMA Honor Organizations**

To be eligible for membership in an honor organization, a cadet must meet specific requirements. Rules and requirements for Honor Organizations are covered by Standard Operating Procedure #8, which is separately published.

## **CMA Honor Council**

The Honor Council administers the Honor Code within CMA and is one of the most important entities within CMA. It consists of one elected Honor Representative from each unit. The Honor Council is an integral part of CMA’s cadet-run Honor system, and the members of the Honor Council will hear all cases involving suspected honor offenses and make recommendations for their adjudication to the Commandant.

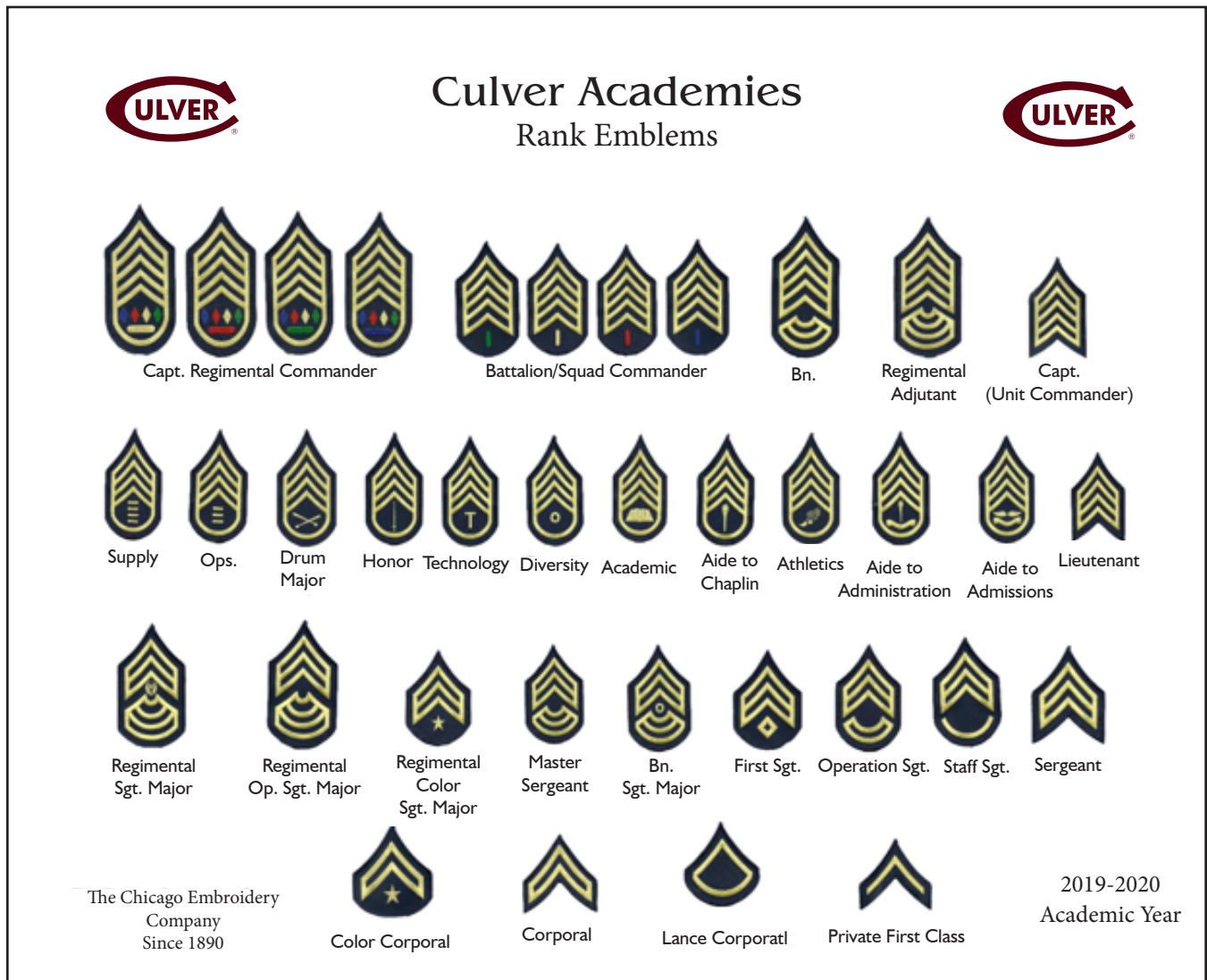
## **CMA Diversity Council**

CGA and CMA have a joint Diversity Council which consists of a Diversity Representative from each dorm/unit. The Diversity Council meets to address school-wide issues in diversity. The role of each dorm/unit Diversity Representative is to promote respect and appreciation for diversity among students.

## **CMA Common Council**

The Common Council serves as a link between the CGA and CMA leadership systems and the administration. Serving on the Common Council are each rotation’s Senior Prefect, CGA Council Chair, Diversity Chair and Regimental Diversity Officer, and the Honor Council Chair. For CMA, the representatives are each rotation’s Regimental Commander, Cadet Club Chair, and Honor Council Chair. The CMA/CGA Aides to the Administration serve as Co-Chairs.

## CMA Rank Insignia



**Gold Diamond:** Unit Executive Officer, Platoon Leader



**Silver Diamond:** Unit Commander



**2 Silver Diamonds:** Regimental Adjutant, Battalion Commander

 **Silver Pip:** Unit staff

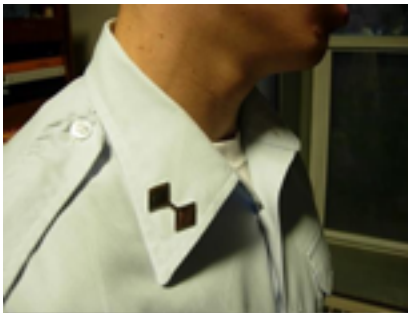
 **2 Silver Pips:** Battalion Staff

 **3 Silver Pips:** Regimental Staff

 **3 Silver Diamonds:** Regimental Commander

 **Gold Pip:** Unit level special staff (non leader billet)

#### Collar insignia



#### Branch insignia





# Chapter 10: Services and Facilities

## **Barber Shop:**

Located in the lower level of South Barrack. Hours will be posted on Barber Shop door.

## **Beason Hall:**

Beason Hall is the activities center for 12th-graders and post-grads in good standing. The Beason Board of Governors is responsible for planning activities.

**Culver Eagles Outfitters:** Culver Gear... it's all about traditions.

Culver Eagle Outfitters provides gift ideas for you, or that special person on your shopping list. Anytime of the year is a good time to provide someone with a quality, unique gift that says Culver! It is our goal to rekindle fond memories of your "Culver Experience." If you are not able to return to campus as often as you like, an item from the Culver Eagle Outfitters Online Store [culver.org/shop](http://culver.org/shop) is an excellent way to maintain your connection to Culver Military Academy, Culver Girls Academy and/or Culver Summer Schools & Camps.

The campus store also offers a wide variety of school supplies, personal care products, stationary/postage, as well as grocery store items from meals to Jeni's ice cream!

When you visit Culver Academies campus, please stop by the Culver Eagle Outfitters Store located in the lower level of the Lay Dining Center or the Museum & Gift Shop located in downtown Culver for additional Culver branded merchandise, apparel and gift items. Don't forget we now offer ordering online & pick-up in-store.

Visit [www.culver.org/shop](http://www.culver.org/shop) to order today!

Thank you for your continued patronage and support! Happy shopping!

## **Culver Eagle Outfitters Store**

1300 Academy Road #101  
(below the Lay Dining Hall)  
Culver, Indiana 46511  
574-842-8279

Winter School Hours (Subject to change):  
Monday-Friday 8:00 a.m. - 4:30 p.m.  
Saturday 9:00 a.m. - 4:30 p.m.  
Sunday Closed except special event weekends

## **Uniform Shop**

1300 Academy Road #105 (just south of route 10 on Academy Road)  
Culver, Indiana 46511  
574-842-7868

### *Hours:*

Monday-Friday 8:00 a.m. - 4:30 p.m.  
Saturday CLOSED  
Sunday CLOSED

## **Culver Academies Museum & Gift Shop:**

Located in downtown Culver, the Academies Museum & Gift Shop will take visitors on a journey through time by way of uniforms worn by cadets, midshipmen, Woodcrafters, and girls. You'll see how Culver has been viewed over the past century-plus, from the pages of renowned publications, to original novels centered around the school; from early sheet music and recordings of Culver's most memorable songs, to even Hollywood's silver screen. Go to [culver.org/museum](http://culver.org/museum) for more information.

## **102 South Main Street**

Culver, Indiana 46511  
574-842-8842  
Store Hours (Subject to change):  
Sunday - Thursday CLOSED  
Friday & Saturday - 10 am - 4 pm  
Monday CLOSED  
Tuesday - Saturday 10:00 a.m. - 4:00 p.m.  
Tours by appointment - 574-842-8842

## **Dry Cleaning:**

Facilities for dry cleaning are available at the Uniform Department. Students should identify each item with the proper tag, indicating name and living unit on each tag. A student must return the end stub of the tag to collect an item.

### *Hours:*

Monday - Friday 8:00 a.m. - 4:30 p.m.

## **Huffington Library:**

Available to students for study and research.  
*Hours:*  
Monday - Thursday 8:00 a.m. - 9:45 p.m.  
Friday 8:00 a.m. - 4:00 p.m.  
Saturday Closed  
Sunday 3:00 p.m. - 9:45 p.m.

**Lay Student Center:**

The Lay Student Center includes, Student Mail boxes, IT Help Desk, Common “Pit” Area, and a space with a ping pong table, pool tables, and board games where students socialize.

*The space for games is open:*

Monday - Thursday 5:00 - 8:00 p.m.

Friday 5:00 - 10:30 p.m.

Saturday 3:00 - 10:30 p.m.

Sunday 3:00 - 8:00 p.m.

**Post Office:**

The Academies Post Office is located in the lower level of the Dining Hall.

Packages can be retrieved from the Warehouse.

A student’s address should include the following:

Student Name / 1300 Academy Road # / Culver, Indiana 46511-1291.

*Post Office Hours:*

Monday - Friday 8:00 a.m. - 4:30 p.m.

*Warehouse Hours:*

Monday - Friday 7:00 a.m. - 4:30 p.m.

**Uniform Department:**

Students may purchase uniform items at the Uniform Department, which is located near the Facilities Department. Clothing items, shoes, and boots can be repaired and mended at the Uniform Department for a fee. Culver logo clothing is also available in the Uniform Department.

*Hours:*

Monday - Friday 7:30 a.m. - 4:30 p.m.

# Chapter 11: School Awards

## **CGA Dormitory Awards:**

1. The Benson Bowl: Presented by a former Culver cadet, The Benson Bowl is dedicated to the memory of Dean Ernest B. Benson—educator, administrator, scholar, friend—and is awarded to the dormitory in Culver Girls Academy having the highest academic achievement for the year.

## **CGA Individual Awards:**

1. The Superintendent's Bowl: Given by a former Culver cadet to the graduate of Culver Girls Academy whose leadership, example, influence, and total record of achievement have brought honor to The Academies and to herself.
2. The Mary Frances England Humanitarian Award: Given to that graduate of Culver Girls Academy who, by her acts, has revealed exemplary concern for others.
3. The Hughes Award for Cultural Concern: Given in honor of the late Arthur G. Hughes, first Chairman of the Fine Arts Department, to that graduating senior of Culver Girls Academy who has revealed exceptional concern for cultural life on campus.
4. The Donnelly Award: Given in memory of Alfred J. Donnelly, Culver's long esteemed teacher, counselor, and dean, to the graduating senior in the Culver Girls Academy who has attained the highest academic average during her final two years at Culver.
5. The Jane Metcalfe Culver Bowl: Presented to the graduating senior of Culver Girls Academy who has distinguished herself in scholastic and athletic achievements.
6. The Bertha L. Jones Award: Given to the junior girl who, by her outstanding constructive influence among her peers, has made a significant contribution to Culver Girls Academy.
7. Tiffany Powell Award: Presented to one CGA leader for demonstrated enthusiasm and success in academics, leadership, and athletics or the arts.
8. The Spirit of Culver Award: Presented to a senior member of CGA, who in the opinion of the CGA Student Life Staff, embraces the totality of her Culver experience.

## **CMA Unit Awards:**

1. Regimental Athletic Plaque: To the CMA unit with the greatest achievement in intramural athletic competition
2. The Silver Bowl: Given by E.R. Culver III '38 to the Culver Military Academy organization having the highest academic average for the year.
3. Young Trophy: Given to the organization with the highest Leadership class average for the year.
4. Jack Benjamin Miller Memorial Cup: for excellence in dismounted parading.
5. Van Schwartz Citizenship Trophy: for best citizenship for the year.
6. The Austin Trophy: to the best drilled Company in the Infantry.
7. Battery Merit Cup: to the best drilled Battery in the Artillery.
8. Kitts Memorial Trophy: to the best drilled platoon in the Troop.
9. Honor Unit Citation: to the unit winner of the year-long honor unit competition.
10. C.H. Ulmer Academic Achievement Award: to the unit that achieves the highest grade point average during each grading period.

### **CMA Individual Awards:**

1. YMCA Cup: to the cadet who, in the opinion of the faculty, best exemplifies the ideals of Culver.
2. Van Zandt Key: given by Richard K. Van Zandt '28 to that cadet who, by his effort and example, has increased an awareness among the Corps of Cadets of the importance of moral and spiritual values.
3. McDonald Award: given by E.C. McDonald '15 to the cadet who has exercised the greatest cultural influence on the Corps of Cadets this school year.
4. The Scholarship Medal: awarded to the cadet who has the highest academic average in his Second and First Class years.
5. The Chambers Award: given in honor of Cal C. Chambers '08 recognizing a First Classman for excellence in scholarship and athletics.
6. Cadet Club Medal: to the cadet in the First Class who, by vote of the Cadet Club, is considered to have exercised the most constructive influence in the Corps of Cadets.
7. The Colonel George T. Gunston Medal: most military artilleryman in the First Class.
8. U.S. Cavalry Commandment's Leadership Award:
9. outstanding First Class Trooper.
10. The Bleakley Saddle: presented each year to the Squadron Commander.
11. Albert Lawrence Kurtz Memorial Award: best all- around Infantry Cadet below the rank of cadet captain.
12. Most Efficient Cavalry Officer
13. Most Efficient Artillery Officer
14. Most Efficient Infantry Officer
15. Edward T. Tilley Memorial Saber: most outstanding Second Classman in the Artillery.
16. Frank H. Wesson Saber: most outstanding Second Classman in the Cavalry.
17. Colonel C.F. McKinney Saber: most outstanding Second Classman in the Infantry.
18. Colonel Robert Rossow Award: best all-around Second Classman in the Cavalry.
19. Colonel George T. Gunston Medals: to the most military artilleryman in the Second, Third and Fourth Class.
20. James T. Hatfield/Class of 1922 Award: most outstanding Third and Fourth Class new Trooper.
21. Thomas Hyde Medal: best New Cadet in the Infantry.
22. Excellence in Manual of Arms Award
23. Guardsman of the Year Award: to a member of the Honor Guard for his leadership and all-around excellence.
24. Association of Military Colleges and Schools in the U.S. Award: To an outstanding graduating cadet.
25. Gordon Hugh Campbell Band Medal: To the best all-around new cadet in the Band.
26. M. Chris Bechtle Memorial Saber – To a 2nd classman who demonstrates a quiet but strong and well respected leadership style, who has shown courage under adversity and exhibits compassion for others.
27. Robert O Kime Memorial Saber – To the rising senior who embodies the traits of service, gratitude and a dedication to building bonds throughout the school and the community.
28. The Steeley Saber - The Steely Sabre award is presented to the rising RAdj, a 2nd class cadet, who demonstrates the characteristics of leadership: honor, integrity, humility, and service, all of which were exhibited so well by Colonel Carl V. Steely.

## Departmental awards at the end of the school year:

### Athletics:

1. Outstanding Sportswoman of the Year (CGA)
2. Outstanding All-Around Athlete (CMA)
3. National Scholar Athlete Award
4. Outstanding Swimmer Award (CGA)
5. Tyson Memorial Cup (Swimming, CMA)
6. James A. Henderson Hockey Award (CMA)
7. Joseph O'Flaherty Track Award (CMA)
8. The Culver Girls Academy Crew Award
9. Gordon Graper Crew Award (CMA)
10. Captain Short Memorial Saber (Fencing)
11. Elizabeth B. Warner Tennis Award (CGA)

### English:

1. Walter G. Roberts Award (9th-grade)
2. The Mack S. Rau Award (10th-grade)
3. The Brown University Award (11th-grade)
4. The C.S. Young Award (12th-grade)

### Fine Arts, Dance:

1. The Shelley Speet Mills Dance Award
2. The Virginia Bays Dance Award

### Fine Arts, Music:

1. Arion Award
2. W.J. O'Callaghan Music Award
3. John P. Sousa Band Award (CMA)
4. Josh Logan Musical Award
5. Louis Armstrong Jazz Award

### Fine Arts, Theater:

1. Collins-Rea Award
2. Charles C. Mather Award

### Foreign Language:

1. John Fraser Roos Award (Latin)
2. Martin A. Uebel Award (German)
3. John R. Mars Award (Spanish)
4. Burton L. Curry Award (French)

### History:

- A.E.K. Cull Award

### Horsemanship:

1. Outstanding Horsewoman Award
2. Fleet Cup (CMA)
3. Best Equestrienne (CGA)
4. Col. Charles Maull Jr. Memorial Award
5. Most Valuable Polo Player
6. Most Improved Polo Player
7. Jack W. Warner Award (jumping)
8. Collett V. Smith Memorial Trophy (rough riding)
9. Chittin Crop (CMA Fourth Classman)

### Journalism:

1. Franklin D. Schurz Jr. Journalism Award
2. Vedette Pen
3. Roll Call Editors Award

### Math/Science:

1. Science Medal (12th-grade)
2. The Walter W. Strait Memorial Award (11th- grade, science)
3. Rensselaer Mathematics and Science Award (11th-grade)
4. The Raymond K. Walmoth Award (9th or 10th grade)
5. Mathematics Association of America Award
6. Indiana Council of Leaders of Mathematics Outstanding Achievement Award

### Others:

1. Fred C. Koch Award (arts and science)
2. Xerox Award (humanities and social sciences, 11th-grade)
3. Student Activities Award (12th-grade, student activities)
4. William I. Koch '58 Award (member of graduating class for teamwork)



# Chapter 12: Glossary

**A.D:**

All Duty. To be confined to the Health Center.

**A.C.T.**

American College Testing. Assessment for admission to college.

**Acting:**

A temporary assignment of leadership responsibility.

**Arch:**

Wrought-iron arch set up at graduation ceremonies. Only a graduating senior girl may go through The arch (CGA).

**Beason:**

The senior activities center. A gift of Ross Beason in memory of his son, who was killed in World War II.

**Beason Park:**

Elvira Beason Memorial Park, donated by Ross Beason for retreats for summer and winter school students.

**BHTs:**

Branch Insignia of the Black Horse Troop (CMA).

**BI:**

The faculty supervisor on duty in the living units throughout the evening in CMA. Referred to as “DS”—dorm supervisor—in CGA.

**Black striper:**

A cadet who fails to earn his Branch Insignia(CMA).

**BRC:**

Used for “breakfast” originally Breakfast Roll Call.

**Brush shine:**

Well-blackened shoes shined with a dauber, cloth, or brush. CMA norm for personal inspection and day-to-day wear.

**CBs:**

Branch Insignia of the Culver Battery (CMA).

**CEF:**

The Culver Educational Foundation.

**CGA Drill Team:**

Honor organization for girls interested in precision drill formations.

**Cit Pro:**

Slang for “Citizenship Warning.”

**CMs:**

Culver Musicians, Branch Insignia of the Band (CMA)

**CP:**

Class period

**Closing:**

That time of the evening when students are to be in their living units for the remainder of the night.

**Comment Sheets:**

Written by instructors to parents at the middle of each term and by counselors to parents at the end of the term.

**Concert Series:**

A funded program which brings a variety of theatrical and musical performers to campus.

**CRs:**

Branch Insignia of the Infantry Battalion (CMA); stands for Culver Rifles.

**Culvers:**

Small insignia (a replica of the varsity letter) worn on the lapels of the Dress A, awarded for physical fitness (CMA) score of 180-239

**Culvers With Wreath:**

Enhanced Culvers insignia for cadets scoring 240-300 on the Culvers test (also known as Super Culvers).

**Daily Room Inspection:**

A brief inspection to check room conditions.

**DC:**

Disciplinary confinement.

**DHO:**

Duty Hall Officer, the cadet responsible for study conditions in a given hall of a CMA barrack.

**DISA:**

Department of International Student Achievement

**Disciplinary Committee:**

Faculty/student committee which hears serious student discipline cases.

**Dorm Aide:**

The prefect responsible for study conditions and accountability.

**DRC:**

“Lunch” originally Dinner Roll Call.

**Eagle:**

The school mascot.

**Electronic Progress Report (EPR):**

Academic progress or concerns written by instructors and sent to the counselor.

**Equestriennes:**

Honor organization for girls in equitation (CGA).

**Evening Study Hall:**

A supervised study environment outside of the living unit.

**Fall Ball:**

Dance held on Fall Festival weekend.

**The Field:**

Grassy area on the lakefront used for recreation.

**Final Formation:**

Graduation ceremonies.

**First Classman:**

A senior cadet (CMA).

**Four-Gun Drill:**

The honor organization of the Culver Battery (CMA).

**Fourth Classman:**

A freshman cadet (CMA).

**Full Wrap:**

A sash (blue, red, yellow or green) worn by First Class officers for ceremonies, special formations, and guard duty (CMA).

**G.I.:**

General inspection. A formal inspection held to determine room conditions and personal appearance (CMA).

**Guidon:**

A small parade flag that identifies each unit when it marches in formation (CMA).

**Hall Officer:**

A cadet officer or NCO who is responsible for the room conditions, discipline, and well-being of the cadets on his hall (CMA).

**Honor Guard:**

The honor organization of the Infantry Battalion.

**Iron Gate:**

An actual iron gate set up at the final formation as a symbol of graduation. Only a graduating Culver cadet may go through the Iron Gate (CMA).

**Lancers:**

Honor organization for the Troop.

**Lancer Band:**

The honor organization of the Band unit (CMA).

**Lay Student Center:**

Student activity center located in the lower level of the H Ward Lay Dining Center.

**Leader Charge:**

CGA Leadership Ceremony held at Fall Ball and Final Ball.

**Logansport Gate:**

A gate presented by the city of Logansport in appreciation for the service rendered by Culver cadets in their rescue of flood victims in 1913. Located on Academy Road.

**Main Guard:**

A detail of cadets assigned during the weekends, Friday after school thru Sunday at closing, with headquarters at the Message Center in Sally Port to supervise school activities, run errands, take messages, and direct visitors (CMA).

**Make Order:**

The promotion order (CMA).

**Non-reg:**

Term describing attire that is inappropriate or non-regulation.

**O.C.:**

Officer in Charge, a faculty officer who supervises the guard (CMA) and represents Student Life during off hours.

**Officers' Figure:**

Formal military ceremony held at Fall Ball and Final Ball.

**Open C.Q.:**

Open call to quarters. A time when students may be absent from living units.

**Oval:**

The lawn near the flagpoles, just east of North and East barracks.

**PDA:**

Public display of affection, inappropriate conduct which draws attention from others.

**PI:**

Personal inspection, a daily, brief inspection to check room conditions and personal appearance (CMA).

**Prefect:**

CGA leadership term identifying dorm and campus positions.

**Quill:**

The literary magazine of the school written by students.

**R&E:**

Excused from ranks and exercise due to sickness or physical disability.

**Regiment:**

The Corps is organized as a regiment of three cadet battalions (CMA).

**Reg Rec:**

Approved attire for recreation wear.

**Retreat:**

A ceremony at which the Corps and spectators pay respect to the American flag as it is lowered.

**Ring Ceremony:**

At Final Ball the official time at which juniors are “ringed” by a senior or an alumni of their choice.

**Roll Call:**

The Culver yearbook.

**Rotation:**

A temporary assignment of leadership responsibility in the Girls Academy (CGA).

**Saber:**

The traditional edged weapon carried by cadet officers as a symbol of office (CMA).

**Sally Port:**

The portal which is part of the Administration Building and Military Activities between North and East Barracks.

**Second Classman:**

A junior cadet (CMA).

**Senior Waltz:**

Traditional dance at Final Ball.

**Snack Shack:**

The student fountain and grill located lakeside between Library and Math/Science building.

**SOPs:**

Standard Operating Procedures.

**Spit Shine:**

Shoes polished to a high shine with moisture and black shoe polish. Required for General Inspections (CMA).

**Stick:**

A report for a violation of the regulations (CMA).

**Stick Sheet:**

A reporting form for minor violations.

**SRC:**

“Dinner” originally Supper Roll Call.

**Stripes:**

The chevrons worn on the uniform to denote rank or years of service (CMA).

**Student Records Committee:**

Faculty committee which reviews academic and citizenship records of students.

**Sword:**

The straight-edged sword carried by sword-bearing sergeants or corporals as a symbol of office (CMA).

**Taps:**

A bugle call signifying lights out and time for bed.

**Third Classman:**

A sophomore cadet (CMA).

**Uniform of the Day:**

Required dress announced daily (CMA).

**UDO:**

Unit duty officer, the cadet responsible for study conditions on a given night in CMA. Dorm Aide is the CGA counterpart.

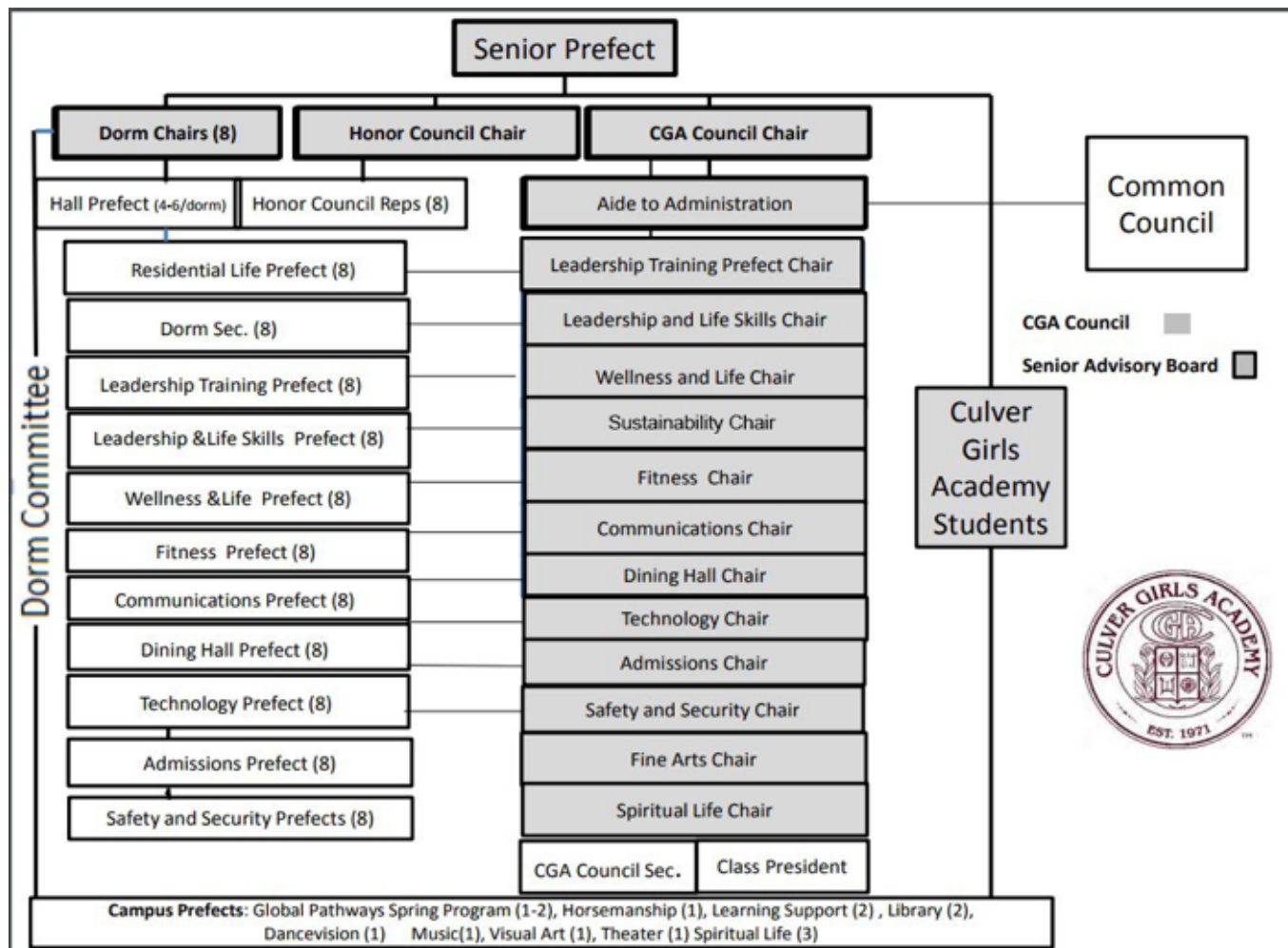
**Vedette:**

The student newspaper.

# Appendix

CGA Organizational Chart  
CMA Organizational Chart  
Campus Map

## CGA Organizational Chart



# CMA Organizational Chart

SY 2019-20

## ORGANIZATION OF THE CORPS

FIRST ROTATION

REGIMENTAL COMMANDER -  
REGIMENTAL ADJUTANT -  
RSM -  
ROPS SGM -  
RCSM -  
ROPS -

### Regimental Special Staff

Administration Aide-

Athletic Aide-

Religious Life Aide-

Sustainability Aide -

Supply/Safety Aide -

Admissions/Alumni Aide

Diversity Officer

Drum Major -

Honor Rep. -

Alumni/Admissions Aide -

INF BN CMDR  
BN ADJ  
BN SUPPLY  
BN Athletic  
BN Academic  
BN ARMORY  
BN OPS  
BSM

ARTY BN CMDR  
BN ADJ  
BN SUPPLY  
BN Athletic  
BN Motor Pool  
BN Cannoneer  
BSM

SQDN CMDR  
SQDN ADJ  
SQDN SUPPLY  
M&A OFFICER  
SQDN ATHLETIC  
SSM  
SQDN STABLE  
SQ ACADEMIC

| CO A CMDR | CO B CMDR | CO C CMDR |
|-----------|-----------|-----------|
| NO        | NO        | NO        |
| 1SG       | 1SG       | 1SG       |
| OPSGT     | OPSGT     | OPSGT     |
| 1 PLT LDR | 1 PLT LDR | 1 PLT LDR |
| 2 PLT LDR | 2 PLT LDR | 2 PLT LDR |
| PLTSGT    | 3 PLT LDR | PLTSGT    |
| PLTSGT    | PLTSGT    | PLTSGT    |
|           | PLTSGT    |           |
|           | PLSGT     |           |

| RTV A CMDR | RTV B CMDR | RTV C CMDR |
|------------|------------|------------|
| NO         | NO         | NO         |
| 1SG        | 1SG        | 1SG        |
| OPSGT      | OPSGT      | OPSGT      |
| 1 PLT LDR  | 1 PLT LDR  | 1 PLT LDR  |
| 2 PLT LDR  | 2 PLT LDR  | 2 PLT LDR  |
| 3 PLT LDR  | 3 PLT LDR  | 3 PLT LDR  |
| PLTSGT     | PLTSGT     | PLTSGT     |
| PLTSGT     | PLTSGT     | PLTSGT     |
| PLTSGT     | PLTSGT     | PLTSGT     |

| TROOP A   | TROOP B   | BAND CMDR               |
|-----------|-----------|-------------------------|
| NO        | NO        | NO                      |
| 1SG       | 1SG       | 1SG                     |
| OPSGT     | OPSGT     | OPSGT                   |
| 1 PLT LDR | 1 PLT LDR | 1 PLT LDR               |
| 2 PLT LDR | 2 PLT LDR | 2 PLT LDR               |
|           |           | 3 <sup>rd</sup> PLT LDR |
| PLTSGT    | PLTSGT    | 1 PLTSGT                |
| PLTSGT    | PLTSGT    | 2 PLTSGT                |
|           |           | 3 PLTSGT                |



## Daily Schedule

|                                                | Monday                              | Tuesday                             |
|------------------------------------------------|-------------------------------------|-------------------------------------|
| 7:20 - 8:20 AM                                 | Personal Inspection and Breakfast   | Personal Inspection and Breakfast   |
| 8:30 - 9:55 AM                                 | A Block                             | B Block                             |
| 10:05 - 11:30 AM                               | B Block                             | C Block                             |
| 11:40 AM - 1:40 PM<br>(Lunch Block)            | C Block                             | D Block                             |
| 1:50 - 3:15 PM                                 | D Block                             | A Block                             |
| 3:15 - 4:00 PM                                 | Advising and Mentoring              | Academic Help                       |
| 4:15 - 6:00 PM                                 | Authorized Activities and Athletics | Authorized Activities and Athletics |
| 6:00 - 8:00 PM<br>(Dinner 5:00 - 7:30)         | Open Activity Period                | Open Activity Period                |
| 8:00 - 10:00 PM<br>(Quiet hours begin at 7:00) | CQ                                  | CQ                                  |
| 10:00 - 11:00 PM                               | Closing at 9:50 pm                  | Closing at 9:50 pm                  |

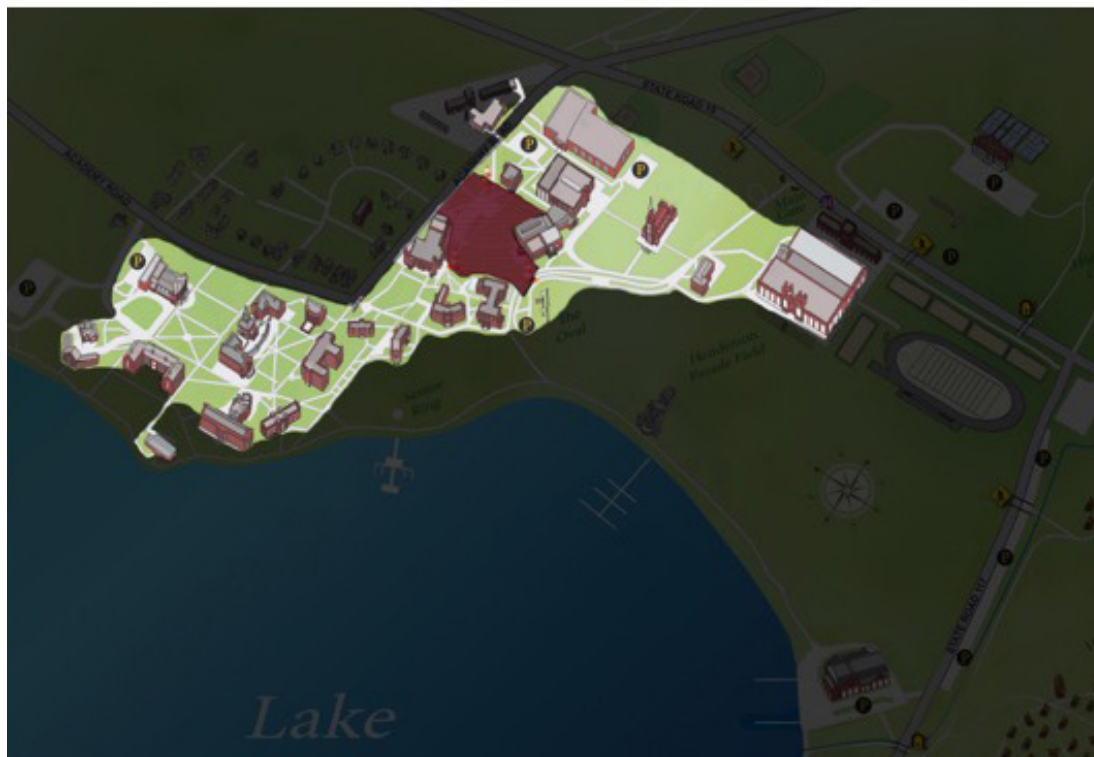
|                                                | Wednesday                           |
|------------------------------------------------|-------------------------------------|
| 7:20 - 8:20 AM                                 | Personal Inspection and Breakfast   |
| 8:30 - 9:15 AM                                 | A Block                             |
| 9:25 - 10:10 AM                                | B Block                             |
| 10:20 - 11:05 AM                               | C Block                             |
| 11:15 AM - 12:00 PM                            | D Block                             |
| 12:00 - 3:15 PM<br>(Lunch Block)               | Student Life Programming            |
| 3:15 pm - 3:45 PM                              | All School Meeting                  |
| 4:15 - 6:00 PM                                 | Authorized Activities and Athletics |
| 6:00 - 8:00 PM<br>(Dinner 5:00 - 7:30)         | Open Activity Period                |
| 8:00 - 10:00 PM<br>(Quiet hours begin at 7:00) | CQ                                  |
| 10:00 - 11:00 PM                               | Closing at 9:50 pm                  |

|                                                | Thursday                            | Friday                              |
|------------------------------------------------|-------------------------------------|-------------------------------------|
| 7:20 - 8:20 AM                                 | Personal Inspection and Breakfast   | Personal Inspection and Breakfast   |
| 8:30 - 9:55 AM                                 | C Block                             | D Block                             |
| 10:05 - 11:30 AM                               | D Block                             | A Block                             |
| 11:40 AM - 1:40 PM<br>(Lunch Block)            | A Block                             | B Block                             |
| 1:50 - 3:15 PM                                 | B Block                             | C Block                             |
| 3:15 - 4:00 PM                                 | Academic Help                       | Academic Help                       |
| 4:15 - 6:00 PM                                 | Authorized Activities and Athletics | Authorized Activities and Athletics |
| 6:00 - 8:00 PM<br>(Dinner 5:00 - 7:30)         | Open Activity Period                | Open Activity Period                |
| 8:00 - 10:00 PM<br>(Quiet hours begin at 7:00) | CQ                                  |                                     |
| 10:00 - 11:00 PM                               | Closing at 9:50 pm                  | Closing at 11:00 pm                 |

## Campus Map



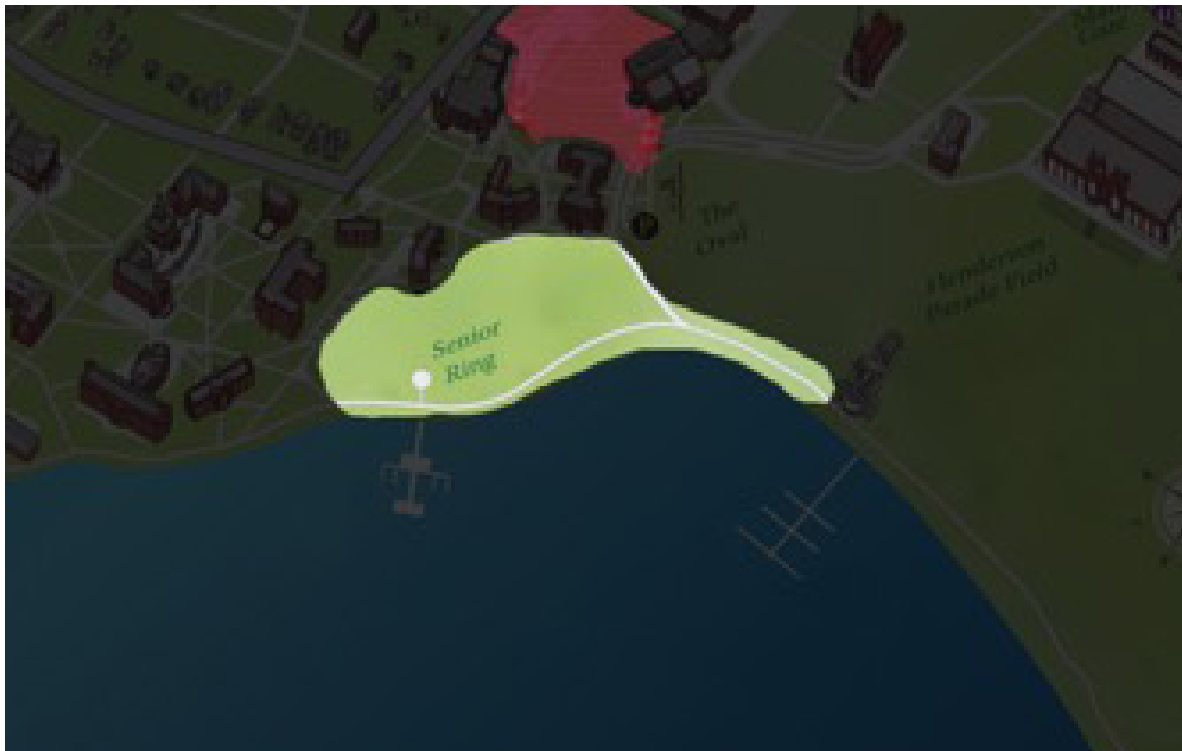
## Class Limits



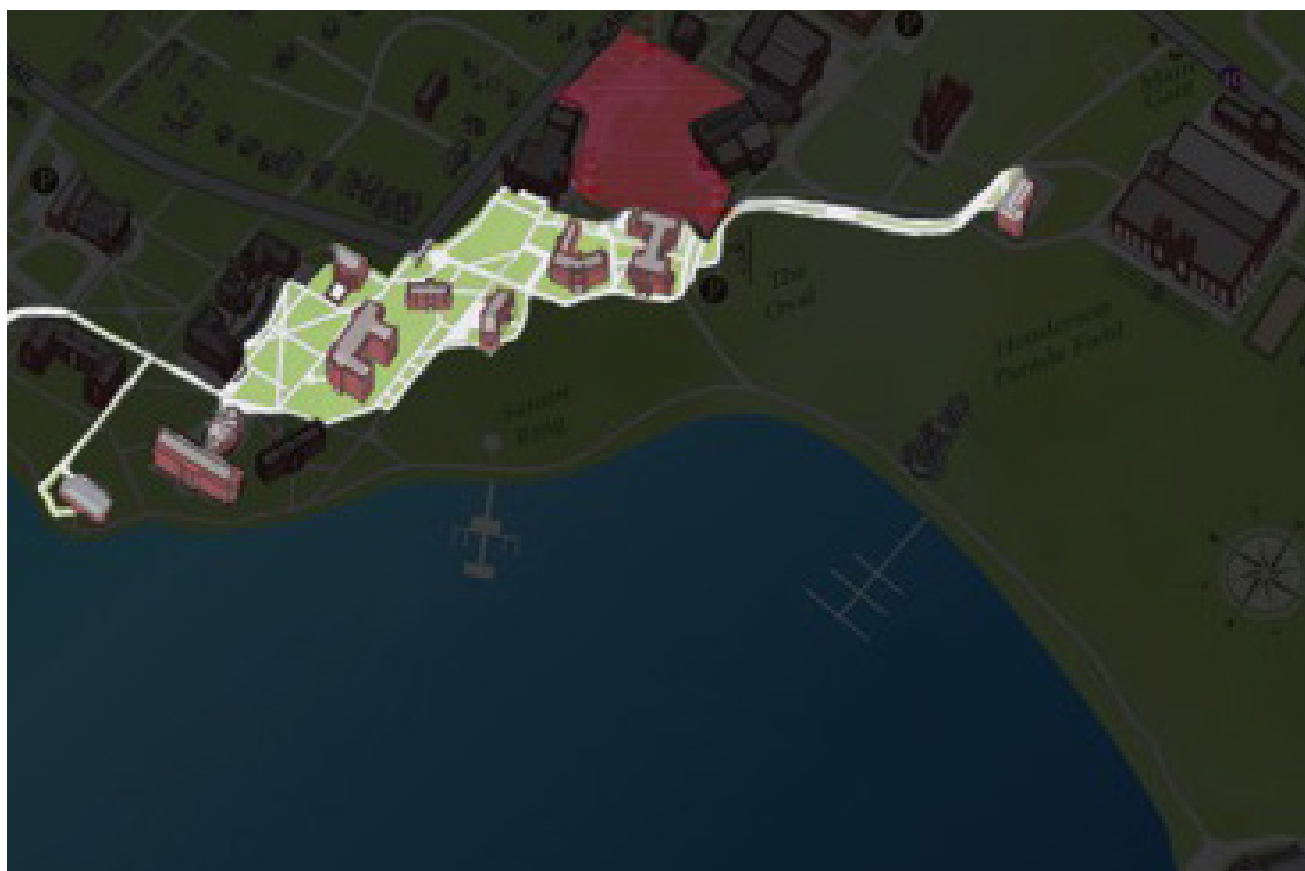
## Day Limits



## Sunbathing



## Night Limits



*Information in this handbook is subject to change*