



Matriculation Guide

Matriculation is the reception and enrollment of cadets for the spring term. It is critical that matriculations be handled efficiently and effectively for all parties involved. This guide is intended to facilitate a smooth and efficient matriculation process for everyone involved.

Hargrave's current COVID posture is mask optional based on CDC guidelines and recommendations. COVID guidelines (including mask requirements, testing, etc.) are subject to change per CDC guidance, Virginia Department of Health guidelines, and local conditions. In the event testing is necessary as determined by CDC guidance, Virginia Department of Health guidelines, or the academy's nursing staff; testing costs (\$25) will be billed to the student's account.

Matriculation for New Cadets is January 8th at 9 AM.

Matriculation Route - Parents and students will follow the route listed below, and will visit all stations, even if the item was completed online.

- **Station 1 – Admissions, Davenport Admin. Center, Camden Hall:**
 - Check-in and Welcome!
 - Parents receive your matriculation routing form
 - Verify submission of all enrollment paperwork
 - Receive Cadet's name tag.
- **Station 2 – Business Office, Davenport Admin. Center, Camden Hall:**
 - Verify completion of student contract, student funds form, and payment
- **Station 3 – Infirmary, Room 106, Cosby Hall:**
 - Submit all medications to the nursing staff
 - Verify Consent to Treat and School Doc account completion.
- **Stations 4-6 may be completed in any order**
 - **Station 4 – IT and Marketing, English Lounge, Camden Hall:**
 - Receive email and Wi-Fi credentials, review Honorable Use Policy
 - Introduction to Waldo photo sharing, the Hargrave mobile app.
 - **Station 5 – Academics, English Lounge, Camden Hall:**
 - Parents and students will verify course enrollment.

- **Station 6 – Athletics & Activities, English Lounge, Camden Hall:**
 - Parents and students will verify sports enrollment
 - Student Activities Overview.
- **Station 7 - Military Department, Parents' Council, Military Lounge, Cosby Hall:**
 - Review operations and costs of HMA transportation services
 - All students will turn in their cell phones
 - All students will receive their room assignments.
- **Station 8 - Parents' Council, Military Lounge, Cosby Hall:**
 - Receive a good bag for your son from the Parent's Council.
- **Station 9 – Bag Drop Off and Room Check-in**
 - Retrieve your young man's belongings and take them to his assigned room
 - Complete the room acceptance form
 - Return to the military lounge

***** This is the time for students and parents to say goodbye as students will move to the Quartermaster station for uniform try-on, issue, etc.**

- **Station 10 - Quartermaster, Quartermaster Supply:**
 - Students will be issued all required uniform and basic issue items
 - Parents are not allowed in the Quartermaster area

*** The Military Department will provide the orientation schedule to each student on matriculation day.

Parent Orientation

- The parent orientation briefing will be held in the chapel at 11:30 AM
In the event matriculation finishes early, the parent orientation brief will be moved forward accordingly, and announcements will be made in advance.

2023-24 Pre-Matriculation Checklist

- Submit My Backpack Forms: Contract and Student Fund Form (Instructions on how to submit included below)
- Submit permission slips/release forms (PDF forms emailed to you) to Admissions at admissions@hargrave.edu
- Have a current (completed within the last 12 months) physical & current vaccinations, including meningitis. (optional physical form included)
- Have all medical documents ready to upload into SchoolDocs. (once enrolled, SchoolDocs account info will be emailed to you)

NOTES FOR CADETS ARRIVING ON CAMPUS UNACCOMPANIED BY A PARENT OR GUARDIAN

- If you'd like transportation to campus from a nearby airport or bus station, please contact Ms. Barbara Loney (loneyb@hargrave.edu) to arrange for pickup. We offer transportation service for a nominal fee to Greensboro International Airport, Raleigh-Durham Airport, and Lynchburg Amtrak station. For more information, please refer to the "Cadet Transportation" page in the Military Packet of this document.
- In advance of your Cadet's arrival, please contact Bill Riddle in the business office (riddleb@hargrave.edu) to ensure your Cadet's account is current.
- In advance of your Cadet's arrival, submit your completed Matriculation Forms to the admissions office at admissions@hargrave.edu
- Please mail your Cadet's medication to the Hargrave Infirmary in advance of his arrival on campus. If necessary, you may supply your Cadet with no more than two days' worth of medication. As soon as he arrives on campus, he must deliver all medications to the Infirmary. (Failure to do so may be considered a violation of Hargrave's Drug and Alcohol Policy.) If you have any questions about this procedure, please contact our head nurse, Teresa Boelte (infirmary@hargrave.edu).
- Double check the "What to Bring" list included in this Enrollment Packet, pack up your Cadet's belongings, and send him off on a path of character development and success.

My BackPack Tips:

You should have already received a My BackPack Login. If you have not received one or need a password reset, please email the admissions office at admissions@hargrave.edu.

1. My BackPack portal: Go to www.hargrave.edu and click on "Parents"
2. Once logged in, click on "2023-24 Enrollment/Re-Enrollment".
3. At the bottom of the screen, "View Contract" to sign and submit contract.
4. Click on "Online Payment" to pay your deposit or additional payments.
5. On the bottom right corner, click "Additional Forms"
6. Fill out and submit your Cadet's Student Fund Form*.

What is the Student Fund Form?

This includes a damage deposit, optional allowance, and incidental account. The incidental account allows you to have a peace of mind. It covers field trips, uniform replacements, trips to the doctor, etc. The Business Office will call you if additional funds are needed.

Welcome to Hargrave's Online 2020-2021 Enrollment/Re-enrollment

Hargrave is pleased to offer the convenience of online enrollment/re-enrollment for our families. In addition to the online forms and contracts, you may also submit secure online payments. We hope you find this addition to our enrollment process beneficial. If you have any questions, please contact Peg Mayhew in the Business Office at 434-432-2576 or mayhewp@hargrave.edu.

Note: When navigating online enrollment, please do not use the back button in your browser. Note: Please review your selections before you submit your contract; you will not have another opportunity to review and make changes after you click "Submit."

Please follow the five steps below in sequential order to complete the enrollment process:

Step 1: Click on the **Review Profile** icon in the table (dashboard) below to review your family's official record for the school.

Upon review of your information, if any changes are needed, click the edit button in the upper right-hand corner and make your edits. Once your changes are made, or if no changes are necessary, you must first check the "My profile is updated" checkbox located in the upper right-hand corner and "Submit."

Step 2: Click each item on the links below or on the Additional Forms icon of the far right of the table (dashboard) to review the following information:

- Student Fund Form (Required for ALL non-US students)
- Electronic Payment Form (optional for monthly payment plan only)

Step 3: For each student listed below, click on the View Contract icon in the table (dashboard) below:

- Review your enrollment contract(s) and make the appropriate selections for Tuition Payment Plan.
- **Review your elections before you submit your contract; you will not have another opportunity to review and make changes after you click "Submit."**

5 Sign online:

- A signed contract is required for each student. By typing your name in the signature box on the online contract and submitting to Hargrave, you are agreeing to the terms of this legally binding contract.
- You will receive a confirmation email from Hargrave for each contract submitted. Please check your junk mail folder if you don't see the email(s) in your inbox.

Click on the Online Payment icon in the table (dashboard) below:

- Pay by American Express, MasterCard, Visa, and Discover card or by paper check (follow the online instructions).
- If paying by paper check, you will be prompted to print a payment voucher which can be mailed in with your paper check. If the payment voucher does not display properly, please disable your pop-up blocker and try again.
- If you pay online, you will receive a confirmation email (for the total deposit amount) from the Business Office. Please check your junk mail folder if you don't see the email(s) in your inbox.

Please Note: your enrollment is not complete and your student(s) will not be re-enrolled until your deposit has been received by Hargrave.

The **Review** check on the item listed on the table (dashboard) below submitted or completed.

View/Submit Contract



Enrollment

| Name | Next Year Grade | Status | Review Profile | View Contract |
|------------|-----------------|----------|----------------|---------------|
| [REDACTED] | 10 | Accepted | | |

Deposit & Payments



| Online Payment | Deposit Received Date |
|----------------|-----------------------|
| Pay | N/A |

Student Fund Form



| Additional Forms |
|------------------|
| SJ |

Dear Parents/Guardians:

Thank you for choosing to enroll your child at Hargrave Military Academy. The goal of the Infirmary is to provide your son access to excellent medical care. To ensure that this is a smooth transition for you and your son, you will find important information below, regarding policies and procedures in the Infirmary. Please take the time to review these items. If you have any questions, please feel free to contact any of the nursing staff.

- A current physical exam must be complete prior to attending Hargrave. All exams are good for one year from the original exam date. Your child will **not** be permitted to participate in any sports or physical activities until this is complete.
- The students **may not have any medication** in their rooms at any time for any reason. This includes any over-the-counter vitamins, cough drops, or cold medicines. They must come to the Infirmary for medication to be administered. If any of these are found in a cadet's room, this is considered a punishable offense.
- If you drop off a cadet with medications, you must accompany them to the Infirmary to have them checked in as they, again, are not allowed to have **any medication** in their rooms.
- If you need to mail medication, make sure that it is mailed directly to the Infirmary, not to the cadet.
- One of the goals of Hargrave is to instill responsibility into all our cadets. For this reason, it is your son's responsibility to remember to come and take his medication. We understand that our cadets lead busy lives, so we will remind them if they have forgotten; however, if we have to continually page them to the Infirmary, they will be counseled and then disciplined.
- If your child is on a prescription for a controlled substance, you can either get the physician to postdate the prescription for 3 months at a time, or you will have to get a new prescription every 30 days.
- It is the parent's responsibility to ensure that an adequate supply of prescription medications remain available for administration to the cadet. ***If a refill is not available for certain medications, the cadet will be sent home until a new prescription is filled.***
- **All students are required to have health insurance.** Proof of insurance should be uploaded into SchoolDoc or provided at matriculation. Students may not remain on campus without health insurance coverage.
- **Please** always email infirmary@hargrave.edu to reach the nursing staff. This applies even if a nurse emails you. If you email specific nurses, they may not answer until their next shift.
- Any medications that are left in the Infirmary at the end of the school year must be picked up by parent/guardian on the last day. Please note that any medications not picked up will be discarded. No medications will be mailed home. There will be a \$50 fee to cover the cost of disposing these medications.

Any questions please feel free to contact us. Our information is listed below.

Sincerely,

Teresa Boelte, RN
teresa.boelte@hargrave.edu
434-432-2571 (Phone)
434-432-3059 (Fax)

MEDICAL FAQs

Q: Can I just bring what I have and finish this during matriculation or when I arrive on campus?

A: No. The record must be complete when you arrive. We need to move each cadet through in a timely fashion. If you come without your record complete you will have to complete it in a computer lab during matriculation. This will delay you in getting through to see every department. Those who complete the record as required will go through very quickly! No more long lines to review the infirmary packet!

Q: What happens if I do not complete the record before school starts?

A: The cadet will have to sit out of sports and activities and possibly classes until it is complete. We cannot allow cadets without proper medical documents to risk injury. These documents allow us to seek medical treatment. Remember your young man is a minor. We are here to help in your absence but we must have consent to treat on record.

Q: Why is the meningitis shot required for Hargrave?

A: Most boarding school and colleges require this immunization. Because meningitis is spread rapidly in barracks it is vital for your child's protection. This is NOT a normal childhood immunization so it may need to be given before arriving at Hargrave.

Q: What happens if I say "no" to Hargrave authorization to administer the flu shot?

A: Every cadet needs to have a flu shot yearly during the flu season. The flu can spread rapidly through barracks. If your doctor has already given the shot for the current flu season you may provide documentation to us in the immunization section. If you refuse the shot altogether, then you are responsible to come get your cadet--immediately-- and care for him if he becomes ill with the flu or flu like symptoms while at Hargrave.

Q: How will the infirmary let me know when refills are needed?

A: We will notify you first via secure email. If needed, we will then use the phone numbers provided. Refills for drugs are the parent responsibility. Please mark in your calendar approximately when refills will be needed and send them on breaks or open weekends! It is always better to have too many than run out of medication.

Q: Why are the refills for ADHD drugs last minute? Do I have to have the actual prescription mailed or can I fax it?

A: As you know, most medications for ADHD are controlled, schedule II drugs. The ACTUAL prescription has to be in hand to be filled. No faxed or copied versions can be filled by law. You must coordinate the delivery of the actual prescription to Gretna Drug for packaging. You and your doctor must devise a system for this to happen quickly when it can be written. The law recently changed to allow a physician to postdate three prescriptions at a time. This means you could come to school with three written prescriptions for the next three months, allowing us to work with Gretna when we need refills. Email the infirmary your plan for filling drugs or mailing prescriptions and we will note this in SchoolDoc. If the infirmary must make frequent calls for refills that are late this may result in late charges to the parent. Our priority needs to be treating Cadets but much of our time is spent tracking me. refills!

Q: Can I use my own pharmacy instead of Gretna Drug?

A: Yes, but we prefer to use Gretna Drug for all medications as it greatly simplifies our medication processes. Also, Gretna charges an additional fee for repackaging medications brought into the pharmacy from the outside at \$5 per sheet. For example, if you send five vitamins to be taken three times a day that is 15 cards every month at \$5 each, or an additional \$75 per month.

**** Make sure you call your health insurance company and alert them of your young man's location as a boarder. You must ensure the coverage will apply in this area.**

Dear Parents/Guardians,

This school year, Hargrave Military Academy is partnering with SchoolDoc to better serve our students and staff. SchoolDoc offers an electronic health record system for schools, and you can now complete your student's health information electronically.

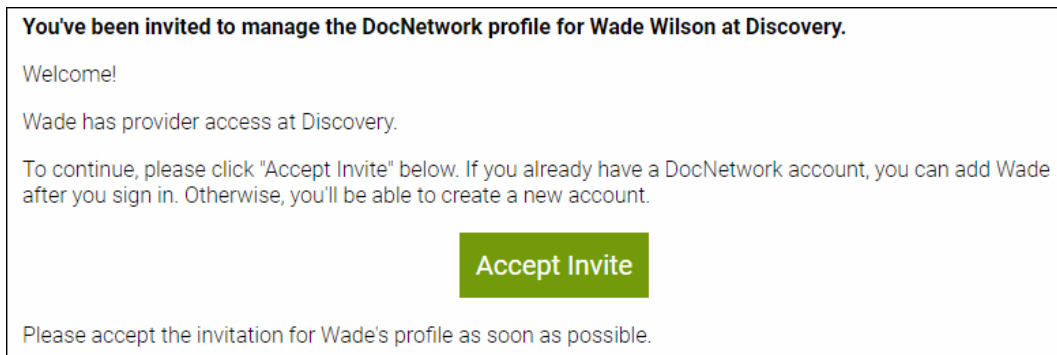
The security and privacy of your student's health information is important to us. The SchoolDoc site is secure, encrypted, and password protected. You can find additional information about SchoolDoc privacy and security information at www.docnetwork.org/security.

Watch this short [video](#) to help you get started on logging in to your account and completing your student's electronic health forms, or follow the steps below.

You can expect to receive an "Invitation" email from SchoolDoc.

Setting Up Your Username and Password on SchoolDoc

1. Click on the green "**Accept Invite**" link within the email to create your SchoolDoc account.



You've been invited to manage the DocNetwork profile for Wade Wilson at Discovery.

Welcome!

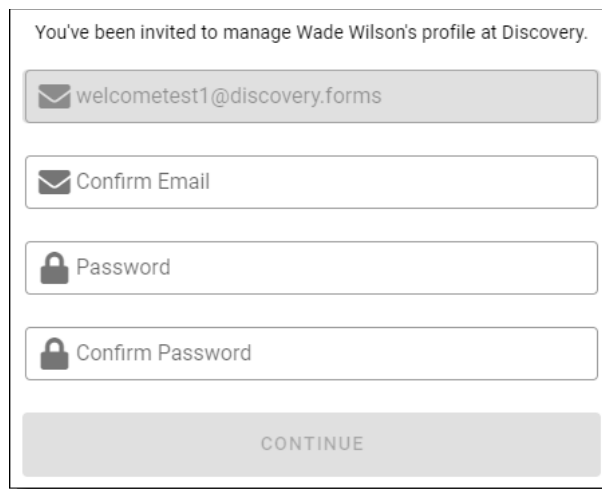
Wade has provider access at Discovery.

To continue, please click "Accept Invite" below. If you already have a DocNetwork account, you can add Wade after you sign in. Otherwise, you'll be able to create a new account.

Accept Invite

Please accept the invitation for Wade's profile as soon as possible.

2. In the **Confirm Email** box, type your *email address* in order to confirm.
 - o NOTE: This should be *your* email address and not the email address of your student.
3. In the **Password** box, type the password that you want to use.
4. Click the **Continue** button.

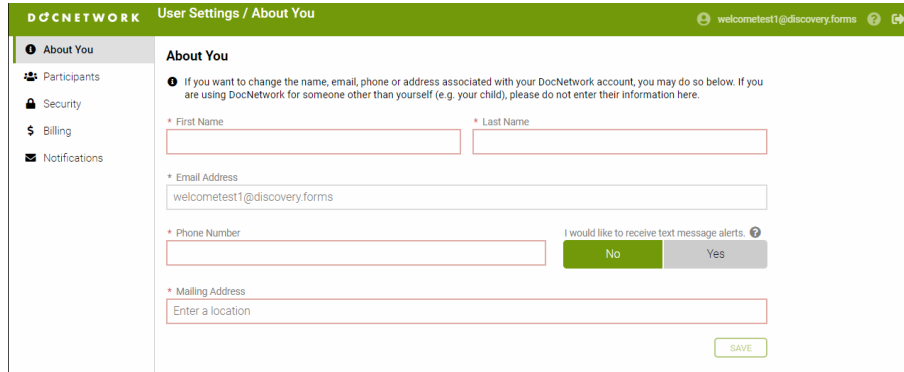


You've been invited to manage Wade Wilson's profile at Discovery.

CONTINUE

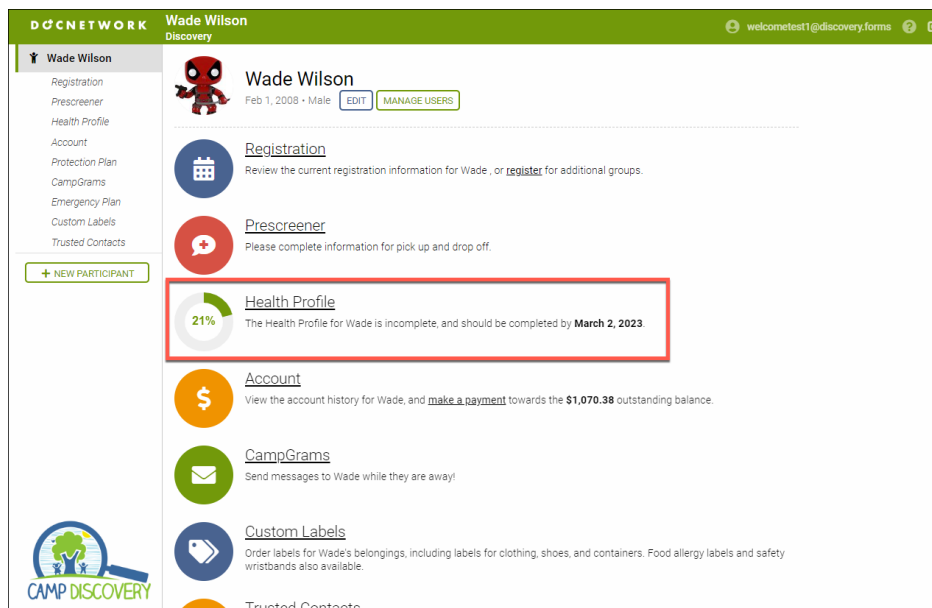
Setting Up Your User Profile

After you log in, you will be prompted to complete an “About You” page, where you will fill in your name and contact information. Upon completion of the “About You” page, you will be able to select your student’s name and fill in your student’s electronic health forms.



The screenshot shows the 'About You' page in the DocNetwork application. The page title is 'User Settings / About You'. On the left, there is a navigation menu with options: About You (selected), Participants, Security, Billing, and Notifications. The main content area is titled 'About You' and contains a message: 'If you want to change the name, email, phone or address associated with your DocNetwork account, you may do so below. If you are using DocNetwork for someone other than yourself (e.g. your child), please do not enter their information here.' Below this message are several form fields: 'First Name' and 'Last Name' (both with red asterisks), 'Email Address' (pre-filled with 'welcometest1@discovery.forms'), 'Phone Number' (with a red asterisk), and 'Mailing Address' (pre-filled with 'Enter a location'). There is also a checkbox for 'I would like to receive text message alerts.' with 'No' and 'Yes' buttons. A 'SAVE' button is located at the bottom right.

Filling in Your Student’s Electronic Health Forms



The screenshot shows the student profile page for Wade Wilson in the DocNetwork application. The page title is 'Wade Wilson Discovery'. On the left, there is a navigation menu with options: Wade Wilson (selected), Registration, Prescreener, Health Profile, Account, Protection Plan, CampGrams, Emergency Plan, Custom Labels, and Trusted Contacts. The main content area shows the student's name 'Wade Wilson' with a Spider-Man avatar, birth date 'Feb 1, 2008', and gender 'Male'. There are 'EDIT' and 'MANAGE USERS' buttons. Below this, there are several sections: 'Registration' (Review the current registration information for Wade, or register for additional groups.), 'Prescreener' (Please complete information for pick up and drop off.), 'Health Profile' (The Health Profile for Wade is incomplete, and should be completed by March 2, 2023. This section is highlighted with a red box and shows a 21% progress indicator), 'Account' (View the account history for Wade, and make a payment towards the \$1,070.38 outstanding balance.), 'CampGrams' (Send messages to Wade while they are away!), and 'Custom Labels' (Order labels for Wade's belongings, including labels for clothing, shoes, and containers. Food allergy labels and safety wristbands also available.).

Required questions will be marked with an * and **outlined in red**. Upload any required documents to your SchoolDoc account. If you're on a phone/tablet, you can take a picture to upload the document.

Keep in mind that our application saves your information as you complete the health forms, therefore you can return to app.schooldoc.com to make updates and/or continue filling out your student’s health information. You can log in using the email address and password you previously created.

We’re excited to let you know that your student's health information will save from year-to-year, so once you complete it in SchoolDoc this season, you won’t have to start from scratch next year.

Additionally, SchoolDoc sends out periodic reminder emails for incomplete health information, and your school may also use the messaging feature to send out emails via SchoolDoc. These notifications will come from

noreply@schooldoc.com, so please add this to your safe sender list to avoid accidental delivery to junk and spam folders. We don't want you to miss important notices about school!

Please note that SchoolDoc supports the current and previous major releases of [Chrome](#), [Firefox](#), [Microsoft Edge](#), and [Safari](#) which provide improved security and performance for health information.

For additional assistance, you can navigate to support.schooldoc.com or contact our Support Team at support@schooldoc.com or 734-629-5900. We also encourage you to visit our [Sign Up Support page](#) for additional resources.

We are excited to continually improve and build safer, more productive, and more efficient systems to create the best experience for you and your family!

We can't wait to see you this school year,

WHAT TO BRING – Boarding Cadet

Hargrave will provide bed linens. The following is a list of items each Cadet is required to bring with him:

- Alarm Clock
- Athletic Gear
- Athletic shoes (1 or 2 pairs)
- Athletic socks (min. 6 pairs, white)
- Backpack or book bag (black)
- Bath towels (5, white)
- Blanket (1, solid gray or navy in color)
- Bookends (1 pair)
- Box fan (optional, all barracks now have air conditioning)
- Broom and dustpan
- Bucket with handle
- Calculator (TI-83 or TI-84, for math classes Algebra I and above)
- Cell phone (optional; must comply with HMA regulations)
- Coat hangers (10-15)
- Chromebook (and compatible headphones/earbuds for academic purposes)
- Desk lamp (1, w/ extra light bulbs)
- Dictionary
- Enrollment packet, completed
- Extension cord (1, w/ surge protector, recommend at least 6 feet in length)
- Footlocker w/ extra lock (any size)* (Available from Quartermaster for \$54, lock included)
- Handkerchiefs (as needed)
- Personal hygiene items (toothpaste, toothbrush, soap, deodorant; NO aerosol cans)*
- Pillow (1)
- Safe (small, portable)
- School supplies: paper, pens, pencils, post-it notes, six (6) 1 ½” binders, six (6) sets of 5-tab dividers*
- Slippers and/or shower shoes (1 pair)
- Sponge mop
- T-shirts (12, white, crew neck)*
- Underwear (12 pairs, boxers or jockey shorts)*
- Washcloths (min. 4, any color)

DO NOT bring:

Civilian clothes

Hot plate

Refrigerator or other appliances

Protein shakes/powders of any kind

Alcohol based mouthwash

Computer games

Computer monitor or printer

Television

Aerosol cans

*Available in the Quartermaster Shop on a limited basis

WHAT TO BRING – Day Cadet

The following is a list of items each Cadet is required to bring with him:

- Athletic shoes
- Athletic gear for sports
- Backpack or book bag (black)
- Bath towels (1, white)
- Calculator (TI-83 or TI-84, Alg. I and above)
- Coat hangers (10-15)
- Dictionary (optional)
- Chromebook computer
- Personal hygiene items (toothpaste, toothbrush, soap, deodorant; NO aerosol cans) – in case of inclement weather and/or late games*
- School supplies: paper, pens, pencils, post-it notes, six (6) 1 ½” binders, six (6) sets of 5-tab dividers*

DO NOT bring:

- | | |
|------------------------------------|-----------------------------|
| Civilian clothes | Computer games |
| Hot plate | Computer monitor or printer |
| Refrigerator or other appliances | Television |
| Protein shakes/powders of any kind | Aerosol cans |
| Alcohol based mouthwash | |

*Available in the Quartermaster Shop on a limited basis

Optional/Suggested Items:

- 15 qt latching plastic container for snacks
- 2 reusable bottles for water
- Air freshener (non-aerosol, the Febreze small spaces works well)
- Bug repellent (non-aerosol)
- Case of bottled water
- Extra blanket
- Face mask (re-usable - black in color, or medical, disposable masks)
- Foam mattress topper
- Lysol wipes or similar
- Magic erasers
- Mountain Bike
- Mug
- Plastic silverware
- Shower Caddy
- Snacks
- Sunscreen (non-aerosol)
- Tissues
- White pillowcases

F.A.Q.

What do you mean buy a foot locker of any size?

Your son needs a place to safely store and lock his valuables. Some Cadets purchase traditional foot lockers or a storage trunk or bin is perfect, too! Traditional foot lockers are available to order from the Quartermaster in a limited supply. You may contact the Quartermaster's office to check on availability. Whatever route you choose, please make sure it's able to lock and is big enough to safely lock his valuables.



Initial Uniform Issue

The following items are part of your Cadet's uniform issue and will be issued by the Quartermaster upon matriculation:

- Digital Camo uniforms
- Athletic shirts, gray
- Athletic shorts
- Belt, waist, white
- Belts, web
- Dress coat
- Dress gloves, black
- Dress hat
- Dress hat cover, white
- Dress socks , black
- Dyking, white
- HMA blanket
- Insignia
- Laundry bags
- Military Oxford dress shoes
- Nametags
- Overseas hat
- Shirts, gray
- Sweatsuit
- Travel suit
- Uniform trousers , gray
- Winter jacket, black
- Student planner
- Swim trunks, Black

CADET TRANSPORTATION

The following information is provided to assist parents in making transportation plans for the 2023-24 academic year. The Transportation Coordinator (Ms. Barbara Loney, 434-432-2691) will assist with arrangements for your Cadet to travel to and from airports and bus terminals. Please furnish copies of your Cadet's travel itineraries to: Hargrave Military Academy, 200 Military Drive, Chatham, VA 24531, ATTN: Transportation Coordinator or via email to loneyb@hargrave.edu.

Note: When planning your Cadet's travel itinerary, please ensure that your Cadet will not miss any academic instruction time, due to travel. HMA will not schedule transportation that will interfere with your Cadet's academic schedule. All travel itineraries must be submitted with a minimum of two-weeks advance notice.

As you will make your Cadet's travel arrangements for the three major-leave periods (Thanksgiving, Christmas, and Spring Break), please use the following as a guide:

- A. Uniform-travel policy: Hargrave Cadets are expected to wear the proper Cadet military uniform at all times when traveling to and from Hargrave's campus. The Commandant will designate the travel uniform. Parents/guardians are expected to support this policy.
- B. Dates and departure/return times: The times and dates of the breaks are listed on the travel calendar (included in this packet). Leave begins at 1230 (12:30 p.m.) on departure day; Cadets must return by 1700 (5:00 p.m.) on the return date in the proper Hargrave uniform.
- C. Airport transportation: During the three major-leave periods, Hargrave will furnish ground transportation to and from the Raleigh/Durham and Greensboro Airports only. On leave weekends, Hargrave can have your Cadet at the airport by 1700 (5:00 p.m.).

Note: Be aware that our transportation department is likely picking up multiple Cadets. Therefore, it is imperative that you notify us with any flight changes.

- D. Amtrak terminals: Hargrave will furnish ground transportation to and from the Amtrak terminal in Lynchburg, and Danville Virginia only during holiday, open, and incentive weekends. On leave weekends, Hargrave can have your Cadet at the Amtrak station by 1450 (2:50 p.m.).
- E. Bus station: Hargrave will furnish ground transportation to and from the bus station in Lynchburg, Virginia only during holiday, open, and incentive weekends. On leave weekends, Hargrave can have your Cadet at the bus station by 1450 (2:50 p.m.).

Please do not return Cadets to Hargrave prior to 0900 (9:00 a.m.) on the return date. Do not return Cadets later than 1700 (5:00 p.m.) on the return date. If you will require transportation to or from an airport or bus terminal, your Cadet's round-trip flight itinerary must be furnished to the Transportation Coordinator at least seven (7) days in advance of the departure date. This must be a confirmed reservation for each trip; we will not accept standbys. An administrative fee of \$100 will be added to the ground transportation costs if itineraries are not received at least seven (7) days prior to the travel date.

- F. Open weekends and Meritorious Performers weekends: On these weekends, HMA ground transportation will service the Greensboro, North Carolina airport and the Lynchburg, Virginia Amtrak station.

- G. Closed weekends: Hargrave will not provide ground transportation to air or bus terminals on closed weekends, except for validated emergencies.
- H. CIS Program: 7th – 9th graders are required to be on campus for all Saturday classes, as well as Parents’ Weekends, Alumni Weekend, and Mother’s Day weekend. All other weekends are considered “open.” During Meritorious Performers weekends and closed weekends, CIS students must attend sports before departing for the weekend.
- I. Unexcused absences: Hargrave will not furnish ground transportation to air or bus terminals for early departure excused or unexcused absences.
- J. Driving: If you will be driving your Cadet with a personal vehicle, you may check him out from the Academy after 1300 (1:00 p.m.) on departure days. If someone else will be driving your Cadet, please ensure you have provided the school written permission for your Cadet to travel with that person. Cadets are not permitted to be signed out by, or be driven by, any person under 21 years of age. Your permission may be faxed to the Military Office at 434-432-4303.
- K. College passes: HMA will provide ground transportation to the Greensboro airport and the Lynchburg Amtrak station for college passes on open or incentive weekends only.
- L. Group transportation waiting period: During return dates for holiday travel, Hargrave ground transportation will wait at the airport until there is a full load of Cadets. This waiting period can be as long as five hours, although in most cases the wait will be much less.
- M. Commercial transportation services: For periods not covered by Hargrave ground transportation services, you may arrange transportation for your Cadet directly with a transportation source of your choice.

Ground Transportation Charges: Hargrave can provide transportation to and from the Lynchburg Amtrak station and the Greensboro Airport for Cadets departing after the scheduled departure time and returning prior to the scheduled return time. Cost of transportation will be billed to the Cadet’s account at the following rates:

| <u>Airport/Bus Station</u> | <u>One-way Transportation Fee</u> | |
|-------------------------------|-----------------------------------|--------------------|
| | (1 Cadet) | (2 or more Cadets) |
| Lynchburg (Amtrak, Greyhound) | \$60 | \$30 |
| Danville | \$ 40 | \$20 |
| Greensboro, NC (airport) | \$ 100 | \$50 |
| Raleigh-Durham, NC (airport) | \$130 | \$65 |

(Transportation fees are subject to change.)

Please note: An additional charge of \$100 will be assessed to pick up a Cadet after 2100 (9:00 p.m.) or before 0700 (7:00 a.m.). If transportation is requested after the last plane has arrived for the date, an additional \$200 will be added to the transportation cost. If the driver’s wait at the airport or bus station causes him/her to be out longer than the allotted time, you will be billed at a rate of \$12.50/hour for the increased time. If Hargrave has scheduled a pickup of more than one Cadet and the driver has to wait for the additional flights to arrive, there is no additional charge. If your Cadet’s arrival time changes and you do not notify us, you will be billed for that trip. Travel requests to destinations outside of the locations listed above require prior approval.

Private Aircraft: Parents who arrange for private aircraft to transport Cadets are requested to coordinate flight arrivals with the HMA transportation coordinator if ground transportation will be used. HMA will provide ground transportation to the Danville or Greensboro Airports during holiday leave, period travel days and open weekends only. There will be a \$200 administrative fee for ground transportation furnished outside of normal travel days and hours.

Information Technology Department

Dear Parent and/or Guardian:

This letter is to outline for you the basic principles and standards which underlie Hargrave Military Academy's Information Technology Policy, as well as relevant terms and conditions. Because access to the Hargrave's network by Cadets is a privilege, any actions that might harm the computer equipment or software, impair their effective use, or show disregard for the proper procedure set up for network access will not be tolerated. Cadets will be held accountable for violations of Hargrave network policies and misuse of equipment and systems. Privately owned machines, while attached to the network and on campus, are subject to the same policies as school-owned computer systems.

For security and network maintenance purposes, authorized individuals with Hargrave Military Academy may monitor equipment, systems, and network traffic at any time. All equipment, systems, and network traffic are subject to administrative review. There should be no expectation of privacy using the school's network or infrastructure system. Hargrave Military Academy reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

To help maintain a scholarly environment during all academic times, **Hargrave Military Academy requires all cadets to have a Chromebook for academic use.** Chromebook computers will be the platform for the use of GoGuardian and our academic packages. This will prevent distractions and allow safe and focused use of computers in our academic environment. A student's Chromebook may be reset by the academy to ensure proper academic use and student safety. Personal machines will also be permitted outside of academic times as a privilege.

It is imperative that the parent/guardian read the documentation found in both the Parent Handbook as well as the Cadet Handbook regarding technology at Hargrave Military Academy. The documents posted there are considered part of the enclosed Technology Agreement. Loss of or irreparable damage to a Cadet's computer device is the responsibility of the parent/guardian, not Hargrave Military Academy. We urge the purchase of accidental damage protection plans for your Cadet's computer in cases where a Cadet has access to a Hargrave Military Academy owned machine, should there be loss of or irreparable damage to the device it is the responsibility of the parents/guardians, not Hargrave Military Academy, and is subject to a property damage fee of \$200 that must be paid.

Each responsible person (as defined in the Hargrave Military Academy Enrollment Contract) acknowledges that this Technology Agreement is an Addendum to the Hargrave Military Academy Enrollment Contract then in force. All other terms and conditions remain in full force and effect.

For further information, please refer to both the Cadet Handbook as well as the Parent Handbook. All parents/guardians and Cadets are responsible for knowing this information.

Thank you for your support of our information technology policies, and we look forward to providing excellent IT services to your family while your Cadet is in attendance here at Hargrave Military Academy.

Sincerely,

Jeremiah Bunker
Information Technology Specialist
jeremiah.bunker@hargrave.edu
434-432-3180

Please retain this letter for future reference

2023-24 SY One Page Calendar



HARGRAVE
Character Matters Here

AUGUST

- 5 **Matriculation** (*Leadership School, Football, Soccer*)
- 12 **Matriculation** (*New Students, International, PGBB*)
- 13 Leadership School Graduation (*Parents Welcome*)
- 14 **Matriculation** (*Returning Cadets*)
- 15 **Convocation**
- 18 Closed Weekend
- 25 Closed Weekend
- 26 **SAT Testing Day**

SEPTEMBER

- 1 Closed Weekend
- 6 Founder's Day Celebration
- 8 Open Weekend (*Cadets dismissed at 12:30 PM*)
- 10 Cadets return by 5:00 PM
- 15 Closed Weekend
- 22 Closed Weekend
- 23 **Weekend of Service**
- 29 Closed Weekend

OCTOBER

- 6 **Parents Weekend**
- 7 **Parade** (*Cadets dismissed afterwards*)
- 9 No Classes - Cadets return by 5:00 PM
- 11 **SAT and PSAT @ HMA**
- 13 Closed Weekend
- 20 Closed Weekend
- 21 Mess Night
- 27 Open Weekend (*Cadets dismissed at 12:30 PM*)
- 29 Cadets return by 5:00 PM

NOVEMBER

- 3 Closed Weekend
- 4 Sabre Banquet
- 10 Closed Weekend, Veterans Day Parade
- 17 **Thanksgiving Break** (*Cadets dismissed at 12:30 PM*)
- 26 Cadets return by 5:00PM

DECEMBER

- 1 Closed Weekend
- 2 Cody Day Wrestling Tournament
- 3 **Hanging of the Greens** (*Parents Welcome*)
- 8 Closed Weekend
- 9 **ACT** (*Select seniors required*)
- 13-15 First Semester Exams
- 15 **Christmas Break** (*Cadets dismissed at 12:30 PM*)

JANUARY

- 3 Cadets return by 5:00PM
- 5 Closed Weekend
- 12 Closed Weekend
- 19 Closed Weekend
- 26 Open Weekend (*Cadets dismissed at 12:30 PM*)
- 28 Cadets return by 5:00 PM

FEBRUARY

- 2 Closed Weekend
- 9 Open Weekend (*Cadets dismissed at 12:30 PM*)
- 11 Cadets return by 5:00 PM
- 12 Spiritual Emphasis Week Begins
- 16 Closed Weekend
- 23 Closed Weekend- First Piedmont PGBB Tournament

MARCH

- 1 Parent Teacher Conferences, CIS Open Weekend
(*CIS dismissed at 12:30 PM*)
- 2 Military Ball (*Upperclassmen dismissed afterward*)
- 4 No Classes, Cadets return by 5:00 PM
- 8 Closed Weekend
- 15 Closed Weekend
- 16 Eye of the Tiger
- 20 **Spring Break** (*Cadets dismissed at 12:30 PM*)

APRIL

- 1 Cadets return by 5:00 PM
- 5 Closed Weekend
- 12 Closed Weekend
- 19 Closed Weekend
- 20 **Alumni Homecoming Parade**
- 26 Open Weekend (*Cadets dismissed at 12:30 PM*)
- 28 Cadets return by 5:00 PM

MAY

- 3 Closed Weekend
- 4-5 **Junior Retreat**
- 10 Closed Weekend
- 11 **Annual Sports Award Ceremony**
- 12 **Mother's Day Parade, Underclass Awards**
- 13 **Exam Week Begins**
- 16 **Baccalaureate, Senior Dinner**
- 17 **GRADUATION CLASS OF 2024!**
- 18 **Final Formation, Underclassmen Dismissed**

***Calendar subject to change**
Revised 5/31/2023



HARGRAVE

Character Matters Here

2023 - 2024 Travel Planning Calendar

Hargrave Military Academy | 200 Military Drive | Chatham, VA 24531 | 434-432-2481 | www.hargrave.edu

SEPTEMBER

- 8 Open Weekend (*Cadets dismissed at 12:30PM*)
- 10 Cadets return by 5:00PM

OCTOBER

- 6 **Parents Weekend** (*Special Weekend - Cadets may leave after the parade on Sat.*)
- 9 Cadets return by 5:00PM
- 27 Open Weekend (*Cadets dismissed at 12:30PM*)
- 29 Cadets return by 5:00PM

NOVEMBER

- 17 **Thanksgiving Break** (*Cadets dismissed at 12:30 PM*)
- 26 Cadets return by 5:00PM

DECEMBER

- 15 **Christmas Break** (*Cadets dismissed at 12:30 PM*)

JANUARY

- 3 Cadets return by 5:00PM
- 26 Open Weekend (*Cadets dismissed at 12:30PM*)
- 28 Cadets return by 5:00PM

FEBRUARY

- 9 Open Weekend (*Cadets dismissed at 12:30PM*)
- 11 Cadets return by 5:00PM

MARCH

- 1 CIS Open Weekend (*Cadets dismissed at 12:30PM*)
- 2 Military Ball (*Upperclassmen dismissed afterward*)
- 4 No Classes, Cadets return by 5:00PM
- 20 **Spring Break** (*Cadets dismissed at 12:30PM*)

APRIL

- 1 Cadets return by 5:00PM
- 26 Open Weekend (*Cadets dismissed at 12:30PM*)
- 28 Cadets return by 5:00PM

MAY

- 11 **Annual Sports Awards Ceremony** (overnight passes not allowed)
- 12 **Mother's Day Parade, Underclass Awards** (overnight passes not allowed)
- 16 **Baccalaureate / Senior Dinner**
- 17 **GRADUATION CLASS OF 2024!**
- 18 **Final Formation- Underclassmen Dismissed**

*Calendar subject to changes, rev. 05.31.2023

HARGRAVE MILITARY ACADEMY

STUDENT PHYSICAL EXAMINATION FORM



Cadet's full name _____

Date of Birth _____

Address _____

Social Security # _____

ALLERGIES _____

Name of Parent / Guardian _____

A. HEALTH EXAMINATION

Height _____ Weight _____ BP _____

| N=Normal A=Abnormal | N | A |
|---|---|---|
| 1. General Appearance | | |
| 2. Skin | | |
| 3. Head / Scalp | | |
| 4. Eyes | | |
| 5. Visual acuity (R&L) | | |
| 6. Ears | | |
| 7. Auditory acuity | | |
| 8. Nose / Throat | | |
| 9. Mouth, teeth, gums | | |
| 10. Chest / Lungs | | |
| 11. Heart | | |
| 12. Abdomen | | |
| 13. Genitalia | | |
| 14. Musculoskeletal | | |
| 15. Neurological | | |
| 16. Alertness | | |
| 17. Emotional / mental / Behavior problems | | |
| 18. Abuse, substance / physical / emotional | | |
| 19. Nutrition | | |

COMMENT: abnormal findings, by number

B. HEALTH HISTORY

(serious illness, injuries, medical conditions requiring daily medications)

C. SPORTS PARTICIPATION:

Is the Cadet cleared for participation in sports (Check one):

Yes

No

Please describe in detail any condition which would prevent or limit full participation in all areas of athletics, marching, rifle drill, or academics.

HARGRAVE MILITARY ACADEMY

Important Phone Numbers

Main Switchboard: 434-432-2481

| | | |
|--|------------------------|--------------|
| LTC Samuel Redding | Commandant | Ext. 2687 |
| TAC Officers | Military Dept. | Ext. 2685 |
| Dr. Jim Tung | Academic Dean | Ext. 2576 |
| Michael Washington | Chaplain | Ext. 2581 |
| Christy Lipscomb | Director of Admissions | Ext. 3187 |
| Kim Barbour | Registrar | Ext. 2574 |
| Leah Burnette <i>(scheduling of classes, SAT/ACT registration, etc.)</i> | School Counselor | Ext. 2230 |
| Jeremiah Bunker | IT Specialist | Ext. 3180 |
| Amanda Weishaar | Director of Athletics | Ext. 2686 |
| Ben Veshi | Director of Basketball | Ext. 2682 |
| Teresa Boelte <i>(health, injuries, infirmary matters, insurance)</i> | Head Nurse | Ext. 2571 |
| Ms. Barbara Loney | Transportation | Ext. 2691 |
| Duty TAC Cell Phone | Military | 434-441-6722 |
| Peg Mayhew <i>(allowance, payments, billing questions)</i> | Business Office | Ext. 2578 |

Guest Accommodations

Gretna/Chatham

Airbnb

114 Reid Street Chatham, Virginia 24531 (The Wall Home)

Bower House Bed and Breakfast

60 North Main Street
Chatham, VA 24531
(615) 512-8637

Room to Roam (AirBNB/VRBO)

<https://www.vrbo.com/3433257>

Mahalo Suite Chatham

www.airbnb.com/h/mahalo-suite-chatham

Keys Accommodations a B & B

146 South Main Street
Chatham, Virginia 24531
(434) 432-2735 or (434) 770-7608

Hampton Inn - Gretna

200 McBride Ln, Gretna, VA 24557
(434) 656-9000

Private Vacation Rentals at Our Genesis Investments (25 minutes from campus)

5680 Oxford Road
Chatham, VA24531
[Massive Country Home](#), 6 Bedroom, 3 Bath Vacation Home
[Our Private Wooded Cabin](#), 1 Bedroom, 1 Bath Cabin
<http://www.ourgenesisinvestments.com/>
ourgenesisinvestments@yahoo.com

Danville Virginia

Best Western - Danville

1292 South Boston Rd, Danville, VA 24540
(434) 483-5000

Comfort Inn - Danville

100 Tower Dr, Danville, VA 24540
(434) 793-2000

Courtyard by Marriott - Danville

2136 Riverside Dr, Danville, VA 24540
(434) 791-2661

Holiday Inn Express - Danville
2130 Riverside Dr, Danville, VA 24540
(434) 793-1111

Sleep Inn - Danville
1483 South Boston Rd, Danville, VA 24540
(434) 793-6090

Hampton Inn – Danville
1098 Riverside Drive, Danville, VA 24540
434-793-1111

[The Bee Hotel](#) – downtown Danville
420 Paton St., Danville, VA 24541
(434) 234-9440

Lynchburg/Altavista, Virginia

[Days Inn by Wyndham Altavista](#)

1557 Main St. Altavista, VA 24517
(434) 369-4070

15% off best available rates for a King or Double Queen when booked via the link above

Courtyard by Marriott - Lynchburg
4640 Murray Pl, Lynchburg, VA 24502
(434) 846-7900

Fairfield Inn & Suites - Lynchburg
3777 Candler's Mountain Rd, Lynchburg, VA 24502
(434) 845-1700

Extended Stay America - Lynchburg University Blvd
1910 University Blvd, Lynchburg, VA 24502
(434) 239-8863

Microtel Inn & Suites - Lynchburg
5704 Seminole Ave, Lynchburg, VA 24501
(434) 239-2300

SpringHill Suites - Lynchburg
15171 Wards Rd, Lynchburg, VA 24502
(434) 237-5848