



## Matriculation Guide

Matriculation is the reception and enrollment of cadets for the Fall 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.

- Matriculations will be held per the following schedule:
  - *Leadership School, Football and Soccer Sports Camp*: August 12<sup>th</sup> at 9:00 AM
  - *New Students, PG, & International*: August 24<sup>th</sup> at 9:00 AM
  - *Returning Students*: August 26<sup>th</sup> at 9:00 AM

### **Families should arrive at the start time for their scheduled matriculation.**

- 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** – *Check-in and Welcome, Breezeway, John D. Smith, III Student Center.*
    - Check-in and receive your matriculation routing form
  - **Station 2** – *Admissions Check-in, Mess Hall, John D. Smith, III Student Center.*
    - Verify submission of all enrollment paperwork
    - Receive Cadet's name tag
  - **Station 3** – *Business Office, Mess Hall, John D. Smith, III Student Center.*
    - Verify completion of student contract, student funds form, and payment
  - **Station 4** – *Infirmary, Mess Hall, John D. Smith, III Student Center.*
    - Submit all medications to the nursing staff
    - Verify Consent to Treat and School Doc account completion
  - **Stations 5-7 may be completed in any order**
    - **Station 5** – *IT, Mess Hall, John D. Smith, III Student Center.*
      - Receive email and Wi-Fi credentials, review Honorable Use Policy
    - **Station 6** – *Academics, Mess Hall, John D. Smith, III Student Center.*
      - Parents and students will verify course enrollment
    - **Station 7** – *Athletics & Activities, Mess Hall, John D. Smith, III Student Center.*
      - Parents and students will verify sports enrollment
      - Student Activities Overview

- **Station 8** - *Military Department, Mess Hall, John D. Smith, III Student Center:*
  - Review operations and costs of HMA transportation services
  - All students will turn in their cell phones
  - All students will receive their room assignments
- **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
- **Station 10** - *Parents’ Association, Davenport Administrative Center, Camden Hall:*
  - Receive a goodie bag for your son from the Parent’s Council.
- **Station 11** - *Marketing, Davenport Administrative Center, Camden Hall:* Take a photo with your student! Introduction to Waldo and the Hargrave mobile app.

**\*\*\* This is the time for students and parents to say goodbye. Students will depart for Student Orientation and Parents will head to the Chapel for Parent Orientation. \*\*\***

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

### **Parent Orientation**

- The parent orientation briefing for Leadership School, Football and Soccer Camp, and returning student matriculations will be held in the chapel at 11:00 AM on their respective dates
- The parent orientation briefing for new student matriculation on August 24<sup>th</sup> will be held in the chapel after Matriculation is finished.
- *Parent orientation times may be adjusted contingent upon the early completion of matriculation or any unforeseen delays to the matriculation timeline.*

## 2024-25 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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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.

## MyBackPack Tips:

*You should have already received a MyBackPack Login. If you have not received one or need a password reset, please email the admissions office at [admissions@hargrave.edu](mailto:admissions@hargrave.edu).*

1. [MyBackPack](#) portal: Go to [www.hargrave.edu](http://www.hargrave.edu) and click on "Parents"
2. Once logged in, click on "2024-25 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 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 434-432-2578 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 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 Guide	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](mailto: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 of these medications.

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

Teresa Boelte, RN  
[teresa.boelte@hargrave.edu](mailto: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! DO NOT mail documents to Hargrave for SchoolDocs.

**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 med 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 \$8 per sheet. For example, if you send five vitamins to be taken three times a day that is 15 cards every month at \$8 each, or an additional \$120 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.

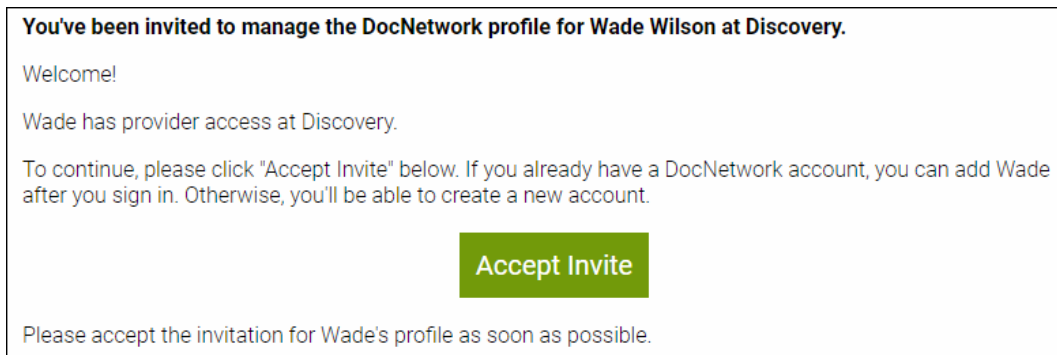
The security and privacy of your student's health information is important to us. The SchoolDoc site is secure, encrypted, and password protected. You can find additional information about SchoolDoc privacy and security information at [www.docnetwork.org/security](http://www.docnetwork.org/security).

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.



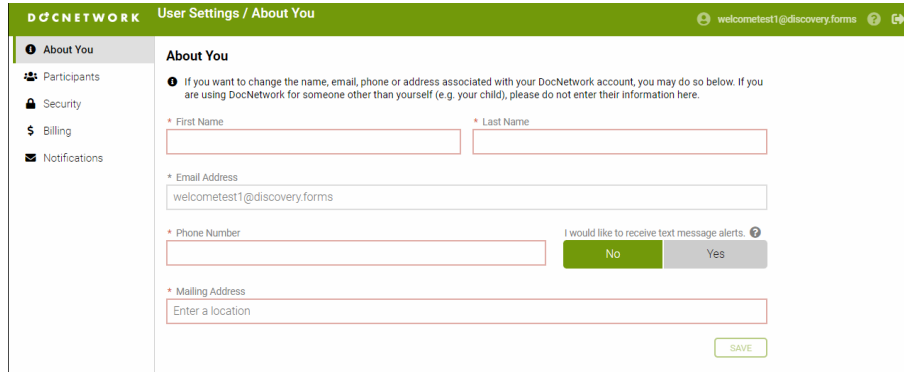
2. In the **Confirm Email** box, type your *email address* in order to confirm.
  - o NOTE: This should be *your* email address and not the email address of your student.
3. In the **Password** box, type the password that you want to use.
4. Click the **Continue** button.

The screenshot shows a form titled "You've been invited to manage Wade Wilson's profile at Discovery." It contains four input fields: 1. A text field with a mail icon and the placeholder "welcometest1@discovery.forms". 2. A text field with a mail icon and the label "Confirm Email". 3. A text field with a lock icon and the label "Password". 4. A text field with a lock icon and the label "Confirm Password". At the bottom of the form is a large grey button labeled "CONTINUE".



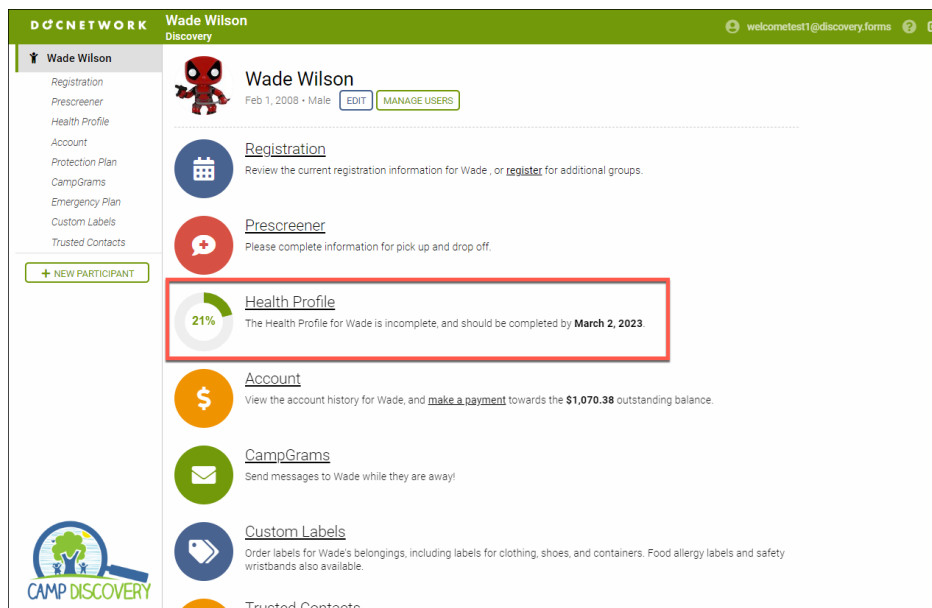
## Setting Up Your User Profile

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, 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 asterisks indicating they are required), 'Email Address' (pre-filled with 'welcometest1@discovery.forms'), 'Phone Number', and 'Mailing Address' (with a placeholder '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 of the form.

## 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, 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', a Spider-Man avatar, and birth information 'Feb 1, 2008 - Male'. Below this 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](http://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](mailto: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](http://support.schooldoc.com) or contact our Support Team at [support@schooldoc.com](mailto: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:

- Chromebook (and compatible headphones/earbuds for academic purposes)
- Footlocker w/ extra lock (any size)\* (Available from Quartermaster, lock included)
- 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)
- Desk lamp (1, w/ extra light bulbs)
- Enrollment packet, completed
- Extension cord (1, w/ surge protector, recommend at least 6 feet in length)
- Handkerchiefs (as needed)
- Personal hygiene items (toothpaste, toothbrush, soap, deodorant; NO aerosol cans)\*
- Pillow (1) & Pillowcase (white)
- 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	Computer games
Hot plate	Computer monitor or printer
Refrigerator or other appliances	Television
Supplemental powders of any kind	Aerosol cans
Alcohol based mouthwash	

\*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:

- Chromebook
- 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)
- 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
Supplemental 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
- Foam mattress topper
- Lysol wipes or similar
- Magic erasers
- Mountain Bike
- Mug
- Plastic silverware
- Shower Caddy
- Snacks
- Sunscreen (non-aerosol)
- Tissues

# 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! 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.

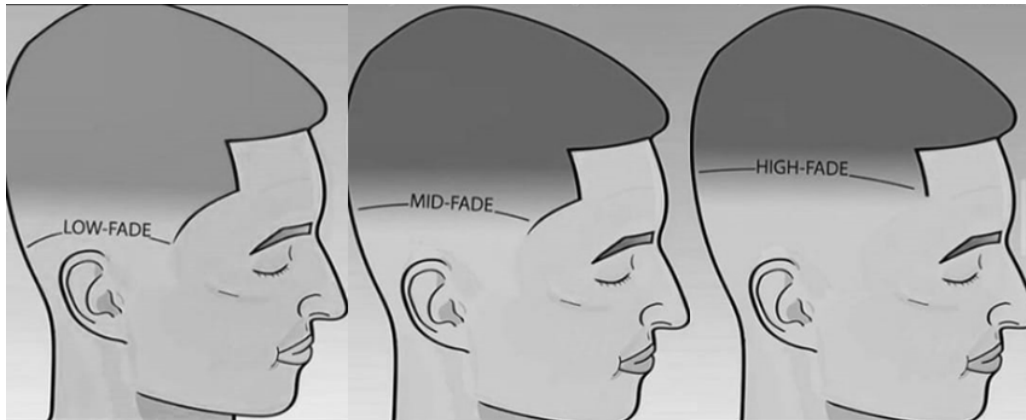


## Haircut Regulations

Cadets are required to keep a neat military type haircut as described/pictured below during the school year

- **Hair will be neatly trimmed on top and not exceed two (2) inches.**
- Designs will not be allowed to be cut into a cadets eyebrows or hair.
- Sideburns, side, and back will be trimmed and evenly faded "onward" so as to present a neat appearance. Blocking of the hair in the rear is not permitted.
- The base of the sideburns will not extend downward beyond a line parallel to the ground and drawn horizontally even with the middle of the opening of the ear. Sideburns will be neatly trimmed and not flare at the base.
- Cadets' faces will be cleanly shaven, no facial hair is permitted.
- Cadets are not allowed to cut their hair or another's hair on campus.

- There will be no “fad” haircuts or styles permitted, which includes dying, perming or coloring hair. Shaving of heads is not authorized.



### Chromebooks

Hargrave Military Academy requires cadets to provide their own Chromebooks for school work. Laptops that run Windows or MacOS are not permitted in the classrooms or to be used for any type of school work. You can find Chromebooks at most big box stores including but not limited to Walmart, Target, Best Buy, Sam's Club, and Amazon. You can find more information on Chromebooks here, [Google Chromebooks](#).

If your son has Chromebook that has a family link or parental controls this will cause a delay in setup. The parent must be reached via telephone to provide the temporary unlock code.

**\*Please note that Chromebooks issued or licensed by another school or organization CANNOT be used.\***



### **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
- Canteen



## CADET TRANSPORTATION

The following information is provided to assist parents in making transportation plans for the 2024-25 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](mailto: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.

**Note: Hargrave Military Academy is only able to provide transportation arrangements or pick up enrolled students of the school. Parents and others traveling with the cadet are asked to make their own plans and reserve their own transportation. Hargrave Military Academy cannot reserve Ubers, Lyfts, or other public transportation for parents or others traveling with the cadet. Also, be advised that due to Hargrave's rural location, the availability of Ubers, Lyfts, and other public transportation is very limited and should not be relied upon when planning your trip to campus.**

## **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 security 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](mailto:jeremiah.bunker@hargrave.edu)  
434-432-3180

# 2024-25 SY One Page Calendar



**HARGRAVE**  
Be More

## AUGUST

- 12 **Matriculation** (*Leadership School, Football, Soccer*)
- 24 **Matriculation** (*New Students, International, PGBB*)
- 26 **Matriculation** (*Returning Cadets*)
- 27 **Convocation DSAR**
- 28 **First Day of Classes**
- 30 Closed Weekend

## SEPTEMBER

- 2 **Labor Day - Normal Class Schedule**
- 4 Founder's Day Celebration
- 6 Closed Weekend
- 20 Homecoming - Closed Weekend

## OCTOBER

- 11 **Parents Weekend**
- 12 **Parade** (*Cadets dismissed afterwards*) **DSAR**
- 14 No Classes - Cadets return by 5:00 PM

## NOVEMBER

- 2 Sabre Banquet
- 11 Veteran's Day
- 22 **Thanksgiving Break** (*Cadets dismissed at 12:30 PM*)

## DECEMBER

- 1 Cadets return by 5:00PM
- 6 Colonial Christmas - Closed Weekend
- 7 Cody Day Wrestling Tournament
- 7 Chatham Christmas Parade
- 8 **Hanging of the Greens** (*Parents Welcome*) **DSAR**
- 16-17 Exam Review Days
- 18-20 First Semester Exams
- 20 **Christmas Break** (*Cadets dismissed at 12:30 PM*)

*No Early Departures for Christmas Break Due to Exams, Dorms Will Close Sat. 12/21/24 @ 10:00 am*

*The campus is closed for Thanksgiving, Christmas, and Spring Breaks. Families needing late departures or early returns should contact the military office for approval and transportation.*

*PSAT/SAT testing will take place in the Fall and Spring as school day testing (digital format).*

**DSAR** - Day Student Attendance Required

## JANUARY

- 5 Cadets return by 5:00PM
- 6 Faculty Return
- 6 **Second Semester New Student Matriculation**
- 7 Second Semester Classes Begin, Testing Day
- 10 Closed Weekend
- 17 Closed Weekend
- 20 MLK Holiday - Normal Class Schedule

## FEBRUARY

- 3 Spiritual Emphasis Week Begins
- 7 Closed Weekend
- 8 Mess Night **DSAR**
- 8 CIS Team Building Event **DSAR**
- 10 Winter Fun Day
- 21 Closed Weekend- First Piedmont PGBB Tournament

## MARCH

- 8 Eye of the Tiger
- 14 **Spring Break** (*Cadets dismissed at 12:30 PM*)
- 23 Cadets return by 5:00 PM
- 29 **Sophomore Challenge DSAR**

## APRIL

- 4 Parent Teacher Conferences, (*CIS dismissed at 12:30 PM*)
- 5 **Military Ball** (*Upperclassmen dismissed afterward*) **DSAR**
- 7 No Classes, Cadets return by 5:00 PM
- 12 **Junior Retreat DSAR**
- 17 **Easter Break** (*Cadets dismissed at 12:30 PM*)
- 18 Good Friday, HMA Closed
- 21 Easter Monday, HMA Closed, Cadets return by 5:00 PM
- 26 **Alumni Weekend Parade** (*Cadets dismissed afterwards*) **DSAR**

## MAY

- 9 **Mother's Day & Awards Weekend** (*Parents Welcome*)
- 10 **Annual Sports Award Ceremony DSAR**
- 11 **Mother's Day Parade, Underclass Awards** (*Cadets dismissed afterwards*) **DSAR**
- 19 **Exam Week Begins**
- 22 **Baccalaureate, Senior Dinner DSAR** (*Seniors*)
- 23 **GRADUATION CLASS OF 2025! DSAR**
- 24 **Final Formation, Underclassmen Dismissed DSAR**

**\*Calendar subject to change**

*Revised 3/12/2024*

# 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

## STUDENT PHYSICAL EXAMINATION FORM



Cadet's full name

Date of Birth

State diagnosis, prognosis and specify duration (including dates) of any limitations or restrictions:

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Are there any further treatments required for this condition? if so, the treatments must be approved and coordinated with the medical team at Hargrave's Infirmary before proceeding:

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Physician's Name (Print):

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Physician's Address:

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Physician's Signature:

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Date:

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# HARGRAVE MILITARY ACADEMY

## Important Phone Numbers

**Main Switchboard: 434-432-2481**

<b>Wesley McClure</b>	Assistant Head of School	Ext. 2147
<b>LTC Samuel Redding</b>	Commandant	Ext. 2687
<b>TAC Officers</b>	Military Dept.	Ext. 2685
<b>Dr. Jim Tung</b>	Academic Dean	Ext. 2576
<b>Michael Washington</b>	Chaplain	Ext. 2581
<b>Christy Lipscomb</b>	Director of Admissions	Ext. 3187
<b>Kim Barbour</b>	Registrar	Ext. 2574
<b>Leah Burnette</b> <i>(scheduling of classes)</i>	School Counselor	Ext. 2230
<b>Jeremiah Bunker</b>	IT Specialist	Ext. 3180
<b>Amanda Weishaar</b>	Director of Athletics	Ext. 2686
<b>Ben Veshi</b>	Director of Basketball	Ext. 2682
<b>Teresa Boelte</b> <i>(health, injuries, infirmary matters, insurance)</i>	Head Nurse	Ext. 2571
<b>Ms. Barbara Loney</b>	Transportation	Ext. 2691
<b>Penny Lewis</b> <i>(allowance, student accounts)</i>	Business Office	Ext. 2575
<b>Peg Mayhew</b> <i>(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>

Key's 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

[Our Private Paradise](#), 6 Bedroom, 3 Bath Vacation Home

[Our Private Wooded Cabin](#), 1 Bedroom, 1 Bath Cabin

<http://www.ourgenesisinvestments.com/>

[ourgenesisinvestments@yahoo.com](mailto:ourgenesisinvestments@yahoo.com)

### **Altavista, Virginia (25-30 minutes from campus)**

Quality Suites Altavista – Lynchburg South

1558 Main St, Altavista VA 24517

(434) 369-4000

### **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

**Danville Virginia (25-40 minutes from campus)**

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

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 Virginia (45-60 minutes from campus)**

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

SpringHill Suites - Lynchburg

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