



## Matriculation Guide

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

Summer School matriculation for Session I and 4-week students will take place on **Saturday, June 27<sup>th</sup> at 9:00 AM**. Summer School matriculation for Session II students will take place on **Saturday, July 11<sup>th</sup> at 1:00 PM**. Session 1 and 4-week families should arrive no later than 10:00 AM to ensure adequate time to complete the matriculation process. Session 2 families should arrive no later than 2:00 PM to ensure adequate time to complete the matriculation process. Summer School matriculation will follow the route outlined below:

- 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 instructions for matriculation, matriculation checklist.
  - **Station 2** – *Admissions Check-in, Mess Hall, John D. Smith, III Student Center*. Admissions will have a table set up to welcome parents and students. Snacks and beverages will be available. Families will be directed to their seats or the next station.
  - **Station 3** – *Business Office, Mess Hall, John D. Smith, III Student Center*. Parents will verify completion of required documentation
  - **Station 4** – *Infirmery, Mess Hall, John D. Smith, III Student Center*. Parents will verify School Doc account completion and turn in medications.
  - **Station 5** – *Marketing, Mess Hall, John D. Smith, III Student Center*. Take a photo with your student! Introduction to Waldo and the Hargrave mobile app.
  - **Stations 6-8 may be completed in any order**
    - **Station 6** – *IT, Mess Hall, John D. Smith, III Student Center*. Parents and students will sign the Honorable Use Policy, review hardware requirements, and receive HMA network account information.
    - **Station 7** – *Academics, Mess Hall, John D. Smith, III Student Center*. Parents and students will verify course enrollment.
    - **Station 8** – *Athletics and Activities, Mess Hall, John D. Smith, III Student Center*. Parents and students will verify sports enrollment, and will receive information on extracurricular activities, schedules, costs, and procedures for the activities program.

- **Station 9 – Military Department, Mess Hall, John D. Smith, III Student Center:**
  - **Transportation** - Parents and students will receive information from the Military Department on operations and costs of HMA transportation services
  - **Cell Phone Turn in** - All students will turn in their cell phones
  - **Room Assignments** - All students will receive their room assignments.
- **Station 10 – Bag Drop Off and Room Check-in:** Families will retrieve their bags and personal items and take them to the student’s assigned room. Families will drop off the student’s items and complete the room acceptance form.
- **Station 10 - Parents’ Association, Outside Gift Shop, Camden Hall:** Receive a goodie bag for your son from the Parents’ Council.

**\*\*\* 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. \*\*\***

**Student Orientation** - The Military Department will provide an orientation schedule for each student on matriculation day.

**Parent Orientation** - A Parent Orientation briefing will be held in the Chapel at 11:30 AM on June 27. A Parent Orientation briefing will be held in the Chapel at 3:30 PM on July 11. Parent orientation may be adjusted contingent upon the early completion of matriculation or any unforeseen delays to the matriculation timeline.

## **GENERAL INSTRUCTIONS AND INFORMATION for Boarding Students**

Hargrave Military Academy welcomes you and your student into the Hargrave family, and we encourage and appreciate your support and comments throughout the summer term.

The information enclosed in this packet is important. As a reminder, every student must have proof of a current physical upon matriculation.

### **When to report:**

Session I and 4-week summer school students are required to report to Hargrave Military Academy on **Saturday, June 27<sup>th</sup>, 2026 at 9:00 AM**. Session II summer school students are required to report to Hargrave Military Academy on **Saturday, July 11<sup>th</sup>, 2026 at 1:00 PM**. The matriculation begins with the check-in at the John D. Smith, III Student Center.

### **General Information**

**Address:** Your student's address while here this summer is:

(Student's Name)  
Hargrave Military Academy  
200 Military Drive, Chatham, VA 24531

**Arrival and transportation:** Upon landing or arriving at his destination, your student should report immediately to the Academy. Students may not register at lodgings in Chatham or nearby towns unless accompanied by a parent and/or guardian. Upon request, Hargrave will pick your student up at the bus station in Lynchburg, or the Amtrack station in Lynchburg or Danville.

If your student arrives by plane, please notify our transportation department of (1) arrival time, (2) airport, and (3) airline and flight number. A fee will be assessed to provide transportation to and from public transportation. For further information or to make such arrangements, please contact our Military Department Administrative Assistant via email

**Barracks:** Barracks rooms are inspected daily for cleanliness and order. Students are required to keep their rooms neat and ready for inspection at all times.

**Civilian clothing:** Students are not permitted to wear or possess civilian clothing on campus. (International students are an exception; they are permitted to have civilian clothing on barracks for overseas traveling purposes.) Students will be in the uniform of the day at all times.

**Health matters:** We recommend each student's routine medical, vision, and dental care be current upon matriculation. Students *will not* be given a pass to leave campus for routine health appointments.

**Electronics:** "Boxes" are permitted on barracks if played at moderate listening levels; large stereo equipment is *not* permitted. I-Pods are authorized but are discouraged. Cooking

equipment, refrigerators, and televisions are *not* permitted on barracks.

**Emergency leave:** Such leave may only be granted by the President, Assistant Head of School, the Academic Dean, or the Commandant. A request must be made in writing by the parent and/or guardian. In extreme instances, an emergency request may be made by telephone or fax. Each request must be a genuine emergency.

**Enrollment fee** for boarding students includes tuition; room and board; uniforms; books; laundry; dry cleaning; haircuts; lab fees, insurance; activity fees; and technology fees.

**Financial obligations:** Upon a student's signing the enrollment contract, the parent/guardian's financial obligation to the Academy for the summer session begins. The full tuition amount is due prior to/or on the day of matriculation.

**Firearms/knives:** No firearms, knives, matches, lighters, multi-tools (including Leatherman, Gerber, etc.) or weapons of any kind are permitted at Hargrave Military Academy.

**Haircuts/shaves:** The Hargrave barbershop provides haircuts to boarding students at no additional cost. Summer students are *not* required to have a military-style haircut, but students are required to maintain their hair no longer than 3" on top, tapered on the sides, above the ear, and off the collar. All students must be clean-shaven at all times.

**Health records:** Each student is required to have a physical check-up prior to matriculation and to provide proof of such at matriculation. If a student arrives without a current physical or one that has not yet been entered into SchoolDoc, that student will remain in the Military Office until the records are received. In addition, all required immunizations must be current. A fee will be assessed if the Infirmary must set up an appointment locally for the immunization. **Important: Please do not send medical records to Hargrave Military Academy. All medical records are maintained online through SchoolDoc.** (See Infirmary portion of this packet.)

**Health insurance:** Each student is required to have health insurance in order to matriculate. Proof of insurance should be uploaded into SchoolDoc or provided at matriculation. Students may not remain on campus without health insurance coverage.

**Motorized vehicles:** Boarding students are not permitted to keep motorized vehicles or bicycles on campus or in the Chatham area. Boarding students may not drive or ride such vehicles, unless accompanied by authorized adults.

**Non-U.S. student payment:** All checks and/or monies paid to Hargrave must be drawn on a bank in the United States or paid in United States currency. Hargrave accepts all major credit cards.

**Skateboards/Rollerblades:** These items are not permitted. Tennis shoes with wheels are also prohibited.

**Tobacco:** Any possession and/or use of tobacco products of any type on campus or while in the jurisdiction of the Academy is strictly prohibited.

**Uniforms:** The Quartermaster will issue the following summer school uniforms:

Boarding Student

4 Pairs Khaki Shorts  
4 HMA Polo Shirts  
1 web belt with buckle  
6 HMA athletic t-shirts  
6 HMA gym shorts  
1 Water Bottle  
2 Laundry bags w/pins  
4 Flat Sheets

Day Student (Full Day)

3 Pairs Khaki Shorts  
3 HMA Polo Shirts  
1 web belt with buckle  
4 HMA athletic t-shirts\*  
4 HMA gym shorts\*  
1 Water bottle  
2 Laundry bags w/pins

**Withdrawal or dismissal:** If a student withdraws or is dismissed from the Academy at any time, the parent and/or guardian *remain financially obligated for tuition for the balance of the session.*

**Leave Policy:** Students must meet all the following criteria in order to leave campus at the prescribed times: (a) no pending disciplinary action, (b) in good academic standing, and (c) having made no prior commitment to student activities.

Passes may be obtained with approval from the Summer Experience Director and the Commandant.

A parent, guardian or otherwise authorized adult (21+) must be present any time a student checks out on leave or pass. If the supervising adult is not a parent or guardian, written permission must be on file in the Military Department at least 48 hours prior to the student's departure. (Phone calls and/or emails will not be accepted to grant such permission.)

## NOTES FOR STUDENTS ARRIVING ON CAMPUS ALONE

- ❑ If you'd like transportation to campus from a nearby airport or bus station, please contact the Military Department Administrative Assistant 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" portion in this packet.
- ❑ In advance of your student's arrival, please contact Bill Riddle in the business office([riddleb@hargrave.edu](mailto:riddleb@hargrave.edu)) to ensure your student's account is current.
- ❑ Please mail your student's medication to the Hargrave Infirmary **in advance** of his arrival on campus. If necessary, you may supply your student 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 ([teresa.boelte@hargrave.edu](mailto:teresa.boelte@hargrave.edu)).
- ❑ Double check the "What to Bring" list included in this Enrollment Packet, pack up your son's belongings, and send him off on a path of character development and success.

## CADET TRANSPORTATION

The following information is provided to assist parents in making transportation plans for the Summer 25 period. The Military Department Administrative Assistant (434-432-2691) will assist with arrangements for your young man to travel to and from airports and bus terminals. Please furnish copies of your student's travel itineraries to: Hargrave Military Academy, 200 Military Drive, Chatham, VA 24531, ATTN: Military Department Administrative Assistant or via email.

**Note:** When planning your student's travel itinerary, please ensure that your young man 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.

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

- A. Amtrak terminals: Hargrave will furnish ground transportation to and from the Amtrak terminal in Lynchburg, Virginia only during holiday, open, and incentive weekends.
- B. Bus station: Hargrave will furnish ground transportation to and from the bus station in Lynchburg, Virginia.
- C. Group transportation waiting period: 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.
- D. 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 at the following rates:

<u>Airport/Bus Station</u>	<u>One-way Transportation Fee</u>	
	(1 Cadet)	(2 or more Cadets)
Lynchburg (Amtrak, Greyhound)	\$70	\$35
Danville	\$50	\$25
Greensboro, NC (airport)	\$120	\$60
Raleigh-Durham, NC (airport)	\$150	\$75

(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 \$16.50/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.

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 with 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 Hargrave physical must be complete prior to attending Hargrave. All exams are good for 14 months from the original exam date. Your child will not be permitted to participate in any sports or physical activities until this is complete. Hargrave physicals are the only accepted physicals. You can find this form on our website or your SchoolDocs portal.**
- 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 student'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 student.**
- One of the goals of Hargrave is to instill responsibility into all of our cadets. For this reason, it is your son's responsibility to remember to come and take his medication. We understand that our students 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.
- **All students are required to have health insurance.** Proof of insurance must be uploaded into SchoolDoc or provided at matriculation. Students may not remain on campus without health insurance coverage.
- **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 student may be sent home until a new prescription is filled.**
- **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 summer school session 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.**

If you have 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)

## SchoolDocs

### Electronic Student Medical Records for the Infirmary

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.

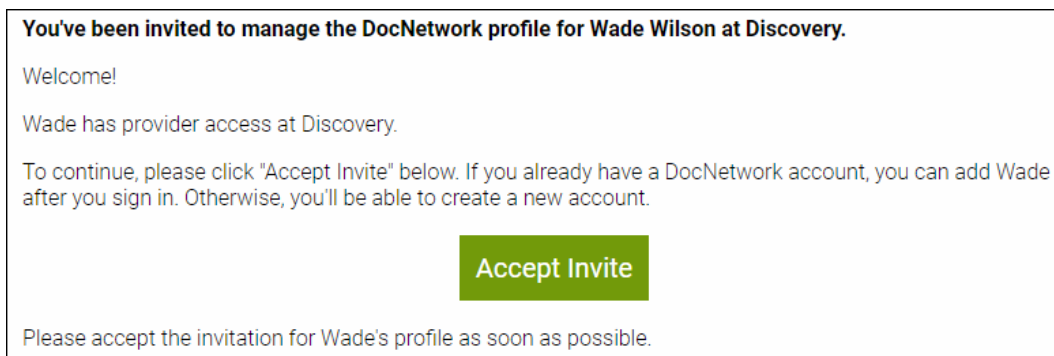
The security and privacy of your student's health information is important to us. The SchoolDoc site is secure, encrypted, and password protected. You can find additional information about SchoolDoc privacy and security information at [www.docnetwork.org/security](http://www.docnetwork.org/security).

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.

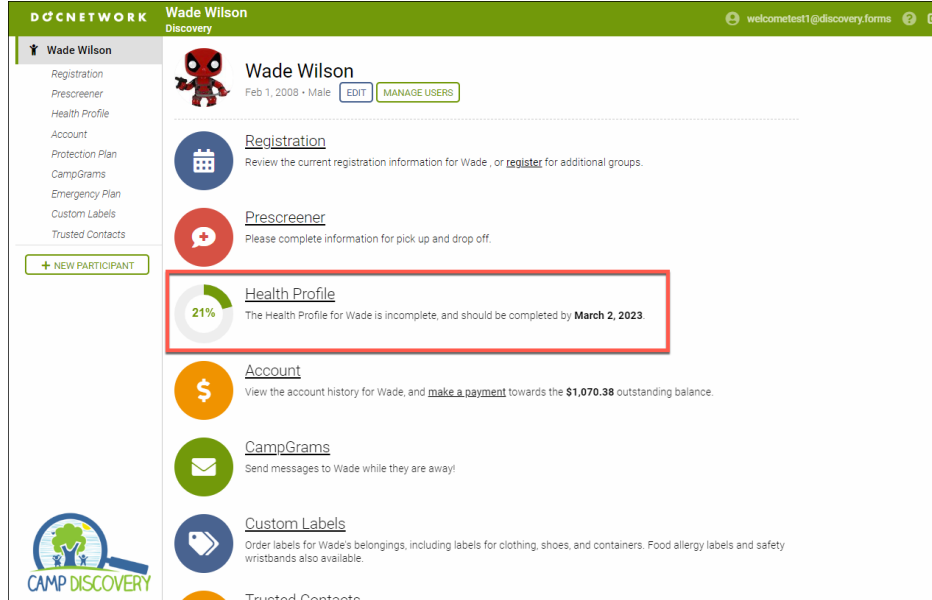
You've been invited to manage Wade Wilson's profile at Discovery.

### 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 warning: '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 are several input fields: 'First Name', 'Last Name', '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.

## Filling in Your Student's Electronic Health Forms



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 Summer!

## 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 schools and colleges require this immunization. Because meningitis is spread rapidly in barracks it is vital for your child's protection. This is NOT a routine childhood immunization in some states, so it may need to be given in addition to your son's routine immunizations before arriving at Hargrave. Please take the Hargrave Immunization form with you to your son's appointment to ensure ALL immunizations are complete. **Only the HMA Immunization form, located in SchoolDocs and our website, is accepted.**

**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 medications 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 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 Drug 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

**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.

**Q: Can I send already opened bottles of supplements, vitamins, etc?**

A: No. Only unopened, sealed bottles will be accepted.

**\*\* 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.**

## 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 students 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. Students 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 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 Student 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 student'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 student's computer. In cases where a student 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 Student Handbook as well as the Parent Handbook. All parents/guardians and Students 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 student is in attendance here at Hargrave Military Academy.

Sincerely,

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

*Please retain this letter for future reference*

# WHAT TO BRING

Hargrave will provide bed linens. In addition, each student should bring the following:

## Required

- Chromebook**
- Footlocker w/extra lock (any size)
- Alarm clock
- Athletic shoes (1 or 2 pairs)
- Athletic socks (8 pairs, white)
- Backpack
- Bath towels (4, two of which must be white for display purposes)
- Blanket
- Box fan
- Broom and dustpan
- Desk lamp (1, w/extra light bulbs)
- Disinfecting wipes (Clorox or similar)
- Extension cord (w/surge protector, recommend at 6' cord)
- Paper towels
- Personal hygiene items (toothpaste, toothbrush, soap, deodorant)\*
- Pillow and pillowcases
- School supplies: paper, pens, pencils, 1 ½" binders; 5-tab dividers
- Slippers and/or shower shoes
- Swimsuit/trunks for recreational use, solid colors
- T-shirts (6-8, white, crew neck)
- Underwear (6-8 pairs, boxers or jockey shorts)
- Washcloths (4, any color)
- Water shoes (flip flops are not suitable)
- Light jacket
- Hat/ball cap
- Sunscreen\*
- Insect repellent\* Flashlight

## Optional

- Camelbak (Optional)
- Sunglasses (inexpensive w/strap; optional, recommended)
- Hiking/long socks (2 pairs, white, optional)
- Hiking long pants (khaki, optional)

**\* Students may not bring aerosol cans or alcohol-based mouthwash \***

**SPECIAL NOTES:** Each student is required to bring a Chromebook laptop computer. In addition, students are permitted one laptop computer for personal use during free time. **Cell phones are strictly prohibited**, as are all other cellular, network-capable (3G, 4G, etc.) devices. This includes "disabled" cell phones.

**For sports camp:** (bring the gear which suits the sports camp you will attend):

Basketball shoes

Cleats (football, baseball, soccer)

Weightlifting gloves

Swimsuit and goggles (for competitive swimming)

Tennis cap, shoes and racket

# Parent/Athlete Concussion Information Sheet

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is usually caused by a bump, blow, or jolt to the head or body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild bump or blow to the head can be serious.

Signs and symptoms of concussion can show up immediately after the injury or may not appear or be noticed until days or weeks after the injury. If an athlete reports *one or more* symptoms of concussion listed below after a bump, blow, or jolt to the head or body, he should be kept out of play the day of the injury and until a health care professional, experienced in evaluating for concussions, says he is symptom-free and authorizes his return to athletics.

## Signs Observed by Coaching Staff

- ▶ Appears dazed or stunned
- ▶ Is confused about assignment or position
- ▶ Forgets an instruction
- ▶ Is unsure of game, score, or opponent
- ▶ Moves clumsily
- ▶ Answers questions slowly
- ▶ Loses consciousness (even briefly)
- ▶ Shows mood, behavior, or personality changes
- ▶ Can't recall events *prior* to hit or fall
- ▶ Can't recall events *after* hit or fall

## Symptoms Reported by Athletes

- ▶ Headache or "pressure" in head
- ▶ Nausea or vomiting
- ▶ Balance problems or dizziness
- ▶ Double or blurry vision
- ▶ Sensitivity to light
- ▶ Sensitivity to noise
- ▶ Feeling sluggish, hazy, foggy, or groggy
- ▶ Concentration or memory problems
- ▶ Confusion
- ▶ Just not "feeling right" or "feeling down"

## Concussion Danger Signs

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. An athlete should receive immediate medical attention if after a bump, blow, or jolt to the head or body he exhibits any of the following danger signs:

- ▶ One pupil larger than the other
- ▶ Is drowsy or cannot be awakened
- ▶ Headache that not only does not diminish, but gets worse
- ▶ Weakness, numbness, or decreased coordination
- ▶ Repeated vomiting or nausea
- ▶ Slurred speech
- ▶ Convulsions or seizures
- ▶ Cannot recognize people or places
- ▶ Becomes increasingly confused, restless, or agitated
- ▶ Has unusual behavior
- ▶ Loses consciousness (*Even a brief loss of consciousness should be taken seriously.*)

If an athlete has a concussion, his brain needs time to heal. While an athlete's brain is in the healing process, he is much more likely to have another concussion. Repeat concussions can increase the time it takes to recover. In rare cases, repeat concussions in young athletes can result in brain swelling or permanent damage to their brains. *They can even be fatal.*

If we suspect a Hargrave athlete has a concussion he will be removed from play, and medical attention will be sought. The coach will not try to judge the severity of the injury. The coach will keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussions, says he is symptom-free and authorizes his return to athletics.

All student-athletes will undergo ImPACT neurocognitive baseline objective testing measurements prior to participating in any practice, strength and conditioning sessions, and/or competing in any interscholastic athletic events. Should a concussion be sustained, this assessment provides an "individualized normal" in order to compare post-injury results. ImPACT is a computerized concussion evaluation system. The ImPACT test is not designed to diagnose a concussion; it is, rather, one part of the overall concussion evaluation and management process.

Rest is essential to helping an athlete recover from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games may cause concussion symptoms to reappear or get worse. After a concussion, returning to sports and school is a gradual process that will be carefully managed and monitored by a healthcare professional.

By signing below, you agree that you have read and understood the above, and you agree to submit to Hargrave's policies, regarding injuries as detailed herein.

Student's name: \_\_\_\_\_

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_

## TECHNOLOGY ACCEPTABLE USE POLICY

Hargrave Students are expected to apply the Hargrave Honor Code to all school activities, including those involving the use of their personal computing devices, Hargrave's computers, computer peripherals and network, whether accessing them while on campus or off campus. Hargrave expects that your behavior in the electronic world will reflect the same standards of honesty, respect, and consideration that you use face-to-face with others. The following is a list of what Hargrave Military Academy considers honorable uses of technology for all Cadets:

### Honorable Uses of Technology:

- Respecting the privacy of computer accounts:
  - Keep all passwords private
  - Maintain a password on all computing devices
- Supporting the school's computer security systems:
  - Do not install or use proxy or VPN clients
  - Do not use personal WiFi hotspots
  - Do not bring/use/possess any Ethernet/Hard line cables or adapters or extra wireless adapters
  - Do not bring/use/possess any devices, drives or storage mediums used to alter or add additional operating systems or functionality to your devices
  - Do not bring/use/possess any devices that would be used to violate any rules put into place regarding technology use
- Seeking permission to record or photograph classroom presentations;
- Using computers, software, and other information resources to support learning, complete school assignments, and gain a better understanding of information technologies and their applications;
- Using technology to collaborate with students and faculty in academic and extracurricular school functions;
- Use of the internet to perform research, related to academic and extracurricular school functions, and to communicate with scholars, students, and specialists outside of campus to improve knowledge and advance academic work;
- Respecting the registration policies of age-restricted online services (e.g., Facebook, Twitter, Instagram, etc.);
- Representing your own views, and not those of others, in any form of electronic communication;
- Providing appropriate scholarly attribution to any materials gathered using information technology;
- Adhering to all federal copyright laws:
  - Do not use Torrent software to download copyrighted material
  - Do not share copyrighted material with other Cadets
  - Do not access the dark web
- Respecting network bandwidth

- Limiting recreational use of public computers and yielding public computers to others who need them for school work;
- Respecting your personal contact information and that of others; and
- Protecting loaned equipment from damage or theft. (Financial costs may be incurred up to and including total replacement value).

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Hargrave Military Academy Off-Campus Academic Testing Waiver

I, \_\_\_\_\_,

the parent or legal guardian of \_\_\_\_\_,

acknowledge and agree to the following terms regarding optional off-campus academic testing, including but not limited to SATs or other standardized assessments, that are already provided by Hargrave Military Academy (hereinafter "Hargrave") on campus:

**Non-Responsibility of Hargrave:** Any off-campus academic testing or events that my cadet chooses to participate in, which are otherwise offered by Hargrave on campus, are not the responsibility of Hargrave Military Academy. Hargrave will not be held liable for any aspect of such off-campus testing, including but not limited to transportation, registration, supervision, or outcomes related to the testing.

**Personal Device Requirement:** I understand that if my cadet elects to participate in off-campus testing (e.g., SATs requiring the Bluebook app), they must have and maintain their own compatible device, such as a Windows laptop or MacBook. Hargrave Military Academy is not obligated to provide, maintain, or replace any devices required for such testing.

**Technical Support and Service:** Hargrave Military Academy is not responsible for the setup, service, or technical support of any personal devices or software used for off-campus testing. Any issues related to device functionality, internet connectivity, or software compatibility are the sole responsibility of the cadet and their parent/guardian.

**Voluntary Participation:** I acknowledge that participation in off-campus testing, or event is optional and that equivalent opportunities are provided by Hargrave on campus. By choosing to pursue off-campus testing or events, I accept full responsibility for all associated risks, costs, and logistics.

By signing below, I release Hargrave Military Academy, its staff, faculty, and affiliates from any liability related to my cadet's participation in optional off-campus academic testing or events.

Parent/Guardian Signature: \_\_\_\_\_

Cadet Name: \_\_\_\_\_

Date: \_\_\_\_\_

# CADET CHECK-OUT PERMISSION FORM

I, \_\_\_\_\_

Parent/Guardian(s) of Student \_\_\_\_\_

give permission for my Student (*named herein*) to be checked out from Hargrave Military Academy only by the following authorized age 21+ adult(s) for such reasons as dinner pass, open weekends, and holidays. I agree that this person/these persons may check out the Student named herein once or more than once during the **2026** summer session. Picture ID may be required to check out the Student.

***Permission to release Student(s) must support legal custodial arrangements as outlined in your custody agreement.***

Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_



## DRUG AND ALCOHOL POLICY

In an effort to create a drug-and-alcohol-free environment at Hargrave Military Academy, the following policy has been established. This policy is designed to (1) keep illicit drugs, drug paraphernalia, and alcohol off the campus of Hargrave Military Academy; (2) eliminate any abuse or misuse of medication, glue, and/or aerosol sprays and other inhalants; (3) discipline Cadets who become involved with illicit drugs, drug paraphernalia, and/or alcohol while on campus at Hargrave Military Academy or in the surrounding community.

### **To implement this policy, Hargrave Military Academy has established the following regulations and procedures:**

- I. Any student found guilty by the Academy Board or any court of competent jurisdiction of an offense relating to the use, distribution, and/or possession of illicit drugs, drug paraphernalia, alcohol or the abuse, misuse, or distribution of medication, to include huffing, aerosol, and other “inhalants” shall be dismissed.
- II. If the President or Commandant has reason to believe that a Cadet is in violation of the above regulation(s), he may order a search of the Cadet’s room and personal belongings, and/or he may order the student to submit to a urinalysis, saliva test, blood test, hair follicle test, breath test, or any other test now in existence or hereafter developed which detects the presence of alcohol, illegal drugs, controlled substances, drugs, or intoxicants; such tests may be administered from time to time at the sole discretion of the Academy. The parent/guardian shall be responsible for all costs associated with such tests. The President will consider a positive drug test sufficient grounds for immediate dismissal. Additionally, a positive drug test, resulting from activity away from the Hargrave Military Academy campus (weekend pass, holiday leave, etc.) does not exempt a student from this policy. *The refusal by a student to submit to such a search, urinalysis or breathalyzer shall be deemed an admission of guilt.* Hargrave Military Academy will use its best efforts to advise parents of a student who has been ordered to submit to such a test, but such notice to parents shall not be a condition precedent to conducting the search, administering the test, or taking appropriate disciplinary action.
- III. Hargrave Military Academy may require without prior notice a biochemical test to a student at any time in an attempt to minimize the negative impact of illegal substances. The cost of such testing is the responsibility of the student’s parent/guardian and will be deducted from the student deposit/account fund.
- IV. The laws of the Commonwealth of Virginia and the policy of Hargrave Military Academy’s Board of Trustees dictate that Hargrave’s campus be a tobacco-free environment. The health and safety of our Students depend upon Students not using tobacco products; this includes vaping and electronic cigarette (e-cigarettes).
- V. This policy is applicable to all Students enrolled at Hargrave Military Academy.
  1. Students may not possess or use tobacco or tobacco products;
  2. Students may not possess or use the electronic cigarette (e-cigarettes);
  3. The use of tobacco products in a manner which endangers the safety and health of others will lead to immediate disciplinary action;
  4. Students who sell or provide tobacco products or e-cigarettes to other students may be reported to local police and are subject to dismissal.
- VI. Parents/guardians are asked to support this important health and safety policy by:
  1. Not providing tobacco products to your student or other students;
  2. Not smoking and not allowing your guests to smoke and/or use tobacco products while on the Hargrave Military Academy campus;
  3. Not allowing your student or other student to use tobacco products while off campus on pass or leave;

4. Not allowing your student or other students to use tobacco products in your car or at your home.

**Acknowledgment:** By signing below, the parent/guardian acknowledges reading, understanding and agreeing to the policy outlined above. This agreement is valid and remains in effect for the entire period that the student named herein is enrolled at Hargrave Military Academy.

Student's Name: \_\_\_\_\_

I, \_\_\_\_\_, acknowledge that I have read and fully  
*(Signature of parent/guardian)*

understand the contents of this document.

Date: \_\_\_\_\_

## HAZING AND BULLYING PLEDGE

I understand that life in a boarding school community is not dissimilar to life in any town or community. Respect for other members of the community is necessary for successful and enjoyable living. My son will pledge on his honor not to indulge in any form of hazing and/or bullying another member of the Hargrave community. *This includes physical and/or psychological intimidation.*

Student's name: \_\_\_\_\_

**Parental Support Agreement:** As parent/guardian of the above-named student, I agree to fully support the Hazing and Bullying Policy of Hargrave Military Academy. I understand if my student is involved in any activity deemed by the Academy to be hazing and/or bullying, he may be immediately dismissed.

Parent/guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_

## SPECIAL ACTIVITIES PERMISSION FORM

I grant permission for my Student to participate in any live-fire exercise, pertaining to Skeet shooting, Rifle shooting, Archery, Paintball, Airsoft, Boy Scouts, or any recreational shooting activity.

I also grant permission for my student to participate in activities including, but not limited to, Go Kart Driving, Zip Lining, rock climbing, rappelling, canoeing, white-water rafting, snow sports, obstacle courses and other physical activities such as running and jumping. I have full knowledge that there are risks involved even under the best of circumstances.

I understand that my Student may be restricted from participating in special activities should their conduct be unsafe, disruptive, violate school policy, or result in disciplinary action.

Should my Student be injured or otherwise made uncomfortable or unhappy due to such participation, I will not hold Hargrave Military Academy or its staff liable.

\_\_\_\_\_ **YES**, my Student may participate, and I agree to the above.

\_\_\_\_\_ **NO**, I do not wish for my Student to participate in the activities as outlined above. If you wish for your son to participate in select activities please contact the Student Activities Director.

Parent/guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_

## HARGRAVE MILITARY ACADEMY

### Important Phone Numbers

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

<b>CWO3 Jason Rader</b>	Assistant Head of School	Ext. 2147
<b>Sam Redding</b>	Commandant	Ext. 2687
<b>TAC Officers</b>	Military Dept.	Ext. 2685
<b>Dr. Jim Tung</b>	Academic Dean	Ext. 2576
<b>Elliott Perkins</b>	Summer Experience Director	Ext. 2307
<b>TBD</b>	Chaplain	Ext. 2581
<b>Christy Lipscomb</b>	Director of Admissions	Ext. 3187
<b>Kim Barbour</b>	Registrar	Ext. 2574
<b>TBD</b> <i>(scheduling of classes)</i>	School Counselor	Ext. 2230
<b>Jeremiah Bunker</b>	IT Specialist	Ext. 3180
<b>Patrick Henry</b>	Director of Athletics	Ext. 2686
<b>Teresa Boelte</b> <i>(health, injuries, infirmary matters, insurance)</i>	Head Nurse	Ext. 2571
<b>Jaime White</b>	Military Dept. Admin. Assistant	Ext. 2691
<b>Penny Lewis</b> <i>(allowance, student accounts)</i>	Business Office	Ext. 2575
<b>Marcy Lovelace</b> <i>(payments, billing questions)</i>	Business Office	Ext. 2578

## Guest Accommodations

### Gretna/Chatham

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>

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](mailto:ourgenesisinvestments@yahoo.com)

### Danville Virginia

City Express by Marriott - Danville  
1292 South Boston Rd, Danville, VA 24540  
(434) 857-0120

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

[The Holbrook](#) – Historic Danville  
990 Main St, Danville, VA 24541  
(434) 234-5040

## **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