



ADMIRAL
FARRAGUT
ACADEMY

**Upper School (grades 8-12)
Cadet Handbook
2017-2018**

ADMIRAL FARRAGUT ACADEMY

501 Park Street North St. Petersburg, FL 33710
Phone: (727) 384-5500 Fax: (727) 347-5160 Web: www.farragut.org

Message From The Head of Upper School

Dear Cadets and Parents,

The faculty and staff at Admiral Farragut Academy welcome you and your family to our school community and wish great success to all our cadets. As we embark on our annual journey, it is important that cadets, parents, faculty and staff are on the same course. Please take time to review the information in this handbook which outlines cadet expectations.

In our ongoing quest to promote academic excellence, we must establish a learning community committed to the success of all cadets. Admiral Farragut Academy Upper School welcomes cadets, parents, and the community to join us in making these formative years a positive one for our school. We are committed to providing practical and educational experiences in the framework of Naval traditions that will prepare cadets to meet the academic, social and ethical challenges that await them beyond the Farragut experience.

We look forward to working with you in our pursuit of excellence for all.

Sincerely,

Dr. Thomas D. McGlinn
Head of Upper School
Assistant Head of School

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Important Contact Information

Main Directory	727 384 5500
Admissions Office	727 384 5500 x220
FAX	727 347 5160
Athletic Office	727 384 5500 x242
FAX	727 347 4348
Advancement Office	727 343 3678
FAX	727 498 5701
Business Office	727 384 5503
FAX	727 384 5507
College Placement	727 384 5500 x275
FAX	727 347 4348
Commandant's Office	727 384 5505
FAX	727 347 4348
Headmaster's Office	727 384 5501
FAX	727 343 2138
Infirmery	727 384 5506
FAX	727 344 1132
Naval Science	727 384 1893
FAX	727 347 4348
Quarterdeck	727 384 5502
Student Center	727 384 5500 x247
FAX	727 347 4348
Upper School Office	727-384-5502
FAX	727-347-4348

Mission Statement

The mission of Admiral Farragut Academy is to provide a college preparatory environment that promotes academic excellence, leadership skills, and social development within a diverse community of young men and women.

Admiral Farragut Academy Core Values

Integrity
Self-Discipline
Perseverance
Wellness and Fitness

Navy Hymn

Eternal Father strong to save,
Whose arm hath bound the restless wave,
Who bidst the mighty ocean deep,
Its own appointed limits keep;
Oh hear us when we cry to Thee,
For those in peril on the sea.
Amen

History Of Our Namesake

David Glasgow Farragut (1801-1870) was born outside of Knoxville, Tennessee, and joined the Navy when he was just a boy. By the age of 14, he had served with distinction in the war of 1812. When the United States of America erupted into civil war, Farragut sided with the Union. In 1862, the US Navy bestowed upon him the rank of Rear Admiral, making him the first such officer to achieve the distinction. In 1864, aboard his flagship, *USS Hartford*, Admiral Farragut achieved a stunning victory against Confederate forces at the Battle of Mobile Bay, where he proffered the most famous quote attributed to him, "Damn the torpedoes! Full speed ahead." After serving as commander of the United States European Squadron, Admiral Farragut retired to Portsmouth, NH, where he died at the age of 69.

History Of Our Academy

Admiral Farragut Academy was designated a Naval Honor School by Act of Congress in 1946 and boasts as alumni two of the twelve astronauts to have ever walked on the moon, RADM Alan Shepard of Apollo 14 and BGEN Charles Duke of Apollo 16. The original campus was founded in Pine Beach, New Jersey in 1933; the campus in St. Petersburg was founded in 1945. The New Jersey Campus closed in 1994. The Academy became coed in 1990 and graduated its first female cadets in 1996. The campus occupies over 35 acres by Boca Ciega Bay and was once a lavish hotel called the Jungle Country Club Hotel, built by Walter Fuller. Some of its more famous guests include baseball legend Babe Ruth. During World War II, the US Army used it as a training base.

SECTION I: GENERAL INFORMATION

The regulations defined herein shall be considered in effect and in force for all cadets grades 8-12. No variation from or addition to these regulations can be made except by official order signed by the Commandant or the Head of Upper School.

No attempt is made to cover herein every detail of conduct and procedure. Cadets are expected to know the difference between proper and improper conduct, and to conduct themselves as ladies and gentlemen.

GOALS AND VALUES

Honor demands that each cadet be accountable for their own behavior. Courage demands that cadets have the moral and mental fortitude to do what is right. Commitment demands that every cadet stand up and press on with day-to-day obligations. Teamwork demands that cadets join together to improve the quality of their unit, their fellow cadets, and themselves.

Basic honesty requires that a cadet should never lie, speak half-truths, or provide evasive answers. Such behavior is contrary to the basic goals of the Academy, and is considered dishonorable. Furthermore, Farragut will not abide those cadets who tolerate such behavior in others.

Cadets shall display at all times due deference, respect, and courtesy to all:

- Staff members, teachers, and administration
- Officers of the United States and foreign armed forces
- Visitors and guests to the Academy
- Employees of the Academy
- Peers

ATTENDANCE POLICY

ABSENCES

Parents must contact the Commandant's Office as soon as possible if your child is unable to attend school due to illness, family emergency, or religious observance. Cadets either absent or tardy from school must ensure that their parent/guardian informs the Academy by 0800. You may leave a message with the Commandant's Office at 727-384-5505, or email the Assistant to the Commandant, Beverly Gonczar, at bgonczar@farragut.org. No other staff member is to be notified.

Absent cadets are to consult their Teacher Pages on focus.farragut.org website for homework assignments missed due to absence. Assignments can be sent home or faxed upon request. A 24hour answering service is available for your convenience. The Commandant's Office also requires a written excuse upon returning to the Academy.

Admiral Farragut Academy's attendance policy will be as follows: A cadet will not be able to participate in an athletic event if he/she isn't at school for that day. A cadet will not be able to be on an athletic team if they have excessive non-school absences. A cadet will not be able to attend certain field trips if he/she has excessive non-school absences. Upon the 10th non school-related absence (i.e. field trip, athletic event) from school in a semester, parents will receive a letter to report to a required conference with the Commandant. Upon the 10th non school-related absence, the cadet will lose driving privileges on campus. If your child receives 15 absences from school in a semester, your child will be ineligible to receive credit for their courses and the Commandant may withdraw your child for violation of the attendance policy. There are no excused or unexcused absences.

EARLY DEPARTURE/LATE RETURNS FROM VACATIONS

Cadets will not be excused from class due to poor transportation planning with regard to long weekends and authorized vacation time. Florida State Law mandates that all cadets attend a prescribed number of school days per year, and authorized vacations and long weekends have been precisely factored into that equation. Vacations/appointments causing time away from school should be scheduled during breaks.

GENERAL ACADEMY SERVICES

SHIP'S STORE & UNIFORM MAINTENANCE

All uniform articles may be obtained in the Ship's Store. Such articles as cadet insignia, shoes, athletic gear, blankets, T-shirts, socks, swimming trunks, school supplies, jewelry, and souvenirs are available for purchase.

The Ship's Store does not provide tailoring services for uniforms. Cadets are responsible for keeping their uniforms clean, tailored, and inspection ready.

Cadets need to make use of an off-campus tailor. Damage to uniforms, excessive wear, replacement of buttons and zippers, etc., will be repaired at the expense of the cadet.

LOCKERS

All cadets will be issued a locker, which is expected to remain locked at all times. Cadets are also expected to maintain clean lockers. Locks will be provided by the Academy. Cadets shall not use alternative locks.

LOST AND FOUND

The Academy assumes no responsibility for articles lost or misplaced by cadets, however, the Academy has a Lost and Found collection point located in the the Commandant's outer office area. All found articles of any nature must be turned in promptly for safe keeping.

MAIL

The Academy employs a postmaster who handles all incoming and outgoing mail. Under no circumstances shall mail be handled by anyone other than authorized persons. Mail call will be at times designated by the Office of the Commandant.

GENERAL ACADEMY POLICIES

CELLULAR PHONES & QUARTERDECK COMMUNICATIONS

The Academy considers inappropriate cell phone use to be contrary to good order and discipline, and thus seeks to curtail their use during the academic day. Cadets may have their cell phones confiscated for failure to follow these regulations.

- Cadets shall not wear cell phones with their uniform.
- Cadets should ensure that their cell phones are turned off or switched to silent while in class.
- The Academy will not be responsible or investigate any phone bills incurred by the misuse or theft of a cell phone.
- Cadets shall not walk to and from classes talking and texting while in uniform.

Emergency phone calls may be made in the Office of the Commandant.

QUARTERDECK PHONE USAGE

- The Quarterdeck phone is to be kept open at all times for emergency use. Under no circumstances shall a cadet on duty use the Quarterdeck phone for personal use.
- The Quarterdeck may not accept collect calls for any reason.
- The Quarterdeck will take a message and then relay that message to the intended cadet.
- The Quarterdeck will limit incoming calls to three (3) minutes. Cadets shall not receive personal calls from the Quarterdeck phone. They are to return any calls received from another venue.

Cadets who live in different time zones shall coordinate with their parent or guardian as to the times that they may be contacted. Emergency calls should be routed through the Office of the Commandant.

FIREARMS & WEAPONS

Knives, firearms, fireworks, ammunition, explosives, and hazardous materials are banned from Academy grounds; violation of this policy may lead to immediate dismissal and/or police involvement.

PARKING

Cadets must show a valid driver's license and purchase a parking pass in order to drive to and from campus. Day

cadets shall park on campus in areas designated for cadet parking.

Residential cadets who bring a car to campus will need to complete the Boarding Cadet Vehicle Agreement, park their car in the parking lot off Country Club Boulevard and turn the keys into the Residential Life Office. The car will remain stationary unless permission is given by the Upper School Head or the Commandant.

Cadets who violate parking directives will forfeit their ability to drive themselves to school.

VISITORS & GUESTS

For security reasons and for the privacy of all cadets boarding at Admiral Farragut Academy, only authorized Academy personnel and boarding cadets are allowed in the dormitory. Parents and visitors must have authorization from the Office of the Commandant to enter the dormitories.

Cadets are permitted to receive authorized visitors from the beginning of general liberty until 1830 on weekday evenings, 2100 on Friday and Saturday evenings. The use of the East Lounge is authorized for such visitors. Cadets are responsible for seeing that their guests observe all Academy rules and regulations.

All visitors must sign in at the Quarterdeck.

PUBLIC RELATIONS

Cadets will not give out for publication or broadcast any information concerning Admiral Farragut Academy without prior authorization. All news queries will be referred to the Headmaster.

TRANSPORTATION

A cadet may keep a bicycle on Academy premises under the following conditions:

- The bicycle must be in good repair.
- The bicycle is kept in the bicycle rack at all times when not in use.
- The bicycle is locked at all times when not in use.
- Helmets are used in accordance with state law.

The Academy is not responsible for loss, theft, vandalism or accidents incurred on bicycles.

Skateboards, motorcycles, segways , hovercraft boards and mopeds are prohibited.

Use of roller blades on campus is prohibited. Use of roller blades off campus is discouraged. If using roller blades off campus all cadets must wear protective equipment, i.e. elbow, knee pads and helmet.

Cadets may not leave campus when they are required to be present by the Academy. Such times include classes, required extra-curricular activities, mess formations, penalty and extra-duty times, etc. Day cadets may leave only at the end of such activities.

Day cadets are forbidden from transporting any boarding cadet who is on liberty or leave.

Boarding cadets are forbidden from sitting in or riding in a day cadet's automobile without approval from the Head of Upper School or the Commandant .

UNAUTHORIZED RESIDENCE

Day cadets may not live in a private residence without their parents or guardian while attending the Academy. This regulation stands in effect even if the cadet has passed his or her 18th birthday. Any deviation from this regulation can only be made by the Head of Upper School or Commandant of Cadets.

SECTION II: ACADEMICS

GRADUATION REQUIREMENTS

Graduation from Admiral Farragut Academy requires a minimum of one year's attendance, the satisfactory completion of a minimum of twenty-four units or their equivalent, five of which must be earned at the Academy, and a 2.0 grade point average. In addition to academic requirements, all cadets must complete a minimum of 80 documented hours in service to the community, earn their Qualified Boat Handler's Rating (QBH) through the Naval Science Department, and submit an acceptable research paper in their senior English class.

Discipline	Units	Requirements
Academic Electives	5	
Mathematics	4	Algebra 1 and above (AFA requires each year of Upper School)
English	4	I-IV or AP
Fine Arts	1	
Foreign Language	2	Same Language; Consecutive years
American Government	0.5	
Economics	0.5	
Life Management Skills	0.5	
Personal Fitness	0.5	
Science	3	2 with Labs (AFA requires each year of Upper School)
Naval Science	3	Mandatory 1 year
American History	1	
World History	1	

Graduation, the diploma or final transcript may be withheld in the case of the cadet:

- A. Who is unsatisfactory in conduct;
- B. Whose financial status is not fully settled;
- C. Who has not completed his/her QBH;
- D. Who does not submit an acceptable research paper through the English IV Class;
- E. Who has not completed required community service hours;
- F. Who has not completed assigned penalty hours.
- G. Who is not in good standing with the Academy.
- H. Who has not returned borrowed items from the Academy; chrome books, library books

GRADING SCALE

The Academy operates on a 4.0 GPA scale, with the following types of courses given extra weight when computing both rank and average.

- AP Courses shall be weighted 1.0
- Honors Courses shall be weighted 0.5
- Dual Enrollment shall be weighted 0.5

The Academy reserves the right to weigh courses designated Honors or AP from other institutions.

The Academy grading scale is as follows:

100- 97 =	A+	(4.00)
96 - 93 =	A	(4.00)
92 - 90 =	A-	(3.75)
89 - 87 =	B+	(3.50)
86 - 83 =	B	(3.00)
82 - 80 =	B-	(2.75)
79 - 77 =	C+	(2.50)
76 - 73 =	C	(2.00)
72 - 70 =	C-	(1.75)
69 - 65 =	D+	(1.50)
64 - 60 =	D	(1.00)
59 - 0 =	F	(0.00)

GRADUATION WITH HONORS

Those cadets who graduate with a weighted GPA of 4.0 or above will earn the distinction of Graduate With Honors with two years of attendance at Admiral Farragut Academy.

VALEDICTORIAN AND SALUTATORIAN

The Valedictorian shall have the highest weighted academic average based on four years of Upper School, and must have started attending AFA during their sophomore year. Priority goes to cadets who took classes at AFA.

The Salutatorian shall have the second highest weighted academic average based on four years of Upper School, and must have started attending AFA during their sophomore year.

GPA calculations shall be cumulative, comprising grades 8-12, and appropriately weighted. For the purposes of GPA calculation, the Academy does not recognize weighted courses from other schools for programs that the Academy does not offer (e.g., International Baccalaureate). Weighted grades from other schools shall be renormed to comply with the parameters set forth by the Academy.

DUAL ENROLLMENT

No Cadet will be permitted to take classes off campus. Only Dual Enrollment courses completed on the AFA campus and taught by AFA instructors will be honored and displayed on the official Admiral Farragut Academy transcript. Academic credit awarded by another institution (high school, virtual school, online or college coursework) may fulfill graduation requirements, but will not be averaged into the student's overall GPA at Farragut. All academic honors coursework must be completed on the AFA campus. In addition, to be considered for high academic honors, cadets must have started attending AFA during their sophomore year..

CONDUCT IN CLASSROOMS

Appropriate behavior in the classroom is essential for proper learning, good order and discipline. The following rules shall apply:

- Cadets shall be in their seats by the end of the tardy bell, ready to participate with a positive attitude.
- Cadets are considered tardy after the late bell. Teachers reserve the right to require tardy cadets to obtain passes from the Office of the Commandant.
- Cadets will bring all appropriate materials to class.
- Cadets will be in proper uniform and wear it correctly.

- Cadets will follow teacher directions the first time they are given.
- Cadets will respect rights of peers, teachers, and school property.
- Cell phones, iPods, Chromebooks, tablets and laptops are to be used at the discretion of the classroom teacher.
- Follow all other school rules.
- Cadets will maintain proper military bearing during the class. Cadets shall show due respect to teachers and fellow classmates at all times.
- Disruptive cadets may be removed from class.
-

EXAMINATIONS AND STANDARDIZED TESTING

ADVANCED PLACEMENT (AP) EXAMS

The Advanced Placement (AP) program provides the most rigorous level of instruction and selectivity at Admiral Farragut Academy. Cadets who wish to take AP courses must meet several requirements, as mandated by the Academy.

All cadets taking AP courses are required to take the midterm exam and the College Board AP exam in the spring. Cadets who do not take the AP exam will not receive AP credit, however, they will be required to take a final exam and will only receive Honors credit. Cadets may NOT exempt AP exams under any circumstance; failure to take required AP exams may result in a grade of 50 factored into the second semester, and weighted the equivalent of an exam grade.

Cadets may be removed from AP courses and placed into Honors or College Prep courses due to poor performance during the semester at the discretion of the Upper School Head.

EXAMINATIONS

All cadets are required to prepare for exams and attend classes leading up to the exam.

Cadets who miss a required exam will receive a grade of 0 on the exam and may receive a failing grade for the semester. If the course is required to graduate, this may prohibit graduation until such time as that class is retaken and the cadet receives a passing grade.

STANDARDIZED TESTING

All cadets attending Admiral Farragut Academy are required to participate in testing programs, for which a charge is made to their cadet account. It is suggested that all cadets take the Scholastic Aptitude Test (SAT) and the ACT twice during their junior year, and both the SAT and ACT once more during their senior year.

The Center For Academic Success can arrange extra time on the PSAT, SAT, ACT and AP tests. Cadets with documented learning differences must make all arrangements through the Center For Academic Success, and must do so at least two months before test date. All students in grades 8 - 11 are required to take the PSAT in October. In addition, tests such as the ACT, PRA and PERT ACCUPLACER may be administered throughout the year, at the discretion of the Upper School Head.

Cadets who are unexcused from scheduled standardized tests are subject to disciplinary action.

ACADEMIC ACHIEVEMENT

The following section details the ways in which the Academy recognizes those cadets who have demonstrated excellence in academics.

THE RADFORD STAR

The Radford Star Award recognizes outstanding cadets who have excelled in academics, extracurricular activities, deportment, drill and seamanship. It is the single highest honor a cadet can receive at the Academy. In order to qualify for any of the distinctions, a cadet must be taking six (6) academic courses. All cadets are encouraged to consult the Naval Science Department for specific criteria and application procedures.

HEADMASTER'S LIST

To qualify, a cadet must have satisfactory department and earn all A's (90% or better), or one B (80-89%) with all other grades of A.

HEADMASTER'S HONOR ROLL

To qualify, a cadet must have satisfactory department and earn B's (80%) or higher.

The Upper School Office will publish a list at the end of each marking period announcing those cadets who have earned said distinctions.

NATIONAL HONOR SOCIETIES

The David Glasgow Farragut Chapter of the National and National Junior Honor Societies shall be composed of those eligible cadets selected on the basis of academic performance, community service and character and ethical evaluations. Exact requirements remain the purview of the NHS and NJHS; the Academy reserves the right to add additional criteria. Induction ceremonies usually take place during the second semester at a time to be determined by the Upper School Head.

ACADEMIC ACTIVITIES AND SUPPORT

GENERAL ACADEMIC CLUBS

Clubs may be formed with the consent of the Head of Upper School, providing the activity and area of interest is beneficial to the club members and the school. A faculty advisor must assist in such activities. Availability of clubs varies from year to year. Consult the Upper School Office for current clubs.

STUDENT CENTER

- The Roy M. Speer Student Center is available for cadet use during the academic day. The Student Center is not open on the weekend. Cadets may use the Student Center to study, research, and/or use the computer lab, provided their use is in accordance with the Acceptable Use Policy (AUP).
- Cadets will use the Student Center in accordance with the regulations, and shall maintain themselves in a quiet, respectful and scholarly manner.
- The Academic Services Director and/or the Media Specialist retain the right to ban disruptive cadets from using the Student Center.
- The Student Center computers will be used to support the educational goals of the Academy. The AUP will be strictly enforced.
- Cadets who wish to use the computers for academic matters have priority at all times.
- Books are due at the end of each marking period. A penalty is issued each day for overdue books. After five overdue school days, the cadet's account will be charged.
- All Academy regulations regarding food and drink during the academic day and study hall apply while in the Student Center. Students may bring healthy snacks and water in during the period between the end of the school day and dinner.
- Students may use the resource textbooks and laptops while in the Student Center. Materials may not be removed without approval from the Academic Services Director and/or the Media Specialist.

CENTER FOR ACADEMIC SUCCESS

Cadets are encouraged to seek additional academic support through the Center For Academic Success. The Center for Academic Success specializes in working with those cadets who have learning differences or are in need of academic remediation, but can also arrange for individualized success plans for qualified cadets and extended test time for both regular and standardized testing. The Center for Academic Success can also pair a cadet with a professional or peer tutor.

TUTORIAL PERIOD

The tutorial period is provided for cadets to obtain additional help from their teachers. Cadets assigned to tutorial period are required to report to tutorial as dictated by their teacher or appropriate Academy official. The tutorial period takes priority over all other activities and only an administrator may excuse a cadet from required tutorial. Cadets not specifically assigned to tutorial period are free to report for extra help from any teacher.

STUDY HALL

Each cadet will be assigned a study hall period with an advising teacher that will take place daily during the academic day. Cadets will work in a small group setting and attendance will be taken daily.

COUNSELING

Counseling services are made available through the Infirmary. Cadets are encouraged to schedule appointments on an as-needed basis. Referrals can be made to local doctors should the need arise. Information discussed with the Upper School Administration, Infirmary or Commandant is privileged and confidential. Academic counseling, including matters related to college placement, should be directed to the Upper School Academic Office or the College Placement Office. Cadets in need of additional help or tutoring are encouraged to take advantage of the Center for Academic Success on campus.

COLLEGE VISITATIONS

Juniors and Seniors are encouraged to visit prospective colleges when the opportunity presents itself. Excused absences must be approved and granted by the Director of College Placement.

College visitation days are inclusive of, not in addition to, the ten (10) days that each cadet may miss per semester. Written or email request from parent/guardian is required for all visitations.

Cadets are to use vacations, Spring Break, long weekends, and other times when school is not in session to visit colleges.

The Director of College Placement will allow cadets to sign up in advance when a college is visiting campus. An approved attendance list will be produced in advance of the visit and an actual attendance list will be provided following the visit. Cadets who do not sign up in advance may be subject to disciplinary action.

While authority rests with the Director of College Placement, cadets will be excused in the following situations:

- An ROTC or Service Academy Interview;
- An Open House or Orientation function held on a specific day;
- A required or recommended interview;
- Athletic recruitment;
- Scholarship and academic contests

DISCIPLINARY MEASURES & SPECIAL DEFINITIONS

The Academy considers academics to be a cadet's top priority, taking precedence over all other activities. An academically successful cadet is one who arrives to class on time and prepared, seeks additional help from his teachers or peers should the need arise, and takes proactive steps to ensure that grades do not slip and that assignments be turned in on time. It is the responsibility of the cadet to inform their teacher of any absence, excused or unexcused, and to ensure that they have relevant notes and homework assignments.

ACADEMIC LIMITS/OUT OF BOUNDS

The academic limits of the Academy are as follows:

- From Mess I until Athletics - the campus west and south of the athletic field, Infirmary, the Lower School, except when under direct supervision. Cadets engaged in physical education may use any part of the campus as directed by the physical education teacher.
- From the beginning of Athletics until Mess III - the above limits are extended to include the athletic fields, the drill field, the swimming pool (when it is open), the gym (if supervised), the Field House (if supervised) and the Waterfront (if supervised).

ACADEMIC PROBATION

Any cadet who fails one or more courses for the first semester or whose overall average is less than passing (60%) will be placed on academic probation. This status will be reviewed by the Academic Committee at the end of the 3rd Quarter. If the cadet does not show improvement, he/she may not be offered re-enrollment for the next academic year.

ABSENCE FROM CLASS (EXCUSED OR UNEXCUSED)

Cadets are expected to attend all classes in which they are enrolled. Cadets with extended absences for illnesses or other reasons are to coordinate their makeup work with their teachers and the Upper School Head. The Academy will work with any cadet who has fallen behind academically due to legitimate and prolonged absences.

In the event of a cadet's excused absence from any test or examination, the procedure regarding the computation of weekly, monthly or yearly grades shall be as follows:

- Final marks shall not be computed until the cadet has been given the opportunity to make up missed examinations. It is the cadet's responsibility to arrange makeup examinations with the instructor.
- Cadets will have one (1) week to makeup all missed tests, upon their return to school. An individual makeup test will be given at a time to be determined by the individual teacher. In the case where a cadet has missed multiple tests, makeup tests will be arranged through the Upper School Office.
- The Upper School Head may postpone the date of a makeup exam when reasons justify this action.

EARLY GRADUATION

The Academy expects all of its graduates to complete five years of Upper School. Cadets who wish to graduate early must have the approval of Head of the Upper School, meet all of the following requirements, and demonstrate a need to graduate early.

The Academy defines "need" as one where a cadet's personal or family circumstances are incompatible with the traditional five year time table and thus necessitate early graduation. In this regard, financial matters are not considered urgent, as scholarships and aid are available for qualified cadets.

The Academy expects any cadet petitioning to take classes elsewhere in order to obtain a diploma from Admiral Farragut Academy to take at least three courses on campus during the cadet's senior year. Any deviation must be approved by the Headmaster.

Cadets may not take classes from any other institution, such as an on-line program, to satisfy graduation requirements or take courses otherwise offered at the Academy. Exceptions to this rule require approval of Head of Upper School.

CADET ACTIVITIES

The Academy offers all cadets the opportunity to participate in various intramural and interscholastic sports, academic and social clubs, and Student Government. Cadets are encouraged to participate so as to enhance their educational experience and to prepare themselves for higher education and beyond.

ATHLETIC ACTIVITIES

GENERAL REGULATIONS AND POLICIES

Any cadet who misses class due to an illness may not be able to participate in an athletic activity on that day.

Any cadet assigned penalty hours or to any other punitive measure must first meet that obligation before attending practices.

Academics always take precedence over athletics.

Upper School Administration reserves the right to remove a cadet from an athletic activity due to poor academic performance, discipline report, unsatisfactory deportment, or at the request of a parent or guardian. Unsatisfactory deportment includes uniform violations, failure to adhere to Naval Science regulations, and failure to participate in NJROTC functions such as Drill.

When representing the Academy in sporting activities, cadets will always maintain the appropriate behavior and appearance. Travel attire to and from events will be the uniform.

INTERSCHOLASTIC SPORTS PROGRAM

The Florida High School Activities Association (FHSAA) is the governing body for all sports competition in the state of Florida among member High Schools. This association sets forth guidelines and regulations concerning the eligibility of players and their conduct on the playing field.

Cadet athletes will wear the proper uniform at all times and will adhere to regulations regarding proper grooming and deportment. Cadets absent from class for games and/or practices are personally responsible for all academic work missed.

1006.195 District School Board, Charter School Authority and Responsibility to Establish

Student Eligibility Regarding Participation in Interscholastic and Intrascholastic Extracurricular Activities.

Notwithstanding any provision to the contrary in ss. 1006.15, 1006.18, and 1006.20, regarding student eligibility to participate in interscholastic and intrascholastic extracurricular activities:

(1)(a) A district school board must establish, through its code of student conduct, student eligibility standards and related student disciplinary actions regarding student participation in interscholastic and intrascholastic extracurricular activities. The code of student conduct must provide that:

1. A student not currently suspended from interscholastic or intrascholastic extracurricular activities, or suspended or expelled from school, pursuant to a district school board's suspension or expulsion powers provided in law, including ss. 1006.07, 1006.08, and 1006.09, is eligible to participate in interscholastic and intrascholastic extracurricular activities.

2. A student may not participate in a sport if the student participated in that same sport at

another school during that school year, unless the student meets the criteria in s. 1006.15(3)(h).

3. A student's eligibility to participate in any interscholastic or intrascholastic extracurricular activity may not be affected by any alleged recruiting violation until final disposition of the allegation pursuant to s. 1006.20(2)(b).

(b) Students who participate in interscholastic and intrascholastic extracurricular activities for, but are not enrolled in, a public school pursuant to s. 1006.15(3)(c)-(e) and (8), are subject to the district school board's code of student conduct for the limited purpose of establishing and maintaining the student's eligibility to participate at the school.

(c) The provisions of this subsection apply to interscholastic and intrascholastic extracurricular activities conducted by charter schools and private schools, as applicable, except that the charter school governing board, or equivalent private school authority, is responsible for the authority and responsibility otherwise provided to district school boards.

(2)(a) The Florida High School Athletic Association (FHSAA) continues to retain jurisdiction over the following provisions in s. 1006.20, which may not be implemented in a manner contrary to this section: membership in the FHSAA; recruiting prohibitions and violations; student medical evaluations; investigations; and sanctions for coaches; school eligibility and forfeiture of contests; student concussions or head injuries; the sports medical advisory committee; and the general operational provisions of the FHSAA.

1006.15 Student standards for participation in interscholastic and intrascholastic extracurricular student activities; regulation.—

1006.15(3)(h)

(h)1. A school district or charter school may not delay eligibility or otherwise prevent a student participating in controlled open enrollment, or a choice program, from being immediately eligible to participate in interscholastic and intrascholastic extracurricular activities.

2. A student may not participate in a sport if the student participated in that same sport at another school during that school year, unless the student meets one of the following criteria:

a. Dependent children of active duty military personnel whose move resulted from military

orders.

b. Children who have been relocated due to a foster care placement in a different school zone.

c. Children who move due to a court-ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent.

d. Authorized for good cause in district or charter school policy.

SPORTS OFFERED AT ADMIRAL FARRAGUT ACADEMY

1. **Fall Sports** - Football, Swimming, Cross Country, Volleyball, and Golf
All cadets are encouraged to try out for any sport offered at the Academy. For Fall sports, cadets should consult the head coach or Athletic Director concerning exact start and end dates. Coaches reserve the right to begin official practices before the start of school. Affected cadets will be notified in advance.
2. **Winter Sports** - Basketball, Wrestling, Soccer
Basketball - Practice normally starts the week before the Thanksgiving holiday, and the season ends with the state playoffs, which begins on the Thursday of the last week in February.
Soccer - The soccer season runs concurrently with basketball and lasts until the state playoffs.
3. **Spring Sports** - Baseball/Softball, Track & Field, Lacrosse, Tennis
Baseball/Softball-Practice starts in the middle of January, with the first game played in the last week of February the first week of March. Baseball concludes with the state tournament.
Track and Field - Practice starts in the middle of January with regular season meets scheduled for the first or second week in March. The regular season normally consists of 10 to 12 meets and ends with the state track meet.
Tennis - Practice begins in the middle of January with regular season matches starting in March. (Fee required).
4. **Riflery/Pistol Team** - A rifle team is selected each year based upon skills developed and observed during NJROTC rifle qualifications each year. The season continues throughout the year with matches scheduled randomly.
5. **Sailing** - Practice and events take place year round.

FHSAA AND ADMIRAL FARRAGUT ACADEMY ELIGIBILITY REQUIREMENTS

- **Birth Certificate**
Every U.S. student who participates in athletics is required to show proof of birth in the form of a "certified copy" or original birth certificate. A passport is acceptable for foreign cadets. (NOTE: Duplicated copies are not acceptable, even with a notary public certification. This is an FHSAA rule.)
- **Physical Examination**
A complete doctor's physical, on a FHSAA EL2 form, must be completed in order to begin training for any sport, and the physical form must state that the cadet is physically qualified to participate in varsity sports. This physical report must be on file at the school before a cadet will be permitted to begin practice for any sport. FHSAA also requires the EL3 Form (Consent & Release from Liability Certificate for Concussions, Cardiac Arrest & Heat-related illness.
Admiral Farragut must have a medical release and a copy of a current insurance card
- **Parental Permission**
All athletes must present a statement of parental consent to the Athletic Director each year before participating in any interscholastic athletic event. The statement will be filed in the Athletic Director's office.

- **Age**
According to the FHSAA rules, "A student will be eligible throughout the age of 19 years 9 months. A student will become ineligible at 12:01 am on the day he/she turns 19 years 10 months.
- **Grades**
According to FHSAA "To be eligible to participate in interscholastic extracurricular student activities, a student maintain a cumulative grade point average of 2.0 or above on a 4.0 scale, or its equivalent, in the courses required."
- **Conduct**
Any cadet who is representing the Academy in interscholastic athletics, must maintain a level of conduct beyond reproach. Poor sportsmanship may result in dismissal from the team, and unsatisfactory deportment in general may also cause disqualification.

The Athletic Director must verify every eligibility requirement. This will not be done if a cadet does not meet every requirement below to the letter of the FHSAA Bylaws.

Requirements are very strict. Often, athletes are ineligible for part of a season because they do not fulfill requirements. Athletes and parents MUST promptly and carefully complete these requirements.

THE FARRAGUT VARSITY LETTER

The Farragut "letter" will be awarded to varsity athletes, and the junior varsity letter to junior varsity athletes, as determined by the coaches, Athletic Director and the Head of Upper School.

GYMNASIUM

Regulations governing the gymnasium are subject to special order issued by the Athletic Director and approved by the Head of Upper School.

No cadet or group will be given permission to use the gymnasium or field house unless a faculty member is present.

Showers may only be used by cadets immediately after a gym class and after Varsity or J.V. scheduled games or practices.

All notices pertaining to athletics and gym classes will be posted on the gymnasium bulletin board, and on the bulletin board.

Cadets are prohibited from using the gym during the academic day for purposes outside of physical education classes.

Cadets who violate regulations or misuse the gymnasium or field house are may be banned from its use by the Upper School Head, Commandant and/or the Athletic Director.

EQUIPMENT AND UNIFORMS

The prescribed athletic uniform must be worn whenever a cadet is taking part in any athletic activity any place on the campus.

SWIMMING AND SWIMMING POOL

Qualification as a swimmer is of the utmost importance in the life and welfare of a Farragut cadet. Swimming tests will be held from time to time and all cadets will be required to take such tests until qualified.

Cadets are forbidden to enter the Academy swimming pool except during regularly supervised swimming periods.

Cadets are forbidden to swim in the Academy yacht basin or Boca Ciega Bay.

SKIN AND SCUBA DIVING

Cadets must have parental authority to participate in snorkel and scuba diving.

HUNTLEY FIELD HOUSE

The Weight Room may only be used when supervised by an authorized employee of the Academy. Cadets are subject to posted rules and regulations. Cadets with medical restrictions are forbidden from entering the Weight Room.

GENERAL CLUBS/ACTIVITIES

CLUBS

Clubs may be formed with the consent of the Head of Upper School and the Athletic Director, providing the activity and area of interest is beneficial to the club members and the school. A faculty advisor must assist in such activities.

Cadets are expected to honor any commitments to clubs just as they would an academics or athletic commitment.

FLIGHT PROGRAM

Cadets must have parental permission to participate in the flight program. Ground school is taught on campus by a faculty member. Actual flying lessons are arranged with a local airport. This program involves additional charges for the cadet.

FORMAL DANCES

All Academy dances shall be conducted with dignity and decorum.

All outside guests must be approved prior to attending.

STUDENT GOVERNMENT

All members of the Upper School are encouraged to participate in Student Government. The responsibilities include the organization and implementation of Homecoming activities. Seniors are the executive officers with support from class officers in grades 8-11.

SECTION III: CADET DEPARTMENT AND RESPONSIBILITY

The department system at Admiral Farragut Academy is established to ensure an equitable method of identifying, reporting, accounting and supervising cadets who are either exemplary in conduct or delinquent in meeting AFA standards. An accounting shall be maintained permanently in the Commandant's Office. Parents or guardians are encouraged to contact the Office of the Commandant when department records indicate unsatisfactory performance.

The Department system at Admiral Farragut Academy shall be the official manner in which both negative and positive behaviors are documented. The Department System shall be an internal system of record keeping and shall be shared only with Farragut staff, cadets, and their parents or guardians.

LEVELS OF DISCIPLINARY CONSEQUENCES

PENALTY HOURS

Cadets shall be assigned penalty hours at a level prescribed by the Office of the Commandant. By definition, penalty hours result from failure to correct inappropriate behavior, and penalty hours are the first punitive measure taken by AFA to modify such deficiencies.

Cadets are to consider Penalty Hours a serious indication of deficiency, and are advised that repeat behavior and /or accumulation of demerits will necessitate further and more harsh disciplinary action.

Participation in athletics and extracurricular activities shall not count towards completion of penalty hours.

IN-SCHOOL SUSPENSION (ISS)

At the discretion of the Office of the Commandant, cadets may be placed in in-school suspension with the Commandant. ISS takes place during the academic day, and those cadets assigned to ISS forfeit their right to attend class, breaks, or any athletic or extracurricular activities for the duration of their assignment to ISS.

Parents and/or guardians shall be notified that their cadet has been placed in ISS.

Failure to comply with all rules and regulations governing the administration of ISS shall result in additional disciplinary consequences, up to and including suspension and/or dismissal from AFA.

OUT OF SCHOOL SUSPENSION (OSS)

Cadets shall consider out-of-school suspension (OSS) an indication that dismissal from the Academy could be imminent. Cadets suspended from school will be removed from campus for a period of time to be determined by the Commandant. Boarding cadets will return to their homes or with an authorized guardian. Suspended cadets will not be allowed to participate in any Academy activity including athletics, during their suspension. The Commandant or Upper School Head reserves the right to suspend cadets from extracurricular activities even after they have been allowed back onto campus.

DISMISSAL

Cadets dismissed from the Academy will be removed from campus. The academy reserves the right to withhold transcripts for a dismissed cadet, which places a cadet in jeopardy of having to repeat their current grade over again.

THE DISCIPLINARY SYSTEM

The following section gives a broad definition of various infractions and subsequent penalties that all cadets are subject to while under control of the Academy. It is not to be considered all-inclusive. Cadets are to behave at all times as young ladies and gentlemen, and are to err on the side of caution and use common sense in everyday situations.

NAVAL SCIENCE INFRACTIONS

Cadets late to formation, in improper uniform for formation or seen to be disruptive during a procedure will be dealt with by the Naval Science Staff, the regimental staff or cadet officers.

PROCEDURAL INFRACTIONS

Cadets failing to meet classroom teacher expectations with such things as arriving tardy, cursing, missing homework, unprepared for class, incorrect uniform or excessive talking or disruption will be dealt with by the teacher with a detention for a first offense. Second offense and beyond results in a referral to the Office of the Commandant.

CLASS 'B' OFFENSES

Class 'B' Offenses are a general description of all lesser offenses one can commit while at the Academy. Class 'B' offenses cover a variety of actions and behaviors incompatible with the goals and philosophy of Admiral Farragut Academy. Cadet violations of Academy rules will be documented and reported to the Office of the Commandant. Persistent violations will result in appearance before the disciplinary board. The Office of the Commandant will distribute the punishment through parent conference, student conference, detention, work program, suspensions, either in-school or out-of-school, and dismissal. Class 'B' Offenses can range from minor infractions such as skylarking to more serious infractions such as improper classroom procedure or misappropriation.

CLASS 'A' OFFENSES

Cadets found guilty of Conduct Prejudicial to Good order and Discipline are subject to Class 'A' punishment. As a general rule, these offenses are more severe than Class 'B' offenses, and are treated as such.

Class 'A' offenses comprise those that indicate a tendency toward moral irregularity, disregard or contempt, or failure to accept responsibility normally expected of a cadet. The penalty for a Class 'A' offense will be determined by the nature and degree of the offense and may include unconditional dismissal from the Academy, probation, reduction in rank, restriction, deprivation of privileges such as leave and liberty, assignment of Penalty hours, or issue of reprimand or warning, as recommended by the Commandant and/or Disciplinary Board and approved by the Head of Upper School.

SPECIAL DEFINITIONS & REGULATIONS

ABSENCE WITHOUT AUTHORITY

Cadets are forbidden to absent themselves, without proper authorization, from school, duty, quarters, or any detail to which assigned.

BEVERAGES, INTOXICATING

Cadets will not possess nor traffic in alcoholic beverages of any description. Any cadet who shall be found guilty of purveying drinks, or be found under the influence of an alcoholic beverage, or to be found drinking or having consumed alcoholic beverages, or bring or cause same to be brought within the limits of the Academy, or have same in his possession will be subject to severe consequence.

Cadets are forbidden to enter any liquor store, bar, cocktail lounge, or similar establishment while under the control of the Academy.

CHEATING

Cheating on any exam, test, quiz, essay, research paper, term paper, or assignment in or out of class, is a Class 'A' offense. The minimum penalty for the first offense shall be probation. Any cadet found guilty of a second offense within the same academic year may be dismissed from the Academy.

Plagiarism is a form of cheating, and may be subject to the same penalties. Plagiarism is any attempt to claim the work, words, structure or ideas of another as one's own. All work taken from another, including quotations, paraphrasing, or sentence structure, must be properly cited.

IMPROPER CLASSROOM PROCEDURE

Improper Classroom Procedure is defined as the appearance of cheating (which cannot be specifically proven as cheating) due to the improper conduct or poor judgment of the cadet involved.

CLUBS, ORGANIZATIONS, SOCIETIES, ETC.

No organization will be formed among cadets without the approval of the Administration. Any combined or joint action among cadets, for the purpose of expressing disapprobation or censor of any activity, service, person or regulation connected with the Academy, is expressly forbidden.

Cadets are forbidden to organize any type of entertainment or association, or act as the agent for any firm, in any business activity while at the Academy, without permission of the Administration.

DRUGS, NARCOTICS, AND HALLUCINOGENS

The use of, possession of, or trafficking in, medically non-prescribed drugs, narcotics, stimulants, marijuana, controlled or illegal substances, and other hallucinogens by cadets of this Academy is forbidden. Any cadet found guilty of this charge will be subject to dismissal and/or required to seek professional counseling as deemed necessary by the Commandant and Head of Upper School.

The inhalation of glue, or similar volatile substances, to produce intoxication or exhilarating effect will also be considered a Class 'A' offense. Any cadet at the Academy, upon investigation found guilty of this charge, will be subject to dismissal.

Cadets shall consent to a drug test upon reasonable suspicion that drug usage has occurred. Academy policies regarding drug use shall remain in force and effect during all periods of time that the cadet is enrolled or in residence at the Academy. Should drug testing be necessary, it will be done by licensed medical personnel in a discreet manner. The cost of drug testing will be borne by the parent or guardian. Refusal to take a drug test can result in a removal from the Academy.

All cadets are subject to search by Academy staff if there is a reasonable suspicion of the presence of drugs or drug paraphernalia. All Academy grounds are subject to occasional inspections by Academy staff and by police with canine assistance, without prior notice, by invitation of Academy administration.

WEAPONS

Cadets are forbidden to possess weapons, firearms or explosive devices of any description. Possession of such items may lead to dismissal from the Academy. Privately owned rifles for use in marksmanship training may be kept at the Academy provided proper authorization has been granted. Such authorization must be obtained from the Director of Naval Science, and the rifle turned over to the Director of Naval Science immediately upon being brought to the Academy.

HAZING

Hazing by cadets is forbidden. Hazing is defined as any unauthorized assumption of authority by one cadet over another whereby the latter shall be exposed to any cruelty, indignation, hardship, humiliation, or oppression, or the deprivation or abridgment of any right, privilege or advantage to which the cadet shall be legally entitled.

INDEBTEDNESS

Cadets are expressly prohibited from selling or peddling any articles in the dormitory or on Academy grounds, or otherwise engage in any profit making enterprise.

LYING

Lying is defined as the attempt to deceive in order to gain undeserved advantage. This also includes half-truths, false rumors, and evasive or misleading answers or statements. Any cadet found lying will be subject to uncompromising and severe consequences.

TOBACCO

Cadets are not allowed to smoke or possess tobacco, smokeless tobacco or e-cigarettes and e-cig paraphernalia. Any cadet found using tobacco in any Academy building or grounds could be subject to dismissal from the Academy.

STEALING/THEFT

Any act of theft may result in dismissal from the Academy. This includes any act or attempt to keep for oneself the property of another, regardless of how possession was obtained. This holds true both at the Academy and in the community.

A lesser charge of misappropriation may be imposed at the discretion of the Office of the Commandant.

PERSONAL CONDUCT

Conduct inconsistent with good order and discipline may be cause for dismissal from the Academy. Improper conduct - dishonesty, immorality, theft, use or possession of narcotics or alcohol - will be cause for dismissal.

Cadets are expected to be courteous in their dealings with all members of the community, the faculty, other cadets, staff, or members of faculty families. Abusive language or physical antagonism cannot and will not be accepted.

Cadets are expected to attend all classes, to come for extra help when requested, and to observe study hall hours as assigned. While in class, cadets are expected to behave with courtesy and decorum. Individuals who engage in disruptive and/or rude behavior in class will be asked to leave class and report to the Office of the Commandant.

The Academy reserves the right to hold any cadet responsible for actions that would be injurious to the reputation of Admiral Farragut Academy.

Cadets unwilling to abide by Academy policies or who are considered to be injurious to themselves or to the school community may be asked to leave.

HITCHHIKING

Hitchhiking is a violation of Florida State law and is therefore forbidden.

INFLAMMABLES

The ignition and or possession of matches, lighters, and flammable materials within any building on the school grounds is forbidden.

Aerosol cans, including keyboard cleaning devices, are forbidden.

OUT OF BOUNDS AREA (OFF CAMPUS)

The following places shall be considered "Out of Bounds" areas, and entry into any such places shall constitute a Class 'A' offense:

- Bars, liquor stores, night clubs, illegal houses, illegal gambling areas, pornographic book stores, or other areas of disreputable gatherings.
- The Pinellas Trail.
- The Quick Stop on 5th Avenue North.

The area around the Jungle Prada Restaurant, waterfront and park

OUT OF BOUNDS AND RESTRICTED AREAS (ON CAMPUS)

Cadets are forbidden to enter any area posted by the sign "Out of Bounds".

Cadets found to be in the quarters or locker rooms of the opposite sex, (or any other areas designated for the opposite sex), may be subject to immediate dismissal from the Academy. Sexual misconduct may be grounds for dismissal.

CASTS, MEDICAL

Cadets who have been fitted with casts or other covering to protect injuries, are forbidden to paint, mark, mutilate or tamper with the cast or covering.

LITERATURE, UNAUTHORIZED

The Academy reserves the right to confiscate and otherwise dispose of any literature, photographs, videos, drawings,

pictures, stationery, or materials of any description considered by Academy officials as improper. Cadets found in possession of material classified as improper may be penalized as circumstances dictate.

GIFTS

Cadets are forbidden to solicit funds for gifts of any nature, without permission of the Administration.

FALSE IDENTIFICATION CARDS

Possession, use, or trafficking of false I.D. cards is forbidden. Possession, use of, or trafficking in false ID cards proving legal drinking age is a dismissal offense. Any cadet found guilty of this offense is subject to dismissal from The Academy. Possession, use of, or trafficking in falsified or altered official federal or state documents (such as driver's licenses) may result in dismissal from The Academy. Possession, use of, or trafficking in altered or falsified Florida driver's licenses is a felony in the state of Florida, and any cadet guilty of this is subject to dismissal from The Academy. Possession, use of, or trafficking in any altered or falsified Academy documents (such as Academy ID card) is a Class 'A' offense.

CONTROL OF THE ACADEMY

Cadets are under the supervision of the Academy and are required to comply with all rules and regulations: while on grounds; while off grounds with an Academy sponsored trip or activity; while in uniform; or while on liberty and leave.

SEXUAL HARASSMENT

Sexual harassment is unwanted and unwelcome behavior of a sexual nature which interferes with a cadet's right to learn, study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere. Such behavior will not be tolerated and may lead to immediate dismissal from the Academy.

RACISM AND SEXISM

The Academy strives to maintain a multicultural environment in which all cadets, regardless of sex, creed, or color may coexist without fear of persecution. Cadets are expressly forbidden to say, write, espouse, or promote any behavior or language that singles out a person or persons because of their ethnicity, gender, religious preference, or sexual orientation. Any such act carries with it swift and severe disciplinary action, ranging from mandatory counseling to Class A hours to unconditional dismissal from the Academy. Cadets are encouraged to report instances of racism immediately to the appropriate Academy official.

SECTION IV: EMERGENCIES AND MEDICAL PROCEDURES

FIRE DRILLS

The signal for a fire or fire drill will be a continuous sounding of the fire alarm system. When the fire alarm sounds, all personnel shall respond as if it were an actual emergency. Fire drills will be conducted at least once each month at irregular intervals.

Procedure:

At first sound of the horns, all cadets will file out of the building at a walk via the nearest escape, while observing complete silence.

Upon exiting the building, cadets will double time to formation on the football field or to a location directed by

Academy personnel. Cadets in classrooms will leave the classroom by the nearest exit and double time to the east parade ground or a location designated by Academy personnel and fall into formation.

Resident faculty members or staff members will check the rooms are cleared and bring class roster with them for attendance purposes.

The Corps will remain in formation until dismissed or directed to move by the Regimental Commander.

ACTUAL FIRE

In case of actual fire the person discovering the fire shall report immediately to the nearest academy administrative officer or member of the staff. In case of small fire all possible means shall be taken at once to extinguish the fire with the use of fire extinguishers, etc. Administrative officers, faculty or staff members will see that the fire alarm is sounded, fire companies notified, and procedures for Fire Drills implemented.

Cadet members of the watch who are not appointed as fire marshals will remain at the watch station unless commanded to leave or to attend to an emergency which requires their attention.

MEDICAL AND DENTAL CARE

Every cadet is required to submit a yearly report of physical examination and proof of required immunization to the Infirmary in advance of the opening of school. The physical exam must be performed and dated after June 1st of the year directly preceding the cadet's enrollment.

All routine medical and dental care is required to be completed prior to the opening of school in the fall, or attended to during the period of Thanksgiving, Winter Break, and Spring Leave, or long weekends. Absences from the Academy for routine care will not normally be granted. For cases of emergency or for required continued medical/orthodontic treatment and counselling services, cared for by local health care practitioners or dentists, coordination through the Infirmary is required.

INFIRMARY AND MEDICAL CARE

- **Federal regulations require that all controlled substances and prescription drugs be registered on the USP, prescribed by a licensed US physician and be obtained through a registered pharmacy. By law, no foreign drugs, supplements, prescriptions for controlled medications will be accepted or distributed by the Infirmary nor will they be allowed on campus.**
- Cadets who feel ill, desire treatment or who have other Infirmary needs must, in all cases other than emergencies, report to the Infirmary at the regularly scheduled Sick Call hours. Emergencies are cases involving a severe accident, active bleeding, possible fractures, possible internal hemorrhage, high temperature, active vomiting etc. Emergencies shall not include cases involving headaches, fatigue, colds, soreness, aches, boils, small cuts, bruises, sore feet, ingrown toenails, etc.. Cadets needing to be seen for non-emergency care outside of the designated Sick Call hours must obtain a referral slip from a member of the Faculty or Staff before reporting to the Infirmary.
- Sick Call hours will be posted on the board outside of the Infirmary.
- Medical attention is available to day cadets during regular academic hours and while on campus for scheduled official activities.
- Cadets shall not be excused from duty for illness unless they have reported to the Infirmary and their name appears on the "Restricted List.
- Cadets placed on the "Restricted List" shall be forbidden to participate in such activities as are listed opposite the cadet's name on the "Restricted List." The Infirmary Staff are the only one's authorized to remove a cadet's name from the "Restricted List."
- Cadets who miss drill due to medical reasons may not be able to attend field trips or participate in athletic events.

- Cadets are required to sign the "Infirmiry Log" on entering the Infirmiry regardless of how trivial their illness or treatment or what hour of the day it may be.
- Cadets are prohibited from keeping medicines or medical instruments in their quarters except those authorized by the Academy Physician and with written parental permission on file with the Infirmiry.
- Boarding cadets considered too ill to attend classes or to study, by the Infirmiry Nurse or a physician, will be confined to the Infirmiry during the academic day or until such time that Residential staff is present to chaperone their return to quarters.
- Day cadets considered too ill to attend classes or to study, by the Infirmiry Nurse or a physician will be required to go home.
- Cadets discharged from the Infirmiry to return to duty shall proceed directly to the Assistant to the Commandant and report in, then proceed directly to their class, study hall, or such other activity to which they are scheduled.
- A cadet becoming ill during a class or study hall period will obtain permission from the teacher in charge to proceed to the Infirmiry. Upon return from the Infirmiry after treatment, the cadet will report back to class/drill.

REGULATIONS GOVERNING CONFINEMENT IN THE INFIRMARY

- Cadets admitted to the Infirmiry shall be required to confine themselves to the bed and area designated by the nurse.
- Cell phone and computer use is not permitted while in the Infirmiry except by permission from the nurse
- Cadets confined to the Infirmiry are forbidden to purchase anything from the vending machine or to have anything brought by other cadets except upon approval of the nurse.
- Visitors must first check in with nurse.
- All orders and instructions issued by the nurse shall be carried out to the fullest extent.

SECURITY PROCEDURES

In case of emergency or disaster, cadets will obey all instructions of teachers and/or administration personnel who have been trained to handle such situations. A specific guide for these situations has been prepared.

SECTION V: BOARDING LIFE

Letter from Director of Residential Life

Greetings to our Admiral Farragut Academy Boarding Cadet and Parents!

We would like to welcome everyone to the 2017-2018 school year at the Admiral Farragut Academy Dormitory. Cadets will be looking forward to a new year which will include many improvements in order to make dormitory life more eventful and rewarding. We will be making changes for the school year which will include weekend events and school gatherings in order to allow cadets to meet their new classmates.

The Dormitory Unit at the Academy is considered a cadet’s home and all cadets are expected to assist in keeping it and its surrounding in excellent condition. In order to achieve a wholesome, academic, learning atmosphere, each member of the unit shares a responsibility for the unit and the guidelines which will include rewards and/or consequences.

This handbook will list information vital to your child’s success and attempt to coordinate their actions on a daily basis. Your Residential Life Director and Assistants, along with our faculty, will be on hand throughout the day. You can rest assure your child will be monitored properly during the school year. Safety, well being, and academic success are the main focus here at the Academy. Our staff will do everything to ensure your cadet feels their school year has been a positive and successful journey.

As stated before, academic excellence, leadership skills along with social interaction, will be at the forefront of our mission of success. With that in mind, communication is a important aspect of success with all individuals involved in your child’s development as a prospering new cadet. Below is an updated list of Residential Staff Assistants and Faculty which includes phone numbers and email addresses to make the communication process easier. Please call or email us anytime.

Once again, I would like to say THANK YOU on behalf of the whole Admiral Farragut Academy family. We hope and believe we will enhance the cadet’s learning and development by promoting an enjoyable dormitory lifestyle. One of our main objectives is to instill in our cadets the four core values: integrity, self-discipline, perseverance, and wellness. Always remember - a positive attitude is contagious and we would like cadets and staff to all follow in the same direction.

Sincerely and respectfully,

Pete Vaughn
 LCDR AFA Director of Residential Life

The purpose of this section is to cover the most important matters in the dormitory; however, it is not possible to cover every issue that might be encountered. Hence, when questions arise about dormitory life, cadets should address them to an officer in the dorm or a residential assistant. For all other inquiries, please refer to the numbers below:

OFFICES	EMAIL	PHONE	FAX
<i>AFA MAIN TELEPHONE LINE</i>		727-384-5500	
<i>BUSINESS OFFICE</i> CDR Tony Pemble - Chief Financial Officer Mrs. Linda Covey - Bookkeeper Mrs. Deborah Kyle - Accounting Assistant Mrs. Mariam Scott - Accounting Assistant	tpemble@farragut.org lcovey@farragut.org dkyle@farragut.org msscott@farragut.org	727-384-5503	727-384-5507

UPPER SCHOOL OFFICE CDR Tom McGlinn - Head of Upper School CDR Jennifer Grabowski - Asst. Head of Upper School Mrs. Amy Stabile - Administrative Assistant	tmcglinn@farragut.org jgrabowski@farragut.org astabile@farragut.org	727-384-5502	727-347-4348
OFFICE OF THE COMMANDANT CDR Todd Wallingford - Commandant CDR Rick Schock - Senior NS Officer 1st Sergeant David Worthy 1st Sergeant Mark Sanchez Ms. Beverly Gonczar - Assistant to the Commandant CDR Pete Vaughn - Residential Life Director	twallingford@farragut.org rschock@farragut.org dworthy@farragut.org msanchez@farragut.org bgonczar@farragut.org pvaughn@farragut.org	727-384-5505	727-347-4348
INFIRMARY Mrs. Suzanne Douglass, RN Ms. Deborah Travis, Assistant	sdouglass@farragut.org dtravis@farragut.org	727-384-5506	727-344-1132
SHIP'S STORE Barbara Saydeh - uniforms, etc.	bsaydeh@farragut.org	727-384-5500 Ext. 245	
HEADMASTER'S OFFICE CAPT Robert Fine - Headmaster Mrs. Sandy Warden - Executive Asst.	rfine@farragut.org swarden@farragut.org	727-384-5501	727-343-2138

Residential Assistants:	Email Address:	Phone Number:
James Becker	jbecker@farragut.org	727-384-5505
James Christopher	jchristopher@farragut.org	727-384-5505
Danette Locklear	dlocklear@farragut.org	727-384-5505
Robert Locklear	rlocklear@farragut.org	727-384-5505
Michael Morris	mmorris@farragut.org	727-384-5505
Marc Spera	mspera@farragut.org	727-384-5505

The Quarterdeck is also available after hours in order for parents and families to reach the cadets or staff. The hours of operation are below:

1530-2145	Monday through Thursday
1530-2300	Friday
0800-2300	Saturday
0800-2145	Sunday

GENERAL REGULATIONS

Boarding students come from many different places and backgrounds. The habits and values of different families are often varied. Yet when they become boarders, they become part of a community and must act in accord with the well being of that community. Therefore, each must know about, understand and accept a common way of doing things. The purpose of this section is to clarify the guidelines that govern behavior. These are based on respect for others, self-responsibility, and consideration for the safety, happiness and the productivity of the entire community.

1. Respect yourself and others.
2. Follow directions the FIRST time.
3. Respect the property of the Academy and of others.
4. Wear proper P.E. gear or uniform of the day at all times.
5. Be on time for meetings.
6. Carry your own room key at all times.
7. Walk – do not run – in the hallways.
8. Follow all of the procedures in the Academy Rules and Regulations Booklet.

Should a cadet violate dormitory rules, the matter is generally handled in the dorm. This involves a conference between the cadet and the Director of Residential Life (DRL). Disciplinary consequences may include a cadet to participate and/or perform a special project, and/or loss of certain privileges. If the matter involves insubordination, serious violation of boarding or Farragut rules, or habitual breaking of one or several rules, it will be brought to the Commandant’s attention. In this case, parents will be contacted and a cadet may face serious consequences. As in any educational facility, drugs, alcohol, and tobacco products are banned from campus. Although no indiscriminate drug tests will be made, the Commandant, Head of Upper School and the Director of Residential Life reserve the right to test any cadet for drugs and/or alcohol if there is probable cause.

OUT OF BOUNDS

The following areas around campus are considered out of bounds to boarding cadets:

- In dormitory where cadets of opposite sex live
- In room of another boarding cadet (when occupant is not in it)
- In faculty dorm apartments/near faculty (non-dorm) apartments
- Inside an AFA building/classroom (without adult supervision)

RESIDENTIAL QUARTERS

Admiral Farragut Academy shall retain stringent control over all dormitory rooms and lockers. The Director of Residential Life and Assistants reserve the right to ask any cadet to open his/her foot locker, desk, etc. at any time. Furthermore, while no indiscriminate searches will be made, Farragut officials reserve the right to search lockers and dormitory rooms at any time.

For safety reasons, there are certain items that are not allowed in the dorm and/or on campus:

ITEMS NOT ALLOWED ON CAMPUS

- Skateboards, hoverboards and in-line skates

- go-karts, and scooters
- electric guitar with amplifier
- heating devices such as hot plates, coffee makers, steamers, electric blankets, air conditioners, burning tools, electric grills and stoves, regular refrigerators, etc.
- pornography
- weapons such as guns, sharp objects such as nail files and Swiss Army Knives
- glassware
- fireworks
- Farragut keys other than one's own

CARE OF EQUIPMENT AND FACILITIES

The equipment and facilities of Admiral Farragut Academy are to be used carefully for their own intended purposes. Cadets who willfully deface or destroy property will be billed for any necessary replacement or repairs. Cadets should never hang or display items in their window, or throw items out of the window.. Yelling out the window is also not acceptable. Disciplinary action will be taken.

ROOM ASSIGNMENTS

The Director of Residential Life (DRL) generates room assignments for all cadets. Cadets are forbidden to move from their assigned rooms, however cadets can submit a room change request. The DRL reserves the right to ask individual cadets to move to other rooms when special circumstances occur. Each cadet is issued a room key or key code upon assignment. Replacement keys are \$10.00.

ROOM INSPECTIONS

The occupants of each room are expected to have their rooms clean at all times. From Monday to Friday, a Residential Assistant (RA) or a Military Staff Member will inspect each room when boarding cadets are in classes. Daily guidelines are as follows:

- Beds properly made
- Desk and bookshelves orderly
- All surfaces be cleared of dust and clutter
- Blinds open, and windows unobstructed
- Closet organized, clothes folded/put away
- Clean, brush-shined shoes under bed
- Bathroom: Showers, sink and toilet must be cleaned
- All trash picked up, wastebasket emptied - liners replaced
- Floors swept-broom/dustpan properly stowed
- General orderly appearance

Announced room inspections are also conducted on the weekends. Every boarding cadet must have his/her room inspected by a Residential Assistant before departing AFA on liberty/leave. Also, rooms will be inspected on Saturdays and Sundays before each weekend trip sponsored by AFA.

CONSEQUENCES FOR FAILING ROOM INSPECTION

- First room failure in a week:
 - Warning and re-inspection by 2100 by Cadet Leadership.
 - Second room failure in a week: No AFA-sponsored activities permitted. (Example-Wednesday night mall trip)
- Third room failure in a week:
 - penalty hours assigned
- Fourth room failure in a week:

- Room occupants have two days weekend room restriction.
- Parents of room occupants contacted.

FURNITURE

AFA furniture is the only type allowed in the rooms. Cadets are not allowed to move any piece of furniture to the hallway or to another room.

ROOM DECORATIONS

Cadets may hang posters or framed pictures in good taste and only if approved by the Director of Residential Life. Posters/pictures may be hung using only sticky tack. Rugs are permitted.

Cadets shall not hang stereo or tape speakers (or antennas) from windows, doors, sprinkler system or bulkheads.

Articles are not to be placed so as to be visible on windows or window sills.

Blinds hung on the windows must not be altered, tied, or removed.

Blankets, bedspreads, and the like, will not be used as draperies.

Windows in front door of each room shall remain uncovered at all times.

PERSONAL BELONGINGS

All electronic devices, D.V.D. s, computer games, as well as all civilian and AFA clothing should be marked with the owner's name by using a permanent marker. Borrowing and lending of items among cadets is not allowed on campus. Also, buying and selling of products among cadets is not permissible.

VALUABLES

A cadet may have a lock box to retain his/her valuables in their room. An extra key or the combination must be given to the Residential Life office. Cadets are not allowed to keep more than \$50.00 in their room at any time.

ELECTRICAL EQUIPMENT

Cadets should buy a power strip with a surge protector for their electronic devices. Electronic devices shall be used only during periods of free time. It is prohibited to use electronic devices during study periods (except for computers), inspection periods, and before Reveille or after Call to Quarters (CQ). No loud noises from cell phones, stereos, T.V.'s, etc. are allowed during study periods or after Taps. Violations regarding the use of or noise from electronics may result in confiscation.

WIRELESS NETWORK

Farragut Hall is equipped with a wireless network. In order to utilize, cadets must have a wireless capable computer. Cadets who fail to follow the Acceptable Use Policy (AUP) will be dropped from the network without notice or warning. To be reinstated, cadets must file an appeal with the residential coordinator.

LUGGAGE

Each cadet is allowed to keep one small bag in his/her quarters. Additional luggage and footlockers must be placed in the storage room immediately after arrival at AFA. Such luggage must be marked with the cadet's name.

MEDICATIONS

No cadet is allowed to have medication in the dorm without prior approval of the infirmary at AFA. This includes any vitamins, dietary supplements, over the counter or herbal medications. The Infirmary is well supplied with over the counter medications that have been approved by the Admiral Farragut Academy physician for the nurses to dispense. There is no charge for these medications. The only medications charged to your account or insurance are ones prescribed by a physician and ordered through our pharmacies. The exception to this is medication for ADD or allergies, which must be ordered by your family physician and sent to AFA's Infirmary by you. Any questions should be directed to the Infirmary staff at (727) 384-5506.

FOOD

Gum is not allowed on Farragut grounds, particularly in the dorm. Cadets may, however, have snacks in their respective rooms. Every cadet must bring a sealed plastic container in which to store his/her food. No glass food containers are allowed. Drinks may be kept outside of the sealed container. Food consumption is prohibited outside of the cadets' rooms and is allowed only during free time. Cadets may not order food to be brought in by delivery during the academic week without prior permission from Academy staff.

LAUNDRY

Soiled laundry will be kept in a regulation laundry bag. All clothing (including civilians) must be marked with the owner's name. Each cadet will be required to fill out a laundry slip denoting each item that is turned in. Cadets will adhere to the following drop off and pick up schedule:

Monday—drop off in the morning 0730-0800—clothes will be available Wednesday afternoon 1500-1600.

Wednesday—drop off in the morning 0730-0800—clothes will be available Friday afternoon 1500-1600.

Friday—drop off in the morning 0730-0800—clothes will be available Monday afternoon 1500-1600.

Laundry drop-off and pick-up will take place at a designated area to be determined. When laundry is returned, each cadet should carefully count his/her laundry and determine the accuracy of items returned based on their laundry list. Items received that belong to another cadet must immediately be given to the residential assistant on duty for proper distribution. Cadets that have shortages will immediately notify the residential assistant on duty. Also, a cadet is expressly forbidden to accept even small quantities of outgoing laundry belonging to another cadet to be sent in his/her bundle.

LIBERTY AND LEAVE

The safety and well-being of our boarders require that residential staff members know where boarders are at all times, both on and off campus. Therefore, boarders must clearly adhere to accountability procedures, such as signing in and out, and completing their leave and liberty slips.

LIBERTY

Liberty is a period of authorized absence from the Academy that does not involve overnight absence. Cadets on liberty are considered to be under the supervision of the Academy Administration. Special liberty (dining out liberty) may be granted to eligible cadets for special events between 1600 and 1900 during the school week with parent and administration approval. This privilege will only be granted occasionally. Weekend liberty for Upper School cadets must remain within Pinellas County limits. Cadets on general liberty use public transportation to and

from their destination. On weekends, 1st general liberty begins at 1200 and all cadets are required to check in at 1600. 2nd general liberty begins at 1630, and return times are based on grade level. They are as follows: 8th and 9th grade-1830, 10th grade-11th and 12th grade-2130. Anyone who is late returning from 1st or 2nd general liberty will face disciplinary consequences.

LEAVE

Leave is a period of authorized absence from Farragut that involves overnights, long weekends, and holiday periods. Cadets on leave are considered to be under the supervision of parents, guardians, or close adult friends or relatives with whom they are staying.

LIBERTY/LEAVE SLIPS AND AUTHORIZATION REQUIREMENTS

A boarding cadet (5-day and 7-day) who wants to go to his/her own home for the weekend under the supervision of his/her parents/guardians must fill out a leave/liberty slip only.

A boarding cadet who wants to visit his/her parents/guardians at a different place than home (a hotel, for example) must fill out a leave/liberty slip and must submit a written invitation from the parents/guardians. If staying at a hotel, please provide the address and phone number on the invitation.

A boarding cadet who wants to go out with a friend/family member whose name is on the permission form signed by parents/guardians during registration must fill out a leave/liberty slip and submit a written invitation from the friend/family member.

A boarding cadet who wants to go out with a friend/family member whose name is not on the permission form signed by parents/guardians during registration must fill out a leave/liberty slip and submit a written invitation from the friend/family member as well as a parental permission letter from parents/guardians.

Parental permissions and invitations must be in writing. Faxes, letters, or emails are acceptable with proper signatures; however, telephone permissions will not be granted.

Only the person(s) who have signed the cadet's application for admission at AFA may authorize leave/liberty through a parental permission, except under the following conditions:

Parents who live outside of the Continental United States may authorize the cadet's legal stateside sponsor to grant such authorization with proper documentation.

All applications for leave/liberty (that do not require airport transportation) and all pertaining paperwork regarding leave/liberty for each weekend are due in the Residential Life Director's Office by 1200 each Thursday or may be denied.

All applications for leave that require transportation to the airport must be turned in by 0800 on Thursday or sooner (depending when the flight is leaving). A minimum of 24 hours before flight departure is needed for scheduling transportation to the airport through the Residential Office.

Late applications will be subject to penalty hours or may not be accepted at all.

The Director of Residential Life, or the Commandant, reserve the right to deny a cadet leave/liberty in any home or place which, in his/her opinion, lacks proper adult supervision. When a cadet checks out for leave/liberty, he/she must report to the destination for which such leave/liberty is authorized via the most direct route and without delay.

Cadets may not take leave/liberty and remain on campus. If circumstances require him/her to terminate his/her leave/liberty prior to the expiration, he/she must report to the dorm and check in with a residential assistant. They must sign in and out when leaving from or returning to the dorm.

SIGNING IN AND OUT

When checking out on leave/liberty, a cadet must wear proper civilian clothes. Immodest and inappropriate civilian clothes will not be tolerated. Residential Assistants may ask a cadet to change his/her outfit so he/she can grant the cadet permission to go on leave/liberty.

All Upper School cadets going on leave/liberty are required to sign out on the weekend sheets at the quarterdeck when departing and sign in on the weekend sheets upon returning.

WEEKEND CHARGES FOR 5-DAY BOARDERS

If a 5-day boarding cadet cannot be picked up for leave on Friday or wishes to stay in the dorm for the weekend, the parents/guardians of the cadet will be charged \$95.00 per night.

TRANSPORTATION

Prior to going on leave, it is the responsibility of cadets and their parents or guardians to make arrangements for transportation during and returning from leave periods. Cadets are not permitted at any time to ride in a car with a driver under the age of 21 without the express permission of their parent or guardian and an invitation from the driver's parent or guardian.

Parents/guardians should notify the Director of Residential Life by phone, fax, or e-mail if a boarding cadet under their supervision will be returning late from leave/liberty. A cadet shall be required to have the person(s) under whose supervision he/she spent his/her leave/liberty period sign his/her leave/liberty slip indicating that he/she spent his/her leave/liberty with the authorized adult. The signed leave/liberty slip is then given to the residential assistant on duty. Falsification of a parent/guardian/adult friend signature on leave/liberty slips, parental permissions, or invitations could result in dismissal from the Academy.

BOARDING CADET VEHICLES

Boarders are only permitted to have a vehicle on campus under the following conditions:

- Boarding cadet is in 11th or 12th grade.
- The Boarding Cadet and their parent has signed the vehicle agreement, which will be kept on file in the Upper School Office.
- Boarding cadet does not violate the rules outlined in the agreement, which are as follows-
- Boarders driving to school for the week must leave their keys in the Residential life Office immediately after arriving on campus. Cars remain parked until the end of the academic week when boarders may retrieve their car keys from the Residential life office should a cadet ever have to use their vehicle mid-week, signed written permission must be sent to the Commandant's Office by 1500 that day.
- Should the cadet take the car during the week without parental permission, vehicle privilege will be revoked for the remainder of the school year.

FLIGHT ARRANGEMENTS AND LEAVE FOR HOLIDAYS/VACATIONS

- As stated above, all applications for leave that require transportation to the airport must be turned in by 1200 on Thursday or sooner (depending on departure time of the flight). Transportation to Tampa International Airport is provided by SuperShuttle for a charge and is arranged through the Residential Life Office, but it is the parent or guardian's responsibility to make the flight arrangements themselves. Transportation to any other travel facility will need to be by taxicab service. Academy staff MUST have at least 24 hours notice to arrange transportation.
- Cadets should encourage parents to make flight arrangements far enough in advance to avoid the inevitable congestion that occurs around holiday/vacation periods. The inability to procure transportation during the appropriate time frame due to a lack of advanced planning shall not be an acceptable excuse for absence. The Academy will not be subject to the restrictions set forth by the airlines. Unaccompanied minors restrictions must be arranged by parents.
- The dormitory will be closed during the Winter Holidays, from 1600 on the day of departure until 0900 on the day of return. Cadets who must remain later than 1600 or return earlier than 0900 should arrange to stay with a friend or day cadet who lives in the area. Cadets who do not choose to go home for such leave periods should make similar arrangements with approval of their parents/guardians and Academy officials. During Thanksgiving and Spring Break, the dormitory will remain open for those cadets wishing to stay, but a fee will be charged.

MEDICAL LEAVE/LIBERTY

- Medical appointments are handled through the Farragut Infirmary. When boarding cadet parents/guardians make a medical appointment, the information should be reported to the Infirmary, who will write out a medical appointment slip and send it to the Residential Life Office. Transportation for medical appointments occurring during the academic week and within county limits will be arranged by Farragut staff upon request by the parent or guardian.
- Medical liberty may be extended as medical leave if the illness requires several days out of school. Boarding cadets must report back to school immediately following the expiration of the assigned time for medical leave/liberty.

WORSHIP LIBERTY

All cadets may attend worship services. An application for liberty with all the pertaining paperwork must be turned in to the Residential Life Office by 1530 on Thursdays. Upper School cadets may take public transportation to and from services and transportation will be made available by Academy staff.

WEEKEND ACTIVITIES

There are activities planned each weekend for those cadets remaining on campus who are not restricted. There is at least one major "A Trip" scheduled each month. Other trips, events, and activities are planned for the remaining weekends. Faculty is also on hand to make available the use of facilities such as the gym, pool, weight room and waterfront, and for trips to the mall.

Upper school cadets may also leave campus with approved liberty within county limits and use public transportation to go to area attractions such as the beach, movie theater, restaurants and mall. We do not allow the cadets on liberty to walk the Pinellas Trail to the mall, go to the mall after dark, or to certain convenience stores in the area for security reasons. Uber transportation will not be permitted unless authorized with written permission from parent.

STUDY HALL

The Student Center will be available 1900-2030 Monday through Thursday with faculty and administration supervision for cadets wishing to use the facility. In some cases, cadets will be assigned.

ROOM STUDY

Cadets not in student center will have room study from 1900-2030, Sunday through Thursday.

All cadets in room study will wear proper P.E. gear and work silently at their own desks on academic work only. It is expressly forbidden to lie in bed or sleep during this time. Once room study starts, cadets will not leave their rooms for any reason without the consent of Academy staff.

The consumption of food and/or drinks during this time is not allowed. Cadets who wish to study together will go to the Student Center and must have prior permission from Residential staff. When studying together, cadets need to be as quiet as possible so that they do not disturb others.

MISCELLANEOUS REGARDING DORMITORY

ALLOWANCES

Cadets will draw their weekly allowances, as set up by their parent/guardians, on Thursdays. A cadet will only draw part of his/her weekly allowance if he/she gets charged for a new key that week. Cadets are forbidden to have more than \$50 at any time while on campus. Money over this amount must be deposited in the Business Office.

FIRE DRILLS

Cadets must take fire drills seriously. When the fire alarm sounds, cadets should walk at a steady pace down the stairs and form up quietly at attention in a designated area. When coming down the stairs, all cadets must remain quiet. Before exiting their rooms, cadets must be wearing the proper attire (including footwear). Upon leaving the room, the lights are turned on.

Officers and Residential Assistants will double check to ensure that all cadets have exited their rooms. They will then supervise the fire drill procedure and formation.

The Residential Assistants will open the doors of cadets' rooms if needed after fire drill.

HURRICANE PROCEDURES

A hurricane generally begins as a Tropical Depression. This means the storm has sustained winds of less than 39 mph. Once winds reach 39 mph, the system is labeled a Tropical Storm. A storm becomes a full hurricane when sustained winds reach 74 mph. Hurricane winds have been known to reach almost 200 mph. A Tropical Storm or Hurricane Watch means that tropical storm or hurricane conditions may occur within 36 hours. A Tropical Storm or Hurricane Warning means that tropical storm or hurricane conditions are expected in the area within 24 hours.

School closings are announced through our website at www.farragut.org and our local news channels. Boarding cadets will be encouraged to go home or to a family friend's home. Typically, upon notification of a Hurricane Watch, Pinellas County will begin evacuation of all beach communities, trailer parks and other low-lying areas. We are in evacuation zone C, therefore remaining boarding cadets will be in the care of the Director of Residential Life and Residential Assistants and stay on campus. In the event that the storm reaches a Category 3 or above, all cadets will evacuate to a designated hurricane shelter.

MAIL AND PACKAGES

All mail is distributed during mail call to boarding cadets in the evenings. Please be aware that all packages can be opened and searched by residential staff before the cadet will receive them.

MESS HALL

All cadets should behave like ladies and gentlemen in the Mess Hall. Cadets shall wear proper Academy attire in the Mess Hall, and must have shirts tucked in. No slides, sandals, slippers or flip flops are permitted. Females must wear hair up in proper ponytail or bun.

Talking in the Mess Hall must be kept at a low volume. No food shall be brought into nor taken from the Mess Hall.

PASSPORT AND VISAS

All passport and visas for international cadets are required to be kept in the safe in the Upper School Office.

PETS

Cadets may not bring or keep animals or pets in Farragut Hall.

VISITORS

Cadets of opposite sex are forbidden to visit each other's quarters at any time. Violation of this rule may result in dismissal from Admiral Farragut Academy for all cadets involved.

Cadets are permitted to receive authorized visitors with prior permission from the Director of Residential Life from 1600 to 1800 during the academic week and until 2030 on Friday and Saturday (if boarding cadet is not restricted). The use of Farragut's East Lounge and Ship's Store deck area is authorized for such visitors. Visitors, including parents, guardians, relatives, friends, or alumni are not permitted above the main deck of Farragut Hall with permission from Academy staff. Please be aware that parents, guardians, relatives, and alumni will be allowed in the dorm to help out their respective boarding cadets during check-in day, check-out day, and Homecoming.

WHAT SHOULD I BRING?

Cadets must have their items before school starts. All items with an asterisk (*) symbol are available on campus in the Ship's Store. All other items need to be bought from other stores. The weekend after school starts, van shuttles are available to take cadets to Target or Walmart to purchase additional items. We recommend that international cadets purchase these items after coming to campus.

Required Items and Belongings:

**All clothing must be marked with owner's name.

Towels may be any color.

Personal pillow(s) of regulation size and pillowcases (2 sets)

Sheets suitable for a twin bed (2 sets-one white, one beige)

Mattress covers or mattress pads must be fire-retardant

Twin bedspread-white or beige

Blanket (navy blue)

Bath towels: 5

Washcloths: 5
 All toiletries (hair shampoo and conditioner, soap, toothbrush, etc.) *
 Laundry bag: 2 *
 Bathmat
 Proper civilian attire
 Uniform long black socks: 8-10 pairs *
 Athletic white socks: 8-10 pairs *
 Cleaning supplies (items to clean glass, floor, bathroom, etc such as paper towels, disinfectant wipes)
 Plastic clothing hangers
 Surge protector REQUIRED *

Optional Items:

Small refrigerator (2.40 ft³ or smaller)
 Clock
 Iron with automatic shut-off
 Electric pencil sharpener
 Electric razor
 Floor rugs
 Televisions, stereos, computers (including video game consoles, printers and related equipment), radio, and DVD players are authorized provided the following regulations are observed:
 Televisions, stereo equipment are limited to one per room.
 Students are allowed one computer (and related accessories) each.
 One small overnight bag

Additional luggage must be placed in the luggage room immediately after arrival.
 Each cadet is provided five dresser drawers to store items. Please keep in mind when packing for the school year.

**Upper School cadets may have a bicycle on campus, but must be kept outside on the bike rack locked. Cadets must have a proper helmet when using their bicycles.

A DAY IN THE LIFE OF AN ADMIRAL FARRAGUT BOARDING CADET

0645	Reveille (Wake Up)
0655	Breakfast Formation
0700-0730	Breakfast
	Meds Call/Room Clean-up (Room Inspection 0735) by cadet leaders
0730	Morning Tutorial
0800	Class Day Begins
1530	Class Day Ends
1530-1600	Afternoon Tutorial
1600-1700	Athletics (All cadets out of the dormitory)
1700	Free Time
1730-1830	Mess III (Dinner)
1830	Call to Quarters (CQ)----All cadets must be in their rooms
1900-2030	Study Hall/Room Study

2030-2100 (personal hygiene time)	Uniform Prep time	Call to Quarters (CQ)--All cadets must be in their rooms
2200	Lights out	

SECTION VI: NAVAL SCIENCE

TRADITIONS

The Academy operates within a framework of Naval traditions and procedures. In order for the Academy to function properly, cadets must adhere to the rules and regulations set forth by both the Academy Administration and the Naval Science Department. Respect of and adherence to these traditions and procedures shall be considered by all cadets to be a standing order.

Cadets shall become familiar with the customs and traditions of the Naval Service.

As a Naval Junior Reserve Officers Training Corps (NJROTC), this Academy educates its cadets in Naval History, Customs, Courtesies, and Naval Tradition by the establishment and use of the Watch Station, Log Book, the Naval System of expressing time, the use of naval terms, the art of sailing, and the singing of the Navy Hymn at all chapel services and assemblies. A copy of the Navy Hymn can be found in the introduction of this Regulations Handbook.

Saluting at this Academy shall follow the customs of the U.S. Navy as outlined in Cadet Field Manual. Foreign cadets shall also follow the same customs. In addition, cadets shall learn the essence of good manners and courtesy. For example, during the day, greetings such as "Good morning, Sir/Ma'am", "Good afternoon, Sir/Ma'am", is a proper and required salutation. The courtesy of rising and coming to attention shall be required when approached or spoken to by an Academy Administrator.

MILITARY TIME

The 24 hour clock system will be used when speaking and writing the time of day. Specifically, the use of a.m. and p.m. will not be used. To convert local time to the 24 hour clock system, add 12 to all times after noon; times before noon remain the same, but are expressed with four digits. Example: 1PM is 1300; 9AM is 0900. When writing or recording dates on official correspondence, printed forms, reports, etc., dates shall be written as follows:

Date Month Year: 25 September 2015

REGIMENT ORGANIZATION & CADET RESPONSIBILITIES

The Director of Naval Science is authorized to implement a Regimental Organization. He is assisted by a Cadet Promotion Board comprised of the Director of Naval Science, Naval Science Instructors, the Commandant and others as assigned. With inputs from each Company Commander, this board selects cadets for command, leadership, and staff positions and appoints those selected cadets to ranks of Cadet Officers, non-commissioned officers and petty officers as appropriate within the Cadet Corps. The Cadet Promotion Board will meet at the end of each marking period or as directed by the Director of Naval Science.

The Corps of Cadets is organized as three battalions with five line companies, a Band Company, a Color Guard and a Drill Company.

The table of organization consists of a Regimental staff, battalion, and company organizations. The Regimental Commander is the senior cadet officer.

PROMOTIONS

Promotions are an honor and a privilege. Those cadets receiving promotions must possess the prerequisite abilities and skills. Primary responsibility for promotions rests with the Senior Naval Science Instructor. Promotions are based on demonstrated leadership ability, academic, military and disciplinary excellence. The minimum standards for any promotion is to have a current weighted grade point average (GPA) of 3.0, a B in Naval Science, completed PAR for appropriate rank, and be recommended by your company commander.

Duties of cadet officers and petty officers include not only those required for drills and formations, but also supervisory and inspection duties such as Wing Leaders and supervision of conduct in the mess hall, and other such duties as may be issued through special directives.

Cadet officers and petty officers will wear the appropriate insignia of rank and rate as prescribed by the Naval Science Department.

Cadet Officers

- have at least two years in attendance
- are in 10th grade or above;
- have satisfactory department, a current grade point average (GPA) of 3.3 or higher, a B in Naval Science and have passed NJROTC Physical Fitness Test for the current semester.;
- are required to maintain a minimum 3.0 GPA to retain their rank.
- completed all PARS up to Senior Chief Petty Officer.

Cadet Chief Petty Officers

- have at least one year in attendance;
- are in 10th grade or above;
- have satisfactory department, a current weighted GPA of 3.3 or higher and a B in Naval Science;
- are required to maintain a minimum 3.0 GPA to retain their rank.

- completed all PARS for the appropriate rank

Cadet Officers and Chief Petty Officers who do not meet the minimum GPA will be placed on probation for the following marking period. The cadet will have one marking period to meet the standard for rank retention or be considered for reduction. Cadets failing to maintain a GPA of 2.5 may not hold a rank higher than Cadet Seaman.

Cadets receiving a failing grade in Naval Science will be reduced in rank.

Cadets failing to satisfactorily perform their duties will be considered for reduction in rank and removal from duties assigned by the Senior Naval Science Instructor.

In general, cadets may be promoted to Officer positions during their senior year, Chief Petty Officer positions during their junior year and Petty Officer positions during their sophomore year and second semester of their freshman year. In exceptional circumstances, cadets may receive early promotion (for example, cadets who have earned maximum Middle School rank may waive the semester requirement when they graduate from 8th to 9th grade.)

Privileges specific to seniors will be authorized by the Director of Naval Science when appropriate.

FORMATIONS

Regimental formations will be scheduled in the plan of the day, at the beginning of each drill period, and as announced over the P.A. system. When announced, cadets will proceed promptly to formation and form up in their respective platoon. Muster reports will be taken immediately upon the announcement of late bell or at the scheduled time. Cadets late for formation may be given extra duty. Cadets absent formation without approval from the Head of Upper School, Commandant, or Naval Science may also be assigned extra duty.

UNIFORM AND GROOMING INSPECTIONS

Naval Science Instructors and Cadet Officers will inspect cadets during formations. Cadets grades will reflect their uniform and grooming.

During inclement weather, formations will be held on decks as prescribed by the Naval Science Director.

The following procedures for the administration of all musters shall be carried out:

- Muster reports shall be required for all official scheduled formations.
- Reports of lateness and absence will be made in accordance with the plan issued by the Head of Upper School.
- All absences and lateness shall be reported to the Quarterdeck Watch on the prescribed Academy form.

DUTIES OF THE WATCH

The Quarterdeck Watch supervises the routine functions of Academy activities. The watch is composed of two cadets, the Cadet Officer of the Deck (C.O.D) and the Messenger of the Watch (M.O.W.).

Watch assignments are posted monthly and published weekly and daily. Cadets seeking relief from watch must fill out a Watch Relief Request available in the office of Naval Science. They must receive approval from the Operations or Schedules Officer and from Naval Science Instructor. Request for relief should be made as early as possible. Except in case of emergencies, cadets will find their own watch relief.

The Operations Officer will post the watch each morning, brief them on events of the day, inspect their uniforms, and answer any questions they may have. Members of the watch will wear a clean and proper uniform of the day. Duty belt and covers will be worn by all watch standers.

Watch standers and the Quarterdeck area are often the first impression visitors have of Admiral Farragut Academy. As such, watch standers have an important duty to do their best and represent themselves and the Academy in the finest light. When visitors enter the front door, the first member observing the entrance will call, "Attention on Deck!" The C.O.D. should then approach the visitor and offer assistance.

The public address system is for official business only. The watch will not use it during classes or tutorials except

for emergencies. Telephone and public address system procedures are explained in a separate directive found at the watch station.

If an emergency arises, watch standers should seek the help of the closest available faculty or staff member. If an official visitor of another school or agency arrives on campus, they should be directed to the appropriate office. When in doubt, direct them to the Upper School Office.

A Log Book is maintained by the C.O.D. as an official record of significant events. Instructions for the Log Book are listed at the watch station. The Operations Officer will review and initial the Log Book daily and the Naval Science Department will check the book weekly.

The following are some of the responsibilities of the watch:

- Periodic checks of the areas surrounding the watch station for cleanliness.
- Controlling the entrance of visitors.
- Raising the flag at 0800 and lowering it at sunset
- Ensuring windows and doors are closed during storms
- Collecting Taps Reports
- Maintaining orderliness and keeping the quarterdeck quiet and free of distractions

No food or drinks shall be brought into the Quarterdeck area. No magazines, books, radios, or any electronic equipment should be used at the watch station. Laptops may be used and books may be read only if they are required for class work. At no time will their use interfere with the duties of the watch.

UNIFORMS & PERSONAL APPEARANCE

Cadets are expected to maintain a military appearance and posture both on the Academy grounds and on liberty and leave. Uniforms and civilian clothing are expected to be neat, clean, and appropriate.

Cadets will wear the complete uniform-of-the-day while on campus and will wear the uniform correctly. Day cadets will arrive and leave in the proper uniform with shirts tucked in. Cadets will not change clothes in the parking lot or on 5th Avenue.

DESCRIPTION CODE

Naval Service Uniform: Black trousers, khaki shirt, black shoes, black socks, black garrison cap, black belt (not for girls), insignia, ribbons and name tag.

Naval Science P.T. Gear: Gold NAVY PT shirt, blue NAVY PT shorts, athletic socks and shoes.

P.E. Gear: AFA T-Shirt, blue regulation gym trunks, athletic shoes and white socks.

Salt & Pepper: Black trousers, white shirt, black shoes, black socks, black garrison cap, black belt, insignia, ribbons, medals and name tag.

Travel Uniform Long: Blue Farragut Polo Shirt, black uniform trousers, black belt, athletic shoes, white socks.

Travel Uniform Short: Blue Farragut Polo Shirt, khaki Farragut shorts, khaki belt, athletic shoes, white socks. **No Deck Shoes**

Cadets must wear the correct rate and rank insignia, nametag, and ribbons earned with Salt and Peppers and Navy Service Uniforms. Waterfront and aviation qualification insignia will be worn as earned.

Special service aiguillettes (shoulder cords) are authorized for wear on the left shoulder of the Salt & Pepper and NSU as follows.

- Blue and Gold for Seniors

- Blue and White for members of the Drill Team or Color Guard
- Red and Yellow for members of the band
- Silver for Navy Leadership School graduate (worn on right shoulder)
- Blue and White Sail Academy cord as authorized for graduates
- Cadet Officers shall wear swords during drill formations and parades depending upon availability.
- The Radford Star will be worn on the collar centered above the rank insignia.

UNIFORM – GENERAL

1. The Relaxed Fit Jacket must be zipped up three quarters of the way.
2. Relaxed Fit Jacket sleeves may not be pushed/rolled up.
3. The regulation athletic jacket (“letter jacket”) may be worn only by cadets who have earned a letter in a varsity sport. Letter jackets may only be worn during specifically approved times (usually Friday).
4. The Navy blue V-Neck wool sweater may be worn when announced. It must not be worn over the shoulder or wrapped around the waist. Sleeves must be down fully when worn.
5. Trousers must be well fitted and of proper length as shown in the Field Manual. Trousers must be worn at the proper position on the waist and always with a JROTC military issued belt.
6. Cadets shall mark all articles of clothing with their name. Marks must not be visible from the outside.
7. Only regulation Navy black shoes shall be worn. Shoes must be serviceable and well shined at all times.
8. Regulation socks shall be plain black and of proper length to cover the calf when seated. “Shortie” athletic socks are not permitted with uniforms.
9. Regulation shoes shall be worn at all times except in staterooms, the swimming pool area, or the waterfront. Water shoes or aqua socks must be worn at the waterfront.
10. Moccasins and sandals may be worn only as house slippers in the dorm or wear going to and from the pool.
11. Cadets are forbidden to wear a “cut-off” T-shirt as an outer garment.
12. Farragut-issue tank tops may be worn when actively engaged in sports (cross-country and track). The tank tops are not to be worn in the Mess Hall or in the classrooms.
13. Only regulation blue athletic shorts and Farragut T-shirt, as sold in the Ship’s Store, or AFA sweatshirt and pants will be worn for athletic gear.
14. Sun glasses will be unobtrusive, military style and not faddish. They may be worn only at approved times. Decorated or reflective glasses may not be worn. Only prescription sunglasses may be worn during inspections, formation, parades and drill. Cadets must submit all sunglasses to Naval Science Instructor for approval. Sunglasses (or regular glasses) will not be worn perched on the top of the head.
15. Plain white crew-neck undershirts will be worn with all Salt & Pepper, and Naval Service uniforms.
16. Cell phones, MP3 players, and unauthorized jewelry shall not be worn while in uniform. Necklaces may be worn, but must not be visible.

CIVILIAN CLOTHING

1. Day cadets who return to campus specifically to attend an athletic or otherwise authorized extra-curricular function will wear appropriate civilian attire.
2. When sport shirts and slacks are worn, shirts long enough to extend below the waist must be tucked in the pants unless it is of a type specifically designed to be worn outside the pants. No article of clothing advertising or advocating tobacco, alcohol, or drugs of any kind will be worn at any time.
3. Sweaters, long coats, raincoat, etc., must meet the standards of good taste as for other civilian clothing.
4. Regular shoes and loafers are permitted but must be kept shined and in a good state of repair.
5. Socks will be worn at all times when shoes are worn, except on liberty.
6. Cadets are permitted to wear one bracelet and one watch, and one ring on each hand.
7. All cadet civilian clothing should be marked with the cadet's name if the Academy laundry service is to be used.

HAIRCUT REGULATIONS

MALE CADETS are required to maintain a regulation haircut at all times. Such haircuts must meet the

specifications of the Cadet Field Manual.

- Closely cropped around the sides and back and the back tapered not "blocked".
- Sideburns shall be closely cropped and must not extend below the top of the cheek bone.
- Maximum of 2 inches on top, neatly trimmed and combed.
- Hair must not extend below the eyebrows or the front of the cover when worn.
- Cadets will be cleanly shaven at all times. Personal cleanliness and hygiene also requires that all cadets bathe daily. The wearing of mustaches by AFA cadets is expressly forbidden by the Naval Science Department.
- Cadets are forbidden to dye their hair or wear it in any unsightly manner (e.g. shaved heads, mushroom cuts, or thatched cuts). Cadets doing so may be restricted until corrected.
- Academy barbers are not permitted to trim hair in accordance with the wishes of the cadets. Their responsibility is to cut hair in a manner as prescribed by NJROTC regulations.

When in conflict with other regulations, those listed below will take precedence. They are not intended to be all inclusive, but to serve as a guideline. All FEMALE CADETS are expected to follow the spirit, as well as the letter, of the regulations listed below:

- While in uniform, hair will be worn according to the Cadet Field Manual. Navy regulations call for the hair to be worn close to the head, without bangs, and not worn below the bottom of the collar.
 - No hair ornaments shall be worn. Plain pins, combs, barrettes, and fabric or plastic holders which are similar in color to the hair or black in color may be worn.
 - One ring may be worn on each hand. As with male cadets, the rings may not be gaudy or ostentatious.
 - Earrings must be Navy regulation, small gold ball, silver (post or screw on) ear rings, as sold in the Ship's Store. Limit of one per ear, to be worn on the ear lobe.
 - Nails shall be no longer than 3/4" when measured from the base of the nail to the tip. Nail polish must be of a neutral or pale pink shade.
 - Makeup should be used sparingly and conservatively. Lipstick must be of a neutral or pale pink shade.
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- **Backpacks:** black or dark blue
 - **Travel Gear:** Sneakers - black or dark blue with matching laces; Socks - will be black or white Athletic socks. No deck shoes.
 - **NSU:** Socks - will be black DRESS socks only.

BASIC NAVAL TERMINOLOGY

The following glossary contains sample Naval jargon that cadets are expected to use and understand while in attendance at the Academy:

AFT—Pertaining to the back or the stern of the ship, aircraft, or compartment

AT EASE—Position of rest from attention. Command to "knock it off!"

ATTENTION ON DECK—Response by a junior when a senior officer enters the room.

AYE AYE—Response signifying order is heard, understood and will be carried out.

BELAY—To secure or make fast. To stop what you are doing.

BELOW—Downward; below decks; downstairs.

BULKHEAD—Wall

BY YOUR LEAVE "SIR OR MA'AM"—Request to pass by while walking or request to leave the room.

CARRY ON—Order to resume previous activity, usually after cadets have come to attention.

CHIT—Short note, usually a special request.

DECK—A floor of a ship or compartment.

GALLEY—Kitchen.

GANGWAY—Passage along side of upper deck of ship. Also said to get people out of the way.

HEAD—Toilet and washroom; bathroom

LADDER—Stairs.

MESS HALL—Dining facility.
OVERHEAD—The ceiling of a compartment viewed from the inside.
POLICE—To inspect and clean up.
PORT—Directional term for left (facing forward on a ship or boat).
QUARTERDECK—Ceremonial area, kept especially neat and clean.
RACK—A bed.
SECURE—To make fast in a permanent sense. To cease or stop.
SCUTTLEBUTT—Ship's drinking fountain. Slang for rumor.
STARBOARD—Directional term for right (facing forward on the ship or boat).
TAPS—Bugle call sounded at night to put out lights and retire, also used at military funerals and memorial services.
VERY GOOD or VERY WELL—Response by a senior to a junior in response to a report.

SECTION VII: INTERNET, COMPUTERS & ELECTRONIC MAIL ACCEPTABLE USE POLICY

Acceptable Use Policy

Admiral Farragut Academy believes in fostering our current digital world and the devices that are increasingly available to our cadets who are challenged daily with "learning to grow up online". The Academy makes every effort to make use of these tools in a reasonably guarded and constructive manner. AFA's philosophy is to block or restrict inappropriate content as needed (or even possible), but would prefer to teach, guide and educate our cadets to the "real world" of increasingly ubiquitous Internet availability and the expanding reach of their fellow digital natives and peers. This digital world is available through their own devices, as well as the through the networks, applications (web or host based) and systems that Admiral Farragut Academy makes available to our community. To have consent and gain access to, and usage of, these tools in class and on campus, all cadets must obtain written parental permission and approval.

What is Possible?

Access to these devices enables cadets to explore thousands of libraries, databases, museums, and other repositories of information and to collaborate and exchange personal communications with other users around the world. cadets and teachers are no different from any other web users in that they stand to benefit from the numerous kinds of tools available to facilitate this communication and collaboration. The educational experience can be streamlined, and

indeed enhanced, by the use of platforms which make it easier for teachers and cadets to interact with each other and among themselves. Many of the functions that one sees in a Web 2/3.0, collaborative or social networking site -- like messaging, sharing links, documents and common collaboration "spaces" -- can be used in the school context. Teachers can post assignments and class notes and answer frequently asked questions. cadets can share documents and send messages to their teachers seeking help on particular issues. Families should be aware that some materials accessible via these channels might contain items that are illegal, defamatory, pornographic, inaccurate, or potentially offensive. While the purpose of the school is to use digital resources for constructive educational goals, cadets may find ways (intentionally or not) to access material and information deemed inappropriate. We believe the benefits to cadets having access to the Internet in the form of information resources, social networking, and other opportunities for learning and collaboration exceed the disadvantages inherent in a more draconian policy of creating a highly restricted digital vacuum on campus. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using any available media, information or concomitant digital device. *The Academy will attempt to restrict or block offensive materials from being accessed through these systems, but it cannot guarantee every Internet site your child visits or content and actions available within this or their own digital realms or devices will be absolutely safe and appropriate at all times. No guarantee or warranty is implied by any and all efforts of the Academy to monitor or filter this content or to restrict or remove available access to this material and as such, Admiral Farragut Academy makes no warranties of any kind, either expressed or implied, in connection with its provision of access to and use of its computer networks, the Internet or any available digital resource provided under this policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks, the Internet, or any digital resource under this policy. By agreeing to this policy, users are taking full responsibility for his or her use, and the user who is 18 or older, or in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, or any organization that provides the computer and digital services to the school and all of the administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from their user's access to its' computer network, the Internet and any available digital resource, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network, the Internet or any available digital resource, whether that use is on a school computer or digital device, or on another computer or digital device outside of but related to the Admiral Farragut community and domain.*

What is Expected?

Cadets are responsible for appropriate behavior on the school's computer network, the Internet or any other form of personal digital-communications-media device just as they are physically in a classroom or on the school's grounds. Admiral Farragut Academy's standard rules for behavior apply to both their "real" and "digital" worlds and persona. cadets may never use the Internet, device, and/or engage in any digital communication in such a way that reflects poorly on the reputation of the cadet or the Academy. It is expected that users will comply with standards and the specific rules as set forth in this document and below. These digital freedoms on campus are considered a privilege, not a right, and may be revoked if abused. Furthermore, depending on the severity of the offense, the school reserves the right to discipline the child according to guidelines set forth in the Regulations and/or contact the appropriate legal authorities as warranted. The user is personally responsible for his/her actions in accessing and utilizing the school's (or personally available) digital resources. The cadets are advised never to access, keep, or send anything they would not want their parents or teachers to see. The cadets are advised to never share any usernames or passwords with another cadet and to safeguard their digital anonymity when appropriate.

What are the Rules?

Access: Any system that is on this network and any system making use of and/or accessible via this network is considered private property. Any unauthorized access or alteration of any system(s), its files, and/or its data, on this or any other accessible network, is strictly prohibited. Please be aware that Admiral Farragut Academy upholds and enforces policies pursuant to Federal Statutes 18 USC 1029, (Fraud and Related Activity In Connection with

Computers), and Florida Statutes Chapter 815 Title code XLVI, (Computer Crimes and Related Activities). Network administrators may review and monitor system usage to maintain system integrity and to ensure that cadets are using the system and network responsibly and legally. Details on these laws can be found via links through the Farragut web site at www.farragut.org.

Illegal Copying: cadets should never download or install any commercial software, shareware, or freeware onto local drives, network drives or disks or digital devices, unless they have written permission from the Network Administrator. Nor should cadets copy other people's work or intrude into other people's files.

Reproduction of copyrighted files or programs: cadets are forbidden to collect, distribute, or sell any copyrighted files or programs, not limited to but including illegal reproduction of games, music and any proprietary digital content while under the care of the Academy.

Collection, usage and distribution of computer viruses or "hacking" programs: Any cadet who knowingly and willfully harbors, creates, or uses any virus, hacking or cracking program, with or without the intent to use it against the Academy, is subject to *immediate dismissal and possible legal action*. Also, the use of applications that were designed for and by system and network administrators on this network is strictly prohibited: Although legal to own and use, these programs can be misused. The use of any of these applications on this network will be considered misuse of same. The programs outlined above include but are not limited to Virus programs, Trojan Horse Applications, Back Door/Background control programs, Promiscuous mode "sniffer" programs, Packet decoder/capture applications, Password cracking programs, IP discovery/intrusion programs, Protocol analyzers, TCP/IP Port scanning applications, NetBios scanning programs, JAVA, XML, Active X, and other Scripting codes.

Inappropriate materials, cyberbullying, digital group actions, or language: No bullying, profane, abusive or impolite language or communications should be used via any digital channel, nor should materials be accessed which are not in line with the rules of Academy behaviour. A good rule to follow is to never view, send or access materials that you would not want your teachers and/or guardians to see.

General Advice

1. Do not use any digital device to harm the Academy, other people or their work, or yourself.
2. Do not alter or damage the device you're using or the network you're on in any way. This also includes making unauthorized changes to same...aesthetic or otherwise.
3. Do not interfere with the operation of the network by installing illegal software, shareware or freeware on any system you use.
4. Do not violate any copyright laws.
5. Do not view, send or display offensive and/or pornographic messages or pictures.
6. Do not share your (usernames) or password(s).
7. Do not trespass in other's folders, work or files. This includes any school-related files, protected or otherwise. This is considered Unauthorized Entry, just as it would be if you were to open someone's footlocker.
8. Notify an adult immediately if you encounter materials or any activity that violates the rules of appropriate use.
9. Prepare to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated. Serious consequences may occur of both a legal and disciplinary nature.
10. Protect your anonymity: Never give out personal information to any website or individual via the Internet or other digital channel.

My child and I have read the Admiral Farragut Academy Acceptable Use Policy.

We agree to abide by ALL the rules listed. We understand that violation of these rules may result in disciplinary action including, but not limited to, suspension or revocation of privileges, suspension or expulsion from school, and or criminal prosecution. We release Admiral Farragut Academy and all other organizations related to Farragut digital resources and connectivity from any liability or damages that may result from the use of these services. I understand that my Internet/Computer/Web usage may be monitored for security reasons. In addition, we will accept full responsibility and liability for the results of any actions with regards to the use of the Network, the Internet or other digital resource provided. We release the school and related organizations from any liability relating to

consequences from the use of any and all of available Farragut digital resources.

Cadet Name (Please PRINT) _____
Signature of Cadet _____ Grade _____ Date _____
Signature of Parent/Guardian _____ Date _____

Your cadet will not be allowed (and will be suspended from using) any campus computers or digital resources without this signed agreement being on file. Using any part of any available AFA digital resource without a signed AUP immediately releases Admiral Farragut Academy (AFA) from ANY and ALL responsibility, claims, liability and/or damages incurred by those using these resources without the written permission or consent of this signed document being on file with AFA.