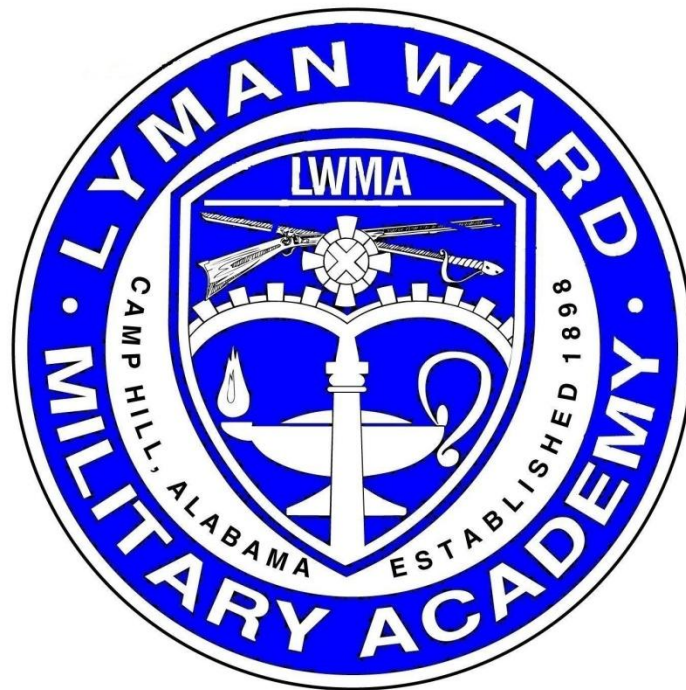


# PARENTS' HANDBOOK



**LYMAN WARD MILITARY ACADEMY**

**Camp Hill, Alabama**

**(256) 896-4127**

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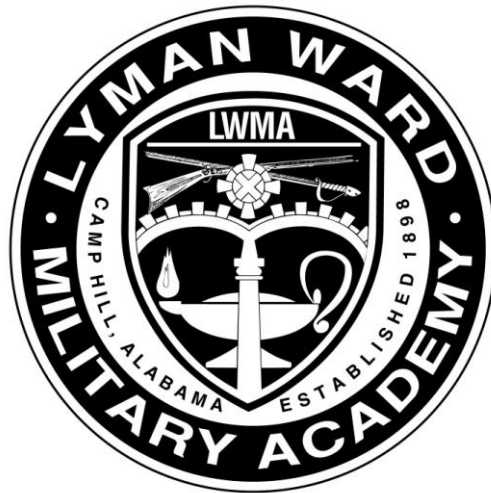
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## INTRODUCTION

Various school policies and procedures are outlined in this handbook to help you and your son to get adjusted to life at Lyman Ward, and to gain the maximum benefits from our program. We encourage you to contact us with any concerns or questions you may have throughout the school year.

## OUR MISSION STATEMENT

*A private academy providing the best in Academics,  
Leadership, and athletics structured on the moral and  
ethical foundation that graduates will lead with integrity,  
competence, and excellence.*



## I. Important Telephone Numbers

1. The following telephone numbers will help you get in touch with the appropriate people during the school year.

- Toll Free 1-800-798-9151
- President's Office 256-896-4127
- Academic Department 256-896-2907
- Military Department 256-896-2901
- Commandant 256-675-6279
- Assistant Commandant 256-675-6281
- U.S. Army JROTC 256-896-2696
- Student Accounts & Business Office 256-896-4127
- Infirmary (Medical Officer) 256-896-4671
- Supply Office 256-896-4410
- Fax Number 256-896-4661

2. To call your son at the Academy, contact his Tactical Officer at the phone number listed below. He will then be notified to return the call. For emergencies, call your son's Tactical Officer or the Staff Duty Officer after 5:00 p.m., or the Commandant's Office during the day.

<b>Cadet Dormitories</b>	<b>Tactical Officers</b>	<b>Phone #</b>
Company A	SFC Larry Henry	256-307-2533
Company B		
Company C	1SG Michael King	256-675-6274
Company E	SSG Scott Shoemaker	256-675-6269
Assistant Commandant	MAJ Ed Guerra	256-675-6281
Medical Officer	Mr. Stanley Winslett	334-787-7989

## II. Financial Information

1. The following information is provided so that parents will fully understand the school's position:

- A. The initial payment to the Academy for room, board and tuition for a new student must be paid with cash, cashier's check MC/ VISA. This is due on or before enrollment. Personal checks will be accepted for all purposes other than the initial payment.
- B. A student cannot be accepted into the program without the initial payment being paid. This is necessary due to the large outlay of funds required on the first day of school for uniforms, books and other necessities.

- C. It is the responsibility of the parent to provide funds for travel and for various events during the school year. Please anticipate these needs for cash, as the Academy cannot serve as a “bank” for cadets. If your son will be traveling home by public transportation on weekends, it will probably be more convenient if you send his ticket to him prior to his departure. Any extra spending money should be sent by check payable LWMA.

### III. Area Accommodations

Please refer to the list of area accommodations when planning overnight visits to the Academy. We suggest that hotel reservations be made in advance.

- Auburn University Hotel & Dixon Conference Center  
241 South College Street, Auburn, AL. (334) 821-8200
- Best Western Horseshoe Inn  
3146 Highway 280, Alexander City, AL. (256) 234-6311
- Comfort Inn – Opelika  
811 Fox Run Parkway, Opelika, AL (334) 741-9977
- Fairfield Inn & Suites by Marriott  
2257 Interstate Drive, Opelika, Al (334) 742-2590
- Hilton Garden Inn  
2555 Hilton Garden Drive, Auburn, AL (334) 502-3500  
**\*Be sure to tell them you are with Lyman Ward**
- The Jameson Inn  
1212 Mall Parkway, Auburn, AL (334) 502-5020
- The Jameson Inn  
Hwy. 280, Alexander City, AL (256) 234-7099
- Ramada Limited  
205 N. 21<sup>st</sup> Street, Opelika, AL (334) 745-6293  
**\*Be sure to tell them you are with Lyman Ward**
- StillWaters Resort & Conference Center  
1816 Stillwaters Dr., Dadeville, AL (256) 825-1300 or 1-888-797-3767
- Hampton Inn Auburn  
2430 South College Street, Auburn, Al. 36832 (334)821-4111
- Hampton Inn & Suite Opelika  
3000 Capps Way, Opelika, Al. 36804 (334)745-4311
- Hampton Inn Alex City  
1551 Elkahatchee Rd. Alexander City, Al. (256)234-2244
- Cove at Blue Creek & Creekside Lodge  
6993 Hwy 49 Dadeville, Al. (256)825-1812

#### **IV. Automobile & Vehicle Regulations**

Paragraph 3.05 C, of the Cadet Regulations states: No cadet may have an automobile, motor scooter, motorcycle, or bicycle in his possession or control while in attendance. While at school, a cadet who does not possess a driver's license will not drive a motor vehicle at any time. Those possessing a driver's license may drive their parent's or guardian's car only if the parent or guardian is present in the car. Seniors, who are in their second year at LWMA, are allowed to keep an automobile on campus for purposes of going to and from home only. Strict rules and regulations cover this and they will be provided to the parent and cadet on request.

#### **V. CANTEEN FACILITIES**

The Academy Canteen is located on the first floor of Hill Hall and is open to cadets, Parents and visitors at the following times:

Friday	6:00 pm-9:00 pm (except on home football games)
Saturday	12:00 pm-5:00pm & 6:30 pm-9:00 pm
Sunday	12 noon-5:00 pm

#### **VI. Room Security**

To provide better security, room locks are provided for each cadet in Wallace and Hill Halls. These locks can only be locked from the outside of the door and cadets will be required to lock their rooms when not in them. Each cadet will be issued an original key. If at any time the cadet loses his original key, he will be required to purchase a new lock and pay for installation. The cost will be \$15.00. If a cadet has an allowance account, the cost will be taken from this, thereby reducing the cadet's weekly spending money. If he has no allowance, he will pay cash or it will be added to the cadet's school account and billed to the parent.

#### **VII. Drug Policy**

1. The Academy has a very strong anti-drug policy that we approach from moral, legal, and medical standpoints. We don't anticipate involvement by any of our cadets, but we do want to stress that any use or possession of marijuana or any other narcotic may result in dismissal from the Academy.

2. All prescription medications for cadets must be turned in to the Academy Medical Officer by the parent for controlled distribution to the cadet either by the Medical Officer or a Tactical Officer. All medications sent through the mail must be sent to the Academy Medical Officer and not directly to the cadet.
3. All cadets enrolled in the Academy are subject to drug testing for cause randomly or on a routine scheduled basis. A positive test may result in dismissal, and parents will be charged for the drug test performed.

## **VIII. Supply Purchases**

Every effort is made to encourage and assist the cadets at Lyman Ward in maintaining and securing their clothing and equipment. Despite this procedure, there are always some items that get lost or must be replaced due to growth, and/or wear and tear. This replacement is done in the following manner: The cadet gets a permission slip from his Tactical Officer and goes to Supply and states that he needs a certain piece of equipment or uniform. He signs a ticket showing that he has purchased the item and the date of the purchase. This slip is sent to the parent so that the parent is fully aware of what the boy has purchased and the date. The amount is added to the parent's account. We make every effort to keep these purchases at the absolute minimum and we encourage the cadet to keep up with his supply items. However, parents should not expect their sons to go through Lyman Ward without making some additional purchases. Replacement items of clothing/equipment run an average \$450.00 per school year.

## **IX. Medical Care**

The Medical Officer conducts Sick Call each morning at 6:30 a.m. for cadets who are ill. If a boy becomes ill during the day, he may go to the Infirmary for treatment by reporting to his Tactical Officer during the week or the Staff Duty Officer on the weekend.

## **X. Promotion Policy**

1. General  
The recommendation and promotion of worthy cadets to a higher rank is of the utmost importance to each cadet and to the entire Cadet Corps. Promotion of cadets is based on academic grades, length of time at the Academy, time in current rank, academic and military achievement, conduct, demonstrated leadership ability, and general performance in a current position. A Promotion Board headed by the Commandant of Cadets will make the final recommendations for approval by the President.

Faculty members will have the opportunity to make recommendations for promotion, and to provide information on a cadet's achievement, conduct, attitude and ability in the classroom, as well as during extracurricular activities. Promotions will normally be made on a scheduled basis; however, the Board may be convened at the request of the Commandant.

2. Eligibility

To be eligible for promotion, a cadet must meet the following criteria:

- A. Be assigned to a cadet position authorizing the recommended rank or higher. In selecting cadets for position vacancies, two criteria will be followed.
  - a. Academic grade level: Upper level students are normally given first consideration for promotion because of their maturity.
  - b. Length of time at the Academy – A cadet who has been at the Academy for a longer period of time should have acquired greater benefits from the leadership lessons taught during his tenure.
  
- B. The Commandant, with the approval of the President, will have final authority in determining position assignments based on this criteria.

3. Be recommended by one of the following:

- a. Company Commander
- b. Battalion Commander
- c. Military Department
- d. Academic Department

4. Must have a “70” or higher grade in Academic, Leadership Education Training (LET), discipline and performance during the previous grading period for promotion to Sergeant and above. Must have a “60” or higher score in each for promotion to Private (E2) through Corporal.

5. Must not exceed the maximum rank attainable for current academic grade as determined for those cadets with and without prior service at LWMA or some other comparable military school; however, cadets with exceptional abilities or other reasons determined by the Commandant, may receive consideration regardless of the maximum rank schedule. Cadets in Junior School will have a separate and distinct rank from those in Senior School. These cadets must meet the same criteria for promotions; however, the rank and responsibilities derived from it will only apply to the cadets in grades six through eight.

6. Cadets having attended other honor military academies or public high schools and enrolled in JROTC, will be interviewed by the Commandant to determine their initial rank. Cadets returning to Lyman Ward after a period of no more than one year, may after a probation period determined by the Commandant, be given the same rank they had when they withdrew, provided the withdrawal was voluntary and not due to any violation of the Cadet Regulations. Cadets in this category will be promoted at the first promotion board, provided they meet all requirements listed in paragraph 2 above. Cadets dismissed or withdrawn in lieu of dismissal and subsequently enrolled after at least a semester break will return as Private E-1.

7. Promotion Board

A. The Promotion Board will consist of the Commandant (Board President), Senior Army Instructor, Academic Dean, Cadet Battalion Commander and Tactical Officers. This Board will meet in October, December, February, and April of each school year to promote qualified cadets to the next higher rank. When the Promotion Board meets, every eligible cadet will be considered for promotion. Those not eligible will be so indicated with a notation as to the reason for the ineligibility.

B. Promotion Data Sheet - The Board will have a consolidated promotion data sheet on eligible cadets being considered for promotion. The President of the Board will insure that these sheets are available and correct prior to the convening of the Board. The sheets will be used to confirm eligibility for promotion and will provide comprehensive scores of the cadet's grades, performance of duty and conduct. The scores from these sheets will provide a comparable standing of cadets for promotion and normally after consideration of grade, time in rank and tenure should provide the determination for promotion. The Board members, however, may have additional information concerning the recommended cadet that is not listed on the data sheet, which will be considered by the Board prior to the final recommendation. Scores for the promotion data sheet will be derived as follows:

Academic Grade – Submitted by the Academic Department and will include grades from the most recent grading period.

Military Grade – Submitted by the JROTC Department and will include the Leadership Development (LD) grade for the most recent grading period for each cadet.

Discipline – Submitted by the Commandant based on merits/demerits and punishment orders received since last meeting of Promotion Board, or since the beginning of the school year for the meeting of the Board in December.

Manner of Performance in Present Rank – Submitted by the Tactical Officers based on cadets performance at drill, in barracks and special activities, and in carrying out the leadership responsibilities of present rank.

- C. Promotion Meeting Dates - The Commandant will notify Board Members of the meeting date of the Promotion Board. It is the responsibility of each department head to insure the accurate and timely submission of the required data in accordance with instruction contained in the Letter Of Instruction (LOI).
- D. Cadet Responsibility – The Promotion Policy outlines a procedure for a fair and equitable promotion system that places the responsibility on each cadet to compete for promotion. Maximum consideration will be given to cadets who have the best overall scores. Extremely poor scores in discipline or manner of performance will preclude a cadet from being considered for promotion to Non-Commissioned Officer (NCO) or officer status until marked improvement is made. When a cadet is promoted, he assumes the greater responsibility of the new rank in addition to deriving the personal honors that accrue to cadet leaders. If not promoted when eligible, a cadet is encouraged to discuss the reason for his non-selection with his chain of command, Tactical Officer or the Commandant so that specific areas of improvement can be pointed out prior to the next promotion period.

## **XI. Laundry Procedures**

The Academy has an on site laundry that is capable of handling all of the cadets laundry needs. Each cadet is issued four sheets, two pillowcases, five towels, five washcloths and one mattress pad. These articles are to be returned to the laundry at the end of the year. Each cadet is given three mesh laundry bags and one canvas bag. Each company is assigned on a certain day to turn in their laundry. Laundry is turned in at 6:30 a.m. and is to be picked up after breakfast the following day. There is no limit to the number of laundry pieces that can be turned in. It is the cadet's responsibility to properly prepare his laundry bags for turn in. The laundry will not accept civilian clothes, and all clothing must be properly marked with the cadet's assigned identification number.

## **XII. Dining Hall Information**

Parents who are on campus at mealtime are invited to dine with their son at a cost of \$5.00 per person. There are also several buffet occasions held throughout the school year to which parents are invited. There is a \$12.00 charge for these meals.

## **XIII. Homesickness and Adjustment**

1. Homesickness is a condition that affects most boys and girls who leave home for a long stay. It is common in summer camps, colleges, military schools, etc. Over the years, we have found that the average boy will get over homesickness in about three or four weeks. We have also found that the best cure is to keep cadets so busy that there is very little time for homesickness. Our Tactical Officers, the Commandant, the School Counselor, Academic Dean, the President and all other members of the staff are aware of the homesickness problem and devote a large portion of their time to the individual cases at the beginning of each school year. If your son has this problem, insist that he tell a staff member about it.
2. The life of a cadet at Lyman Ward is purposely structured. It is our goal to develop in each cadet those qualities that are essential in any walk of life – character, courtesy, self-discipline, attention to duty, initiative, responsibility and leadership. These go hand in hand with good grades and are essential in developing a boy into manhood. It is not easy to instill these qualities in a young man, and it takes much repetition, attention to detail and a regimented routine. These requirements are not easy for the cadet to accomplish, and it is not unusual for a young boy to complain that he cannot do it, that it is too tough, and that he wants to quit. It takes patience, both from the Academy staff and the parents, to get a boy over this adjustment period, which may last for three months or longer. The Academy has years of experience in working with boys, and we feel we have staff capable of counseling each individual to help him through this adjustment period. Sometimes boys “pour out their problems” to parents in letters and by phone, and we are not aware of the situation. If this occurs, please instruct your son to talk to his Tactical Officer, the Commandant of Cadets, the Dean of Academic Affairs, or to the President. Their doors are always open to cadets to discuss any problems or concerns. A new cadet who is rebelling against the regimentation, the routine, and the exactness of our program, usually wants sympathy. He is hesitant to ask for this from the people that are applying the pressure, so he turns to his parents. This is a normal reaction and is to be expected. We ask only that our parents be firm, and request that their son discuss his concerns with a trained staff member.

## **XIV. Leave and Pass Policy**

1. Leaves – Details regarding the administration of leaves may be found in paragraph 3.03 of the Cadet Regulations under the subject heading of “Departure from Campus.” Parents are encouraged to become familiar with these policies to avoid misunderstanding or disappointment for themselves or their son. The following information is of special importance:
  - A. Leave time has been carefully studied over the years, and it has been found that Thanksgiving, Christmas, and Spring holidays are the best leave times for the majority of parents who have their sons at Lyman Ward. These holidays break up the nine-month school term reasonably well. All cadets are required to leave campus during these holidays. Special requests from parents for “an extra day” due to sickness or transportation problems are discouraged. We request that parents do their very best to follow the leave and pass policies. We have found that this promotes fair and equal treatment of all cadets.
  - B. The school calendar is on the web site and is updated regularly. Please note that each weekend is designated as either “open” or “closed.” On the “open” weekends, your son can take a weekend leave home provided he has accrued sufficient merits and is not on academic or disciplinary restriction. **A written leave request from the parent or guardian must be sent by Fax e-mail or mail to the Commandant’s office, and must be received by Tuesday at 5:00 p.m. prior to the weekend request.** This will give the Academy enough time to approve or disapprove the request for leave. Please check your calendars as to these open weekends.
  - C. Medical Leaves – The Academy will try to cooperate with parents who need their sons home for medical reasons; however, the following procedure **MUST BE FOLLOWED**:
    - (1) All medical leaves must be approved by the Commandant of Cadets.
    - (2) Cadets, on their return from medical leave, must present valid evidence that they were under the care of a physician. Cadets without such evidence will be punished according to the rules and regulations of the Academy.

- (3) Too frequent medical leaves may result in a cadet being dropped from the Academy.
    - (4) All medical leaves that require cadets to be away from school for more than 24 hours will be counted as regular leaves.
  - D. Emergency Leaves – It is the policy of the Academy to honor requests for emergency leaves from the parent(s) or guardian only. The cadet cannot request emergency leave. The parent must advise the Academy that an emergency exists. The cadet concerned will be provided a leave with a specific date and time that he must return. The emergency leave should be requested for emergencies only and not for the purpose of attending concerts, parties, routine visits home, etc. Nothing will cause a cadet more problems than misuse of emergency and medical leaves. Emergency leaves are normally for no longer than 24 hours.
- 2. Passes – A pass is an authorized absence from the campus for a period not involving overnight absence.
  - A. Passes are a privilege and will be granted to those cadets whose records warrant their being granted.
  - B. Parents may obtain a “Day Pass” to take their sons beyond the limits of Camp Hill, or they may delegate such permission IN WRITING for the cadet to exceed the limits with one or more adults. In either event, the parent or the person with designated permission MUST PERSONALLY obtain permission from the Commandant of Cadets. This permission is not intended to allow a cadet to leave or return by bus and is not intended for each weekend. The Academy’s purpose in allowing a cadet to exceed the limits of Camp Hill is designed solely to allow the parent or other person and the cadet to have ample visitation time. THIS IS NOT DESIGNED FOR A CADET TO GO HOME. Parents or persons taking a cadet on Day Pass must return the cadet to the campus at the designated time. Cadets who take undue advantage of the privilege will be denied permission to leave campus.
- 3. Closed Weekends – During the school year, some weekends will be designated as “closed.” At these particular times it is necessary that all cadets be available and remain on campus. Some examples of closed weekends are Homecoming, Military Day, and several weekends where inspections and parades are scheduled. Day passes and campus visitation are authorized on closed weekends after required activities are completed. This will normally be after 12:00 noon.

4. Absence Without Authority – Any cadet who leaves Lyman Ward without authority for more than 24 hours with the intention of remaining away, will be dropped from the school rolls automatically. If reinstatement is desired, the parents or guardian requesting that the student be reinstated must submit a written request. The cadet may be required to appear before the Academic and Disciplinary Board. Members of the Board will consider the merits of the case and then submit their recommendations to the President of Lyman Ward Military Academy. Upon reinstatement, the cadet will be placed on school probation. Any cadet who leaves campus without permission for less than 24 hours will be punished as the Commandant of Cadets directs.

## **XV. Travel Information**

1. The Academy provides to the parent, at a cost of \$50.00 one way, transportation to and from the Atlanta and Birmingham airports for the major leaves at Thanksgiving, Christmas, and Spring Break, and at the end of the school year. The Academy van departing for the Atlanta Airport will leave our campus no later than 12:00 Noon Central Standard Time (Alabama time), and the van departing for the Birmingham Airport will leave our campus no later than 12:30 p.m. on the day of departure (usually Friday) for the airports. It takes approximately two hours to get to the airport. **MAKE SURE** your son's flight departure is made **AFTER 5:00 p.m.** Eastern Standard Time (Atlanta time) or after 4:00 p.m. (Birmingham time). For the return trip to the campus on the scheduled day of return (usually Sunday), all students arriving at the Atlanta Airport must meet the Academy van at the South Terminal – Lower Level no later than 6:00 p.m. (Atlanta time). Students arriving at the Birmingham Airport must meet the van on the sidewalk outside the baggage claims area not later than 6:00 p.m. (Birmingham time). It is the student's responsibility to be on time. We **WILL NOT** hold a vanload of cadets waiting for a late arrival. If a student cannot meet the above schedule in order to return to the campus, he should:
  - A. Go to the area marked Ground Transportation and purchase a ticket on Express 85 to Opelika, AL.
  - B. A telephone call should be made to Lyman Ward Staff Duty Officer at (256) 896-2901 when he arrives in Opelika so that transportation can be sent to pick up the student.

It is important to note that students who are returning from scheduled holidays are required to be back on campus by a certain time. Those who are late will be subject to punishment. If you expect your son will be using a Greyhound bus, we would suggest you buy several round trip tickets in advance and send them to the Commandant to be given to your son as required. Bus transportation for most destinations is available from Opelika. We will transport your son to the bus station in time to meet his bus.

2. Charges for School Transportation:	Single Cadet	Group
Atlanta Airport:	\$125.00	\$50.00
Birmingham Airport:	\$125.00	\$50.00
Montgomery Airport:	\$125.00	\$50.00
Tuskegee Bus Station:	\$75.00	\$40.00
Opelika Express 85 or Bus Station:	\$25.00	\$20.00

If an emergency exists and your son needs to be transported, the charges will be:

Atlanta Airport:	\$165.00
Birmingham Airport:	\$165.00
Montgomery Airport:	\$165.00
Tuskegee Bus Station:	\$165.00