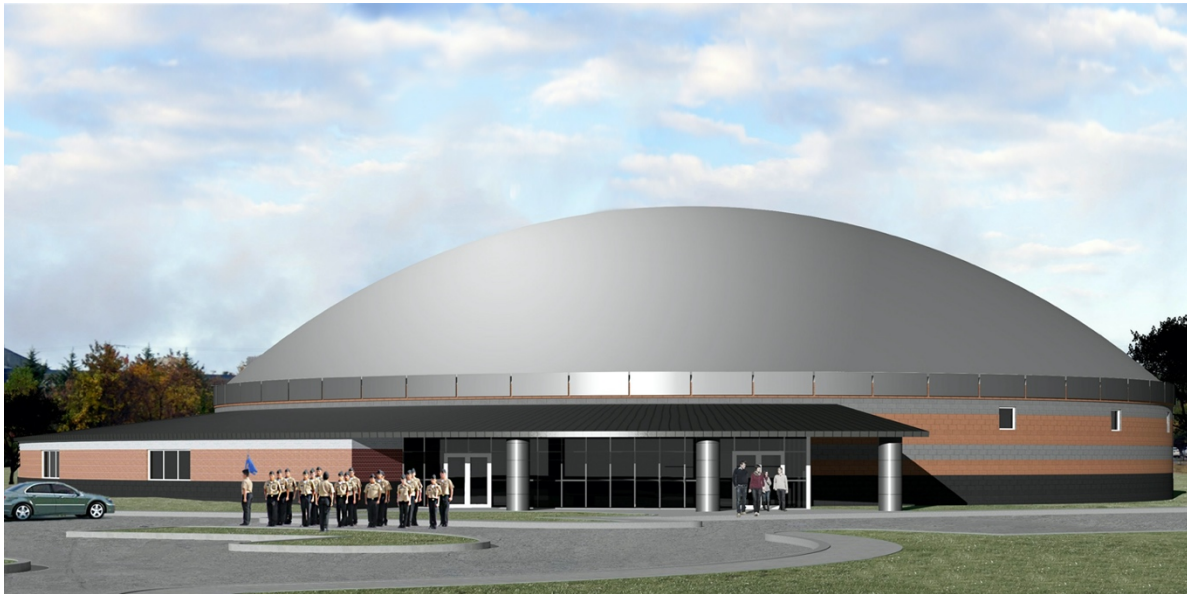


Delaware Military Academy Cadet Handbook/ Code of Conduct



2020-2021

THE DELAWARE MILITARY ACADEMY IS AN EQUAL OPPORTUNITY EMPLOYER. IT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, MARITAL STATUS, DISABILITY, HOMELESS STATUS, AGE, GENETIC INFORMATION, OR VETERAN STATUS IN EMPLOYMENT, OR ITS PROGRAMS AND ACTIVITIES.

WELCOME!

Cadets,

The Delaware Military Academy is the only charter high school in the United States based on the traditions, values and ideals of the U.S. Navy. Although academics are the backbone of any educational organization, leadership is the muscle at DMA. Cadets learn through a structured, traditional military school environment including self-discipline, motivation and activities that will enable you to become a productive citizen in a vastly changing technological society. It is a structured, disciplined, and motivating environment where the staff expects the best effort from every cadet – and we usually get it!



Anthony Pullella

Commandant

Delaware Military Academy

DELAWARE MILITARY ACADEMY
112 Middleboro Road
Wilmington, DE. 19804

Letter of Promulgation: DMAINST 5000.1
From: Senior Naval Science Instructor
To: Distribution List
Subj: Delaware Military Academy Cadet Handbook

- A. Purpose. To issue the Cadet Handbook in order to:
 - 1. Provide Naval Junior Reserve Officers Training Corps (NJROTC) cadets with detailed information and regulations for their guidance and compliance while they are attending Delaware Military Academy.
 - 2. Establish a comprehensive and clearly defined organizational structure for the Regiment of the Delaware Military Academy.
 - 3. Provide staff members with guidance for their dealing with Delaware Military Academy cadets.
- B. Cancellation. N/A.
- C. Authority.
 - 1. The regulations define discipline and command structure within the Delaware Military Academy Cadet Regiment.
 - 2. Since this handbook is primarily limited to and intended for matters of internal organization, it shall in no way be construed as contravening, altering, or amending the provisions of State of Delaware Public Schools directives, Chief of Naval Education and Training Instructions, or directives of higher authority.
- D. Action.
 - 1. All NJROTC cadets and staff members are responsible for a thorough knowledge of this directive.
 - 2. All NJROTC cadets shall comply with the regulations and standards set forth therein.

Commander Sean Easley USN (Ret)
Senior Naval Science Instructor

Distribution: All Cadets
All Staff Members
DELAWARE MILITARY ACADEMY
112 Middleboro Road
Wilmington, DE 19804

PREFACE

All cadets enrolled in the Delaware Military Academy have been enrolled at their request. Therefore, it is assumed both the cadet and his/her parent/guardian, desired enrollment based on expectations the Delaware Military Academy will uphold high standards of academic achievement and personal conduct. Each cadet is expected to observe the rules and regulations as stated in this manual, seeking worthwhile goals of citizenship; excellence; and service to school, community, state, and nation. Additional regulations and instructions will be covered in the Naval Science classes. Although not subject to U. S. Navy regulations or the Uniform Code of Military Justice, cadets will adhere to the principles and spirit contained therein.

The cadet handbook has been prepared to acquaint cadets and their parent/guardian with the expectations and requirements of the Delaware Military Academy. If, at any time, a cadet feels that he/she is unwilling to abide by the rules and procedures set forth in this handbook, the cadet may request transfer to the high school in his/her district at the end of the current school year.

Commandant..... Anthony Pullella
Dean of Cadets Debra Certesio
Dean of Instruction..... Amy Tocyloski
Navy JROTC Senior NS Instructor..... CDR Sean Easley

TABLE OF CONTENTS

CHAPTER ONE

OVERVIEW OF THE DELAWARE MILITARY ACADEMY PHILOSOPHY, MISSION, OBJECTIVES, ESSENTIALS FOR SUCCESS, HONOR CODE, AND OBLIGATION

- 101. PHILOSOPHY
- 102. MISSION
- 103. BELIEF STATEMENTS
- 104. ESSENTIALS FOR SUCCESS AT THE ACADEMY
- 105. HONOR AND TRUST
- 106. HONOR CODE
- 107. DISCUSSION OF THE HONOR CODE
- 108. COST AND OBLIGATION

CHAPTER TWO

POLICIES CONCERNING ADVANCEMENT, PROMOTION, DEMOTION AND RETURNING TO THE DELAWARE MILITARY ACADEMY

- 201. CADET RANK
- 202. GENERAL REQUIREMENTS
- 203. TRANSFER STUDENTS
- 204. WAIVERS
- 205. SEAMAN RECRUIT ELIGIBILITY
- 206. SEAMAN APPRENTICE ELIGIBILITY
- 207. SEAMAN ELIGIBILITY
- 208. PETTY OFFICER THIRD CLASS ELIGIBILITY
- 209. PETTY OFFICER SECOND CLASS ELIGIBILITY
- 210. PETTY OFFICER FIRST CLASS ELIGIBILITY
- 211. REQUIREMENTS FOR CHIEF PETTY OFFICER ELIGIBILITY
- 212. REQUIREMENTS FOR SCPO THRU CADET OFFICER
- 213. POLICY FOR GRADE LEVEL PROMOTION

CHAPTER THREE

CONDUCT AND RESPONSIBILITY

- 301. UNIFORM CODE OF CONDUCT
- 302. CLASS LEADERS
- 303. CLASS CONDUCT FOR ALL CLASSES
- 304. CONDUCT BETWEEN CLASSES
- 305. ACADEMIC REVIEW BOARD (ARB)
- 306. DISENROLLMENT
- 307. ZERO TOLERANCE POLICY
- 308. DMA ABSENCE/LATE POLICY (along with the virtual learning attendance policy)
- 309. CLOSED CAMPUS

CHAPTER FOUR
UNIFORM REGULATIONS AND GROOMING STANDARDS, MILITARY
COURTESIES

- 401. UNIFORM REGULATIONS
- 402. ACADEMY UNIFORMS
- 403. OTHER UNIFORM ITEMS/OPTIONAL ITEMS
- 404. NAME TAGS
- 405. UNIFORM RESPONSIBILITY
- 406. MILITARY COURTESIES – SALUTES

CHAPTER FIVE
CADET UNIT ORGANIZATION

- 501. REGIMENTAL ORGANIZATION
- 502. ORGANIZATIONAL CHART (EXAMPLE OF A FULLY MANNED REGIMENT)
- 503. NAVAL SCIENCE INSTRUCTOR STAFF
- 504. DUTIES AND RESPONSIBILITIES OF CADET OFFICERS
- 505. PLAN OF THE WEEK
- 506. DAILY CLASS SCHEDULE

CHAPTER SIX
CADET LIFE

- 601. NAVAL SCIENCE COURSE REQUIREMENTS
- 602. PATRIOTISM AND SCHOOL (UNIT) SPIRIT
- 603. ACADEMICS
- 604. INTERIM PROGRESS REPORTS AND REPORT CARDS
- 605. NATIONAL HONOR SOCIETY
- 606. NJROTC SPECIAL GROUPS
- 607. EXTRACURRICULAR ACTIVITIES
- 608. ATHLETIC PROGRAMS
- 609. LOCKERS
- 610. BOOK BAGS / GYM BAGS
- 611. FOOD AND DRINK POLICY
- 612. CELL PHONE/ELECTRONIC EQUIPMENT POLICY
- 613. TELEPHONES AND MESSAGES
- 614. FIELD TRIPS (NAVY SPONSORED)
- 615. LOST AND FOUND
- 616. DRIVING PRIVILEGES

CHAPTER SEVEN
ADMINISTRATIVE PROCEDURES

- 701. SCHOOL NURSE – CADET VISITS
- 702. EMERGENCY CARDS
- 703. MEDICAL CARE
- 704. CHRONIC / SERIOUS ILLNESSES
- 705. ACCIDENTS
- 706. EARLY DISMISSAL
- 707. NOTICE OF ADA COMPLIANCE
- 708. SEXUAL HARRASSMENT POLICY

CHAPTER ONE

OVERVIEW OF THE DELAWARE MILITARY ACADEMY PHILOSOPHY, MISSION, OBJECTIVES, ESSENTIALS FOR SUCCESS, HONOR CODE, AND OBLIGATION

101. PHILOSOPHY

Delaware Military Academy's academic, extra-curricular, and leadership programs intertwine to create a well-rounded learning experience for cadets. Through the development of honor, discipline, and integrity, cadets will cultivate strength of character, individual excellence, and responsible leadership. Upon graduation, cadets will possess the skills and characteristics needed to lead lives of academic, personal and professional achievement.

102. MISSION

The mission of the Delaware Military Academy is to prepare young men and women for their next level of education by providing them with a foundation that leads to good citizenship. Encouraged by military training, learning will take place within an environment that embraces both mental and physical health. This holistic approach to education fosters an understanding of the obligations of citizenship and self-discipline. In addition, cadets are exposed to positive moral ideals while being afforded opportunities to engage in appropriate social activities.

103. BELIEF STATEMENTS

1. The role of the Delaware Military Academy is to educate the entire cadet, paying particular attention to academic, social and emotional needs.
2. An education at the Delaware Military Academy fosters citizenship, leadership, self-discipline and independent thought.
3. Military training teaches cadets a sense of responsibility, integrity and morality.
4. Responsible **citizens** have a sense of honor and respect for themselves and for others.
5. Hard work, dedication, and motivation are essential for learning.

6. Cadets, parents and teachers share accountability and responsibility for the cadet's education.
7. A safe and enjoyable learning environment promotes positive interaction between cadets and teachers.
8. Cadets graduate from DMA ready to accept an adult role in society.
9. Service builds strong character, unity, and a sense of responsibility for others.

104. ESSENTIALS FOR SUCCESS AT THE ACADEMY

- A. **SELF CONTROL.** The ability to control one's emotions and actions under adverse conditions. If you cannot control yourself, you cannot lead others.
- B. **SELF DISCIPLINE.** The ability to continue to strive toward one's goal without dependency on outside control, punishment, or reward. If you cannot motivate yourself, you cannot motivate others.
- C. **SELF ESTEEM.** The internal feeling of pride and confidence in one's self that, regardless of the difficulty, one has the self control, the discipline, and the knowledge needed for leadership.
- D. **LEADERSHIP.** Leadership is not obtained by faulting others, but by the realization that ***I AM WHAT I MAKE MYSELF AND ONLY WHEN I MAKE MYSELF SOMEONE WHOM OTHERS RESPECT, WILL I ACQUIRE LEADERSHIP.***

105. HONOR AND TRUST

When a cadet enters The Delaware Military Academy, he/she shall be assumed to possess a high standard of personal honor and be worthy of our complete trust. The cadet need not earn our trust. As long as a cadet conducts himself with honor, that trust will be given and each cadet will be considered a lady or gentleman.

There are certain basic character traits that are a natural part of the makeup of a lady or a gentleman. A lady or a gentleman would, at the very least, always be scrupulously honest, considering truth and honesty in dealing with others to be far more important than personal

gain or potential loss. A lady or gentleman, furthermore, would never degrade his/her self esteem by unlawfully obtaining information to further his/her own goals - what we commonly call cheating; and further, he/she would never take something for his/her own which he/she did not rightfully earn - what we refer to as stealing. The labels, "liar", "cheater" or "thief" are inconsistent with the labels "lady" or "gentleman" and are, therefore, likewise inconsistent with the title "Cadet." The honor and trust inherent in the title "Cadet" or "Lady" or "Gentleman" is yours when you enter the Delaware Military Academy: you are the only one who can cause it to be lost. In keeping with the practice of trust and honor, the academy "Honor Code" is included in the cadet handbook. All cadets are charged with knowledge of and compliance with the Honor Code.

106. HONOR CODE

I am a Cadet in the Delaware Military Academy and as such will conduct myself in a manner which will bring credit to myself and the Academy.

I will show proper respect for school officials, fellow cadets, and for the property of the school and others. I will treat all persons with respect and dignity, as I would like to be treated. I will learn proper military courtesies and use them. I will control my actions, adhere to established rules and regulations, and take responsibility for my conduct.

I will wear my uniform with pride and dignity, adhering to standards of military grooming and smartness. I will work to become physically and mentally fit and to develop habits of good personal hygiene.

I will strive for academic excellence, preparing myself for assignments and exams. I will rely upon my abilities to succeed and will do my own work.

I will attend school daily and if unable, will seek out each teacher to receive work I have missed. I will be punctual for classes, bring the proper books and materials to classes, and show complete attention to the teachers and learning during class.

I will strive to maintain a positive attitude, to be receptive to new ideas in learning, and to better myself and the Academy in all things I do. I am a member of the team, working to excel in academics, athletics, and leadership. I will encourage my fellow cadets to develop their skills and to excel. I will support my teammates and the Academy.

107. DISCUSSION OF THE HONOR CODE

A. Introduction.

1. Personal honor and integrity are the traditional hallmarks of a Naval Officer. The confidence of seniors, the faith of contemporaries, and the respect of subordinates depend on the absolute trustworthiness of the individual. There is no room for compromise. While the responsibilities of a cadet are considerably less than those of a commissioned officer, the standards of honor and integrity must be identical.
2. One of the most valuable items accompanying the commission of an officer is this tradition of honor. You will be assumed to be honorable by everyone you meet, both in the Navy and in your civilian dealings. Your word will suffice - if you say it is so, it must be so; if you say all personnel are present, it will not be questioned; your signature is testimony of the truth.
3. Unfortunately such habits as lying, cheating, or stealing are much easier to develop than opposite habits such as truthfulness, honesty, and integrity. Living up to the honor code is difficult at best. Youth, immaturity, inexperience, and peer pressure are all factors which may influence a cadet to treat personal honor lightly.
4. Part of the development process at The Delaware Military Academy is to ensure that this tradition of honor is perpetuated and that all academy graduates have the integrity and personal honor necessary to carry out the duties of a naval officer, whether they actually pursue a naval career or not.

B. Description

1. The Delaware Military Academy Honor Code is somewhat more lengthy than most. It is felt that in view of our cadet's youth and possible lack of knowledge and training in the essentials of the concept of honor, a more definitive code is needed. The honor code could be summed up in a simple statement of the standards of integrity required. "**A Delaware Military Academy cadet does not lie, cheat, or steal, nor tolerate those who do.**"
2. This code is a practical guidepost for future conduct, both professional and personal. It establishes a principle of higher value than personal friendship and requires acceptance of an ideal that requires positive action in judging the conduct of another.
3. The underlying principles of the Honor Code are truth and honesty. Its objective is to inspire and encourage the cadet to act honorably in all actions both within and outside the academy. Lying, cheating, stealing, or tolerating any of these acts by another cadet are all violations of the honor code.

C. Definitions. The following definitions are pertinent to the Delaware Military Academy Honor Code.

1. Lying: To state knowingly an oral or written untruth. A lie may be either a declarative statement or a false response to a question. It is also a lie to knowingly misrepresent the true situation, or to describe by withholding, omitting, or subtly wording information in such a way as to leave an erroneous or false impression of the known true situation. The misrepresentation may be either word or deed.
2. Cheating: To use unauthorized assistance in submitting work designated to represent one's own efforts or to fail to indicate properly any authorized assistance received. A cadet's work must represent his or her own efforts. The specific areas outlined below are not intended to discourage assistance rendered from one cadet to another while studying or doing homework to help in understanding difficult concepts or procedures.

- a. Giving or receiving knowledge of specific test questions or any test particulars is cheating.
 - b. Plagiarism in which work is copied or paraphrased without giving credit by quotation marks, attributing it to the author, and/or using footnotes, is cheating.
 - c. Utilizing any unauthorized assistance from others with or without their knowledge is cheating.
3. Stealing: To take, obtain, or withhold property or anything of value wrongfully from the possession of the true owner with the intention of permanently or temporarily depriving the owner of its use or possession.
4. Non-toleration: Delaware Military Academy cadets violate the honor code by "tolerating" if upon learning of an honor violation they take no action. Upon learning of what is believed to be a violation of the Honor Code or any other law or rule, the following options are available.
- a. Immediately report to a staff member or cadet officer.
 - b. Discuss the incident with the suspected offender, and report the offender if necessary. Caution and counsel the offender.
 - c. Drop the matter if it appears certain that no violation has occurred.

The responsibility of the proper course of action rests with the individual learning of the possible violation. Failure to take any action may subject one to administrative action.

The non-toleration clause of the Delaware Military Academy Honor Code is a vital element. Throughout naval custom and tradition there exists an expressed or implied responsibility for those in leadership positions to face up to and deal with violations of good order and discipline.

Ignoring violations or mere passive acceptance of the responsibility of leadership cannot be tolerated in an environment where honor and integrity are vital concepts. Although the prohibition against

lying and stealing is familiar to most cadets, the more demanding requirements of non-toleration necessitate careful thought and explanation.

It is sometimes said, by persons not familiar with the honor code, that reporting a violation committed by a friend is an act of disloyalty more reprehensible than tolerating the offense itself. This attitude shows a lack of understanding of the true meaning and importance of the sanctity of honor and responsibility as well as a mistaken concept of the meaning of friendship.

A cadet who commits a violation and then expects a friend who may learn of the violation to refrain from reporting it is not a true friend. Cadets who violate the code cannot help being aware of the heart-rending position in which they place their friends, since all know very well the ideal by which they are expected to abide.

Under these circumstances, a cadet aware of a violation has no alternative but to adhere to the principles of the honor code. The offending cadet can have no basis for expecting the transgressions to be overlooked on the grounds of "friendship."

108. COST AND OBLIGATION

All uniforms and Naval Science textbooks are the property of the United States government and are issued at minimal cost to cadets. Non Naval Science textbooks are the property of the Delaware Military Academy. Maintaining the cleanliness of the uniform and the security of all issued items is the responsibility of the cadet. Cadets must purchase, at the minimum, several white crew neck tee shirts (with no inscription of any kind); several sets of black socks or hose; running shoes; and appropriate undergarments. Replacement of uniform items due to normal wear and tear or due to growth of the cadet will be made without cost to the cadet. Replacement of uniform items due to loss, negligence, unsanitary conditions, etc. will incur a cost for each item damaged or not returned.

When a cadet leaves the unit all designated uniform items will be required to be returned. The cadet will be required to pay for any uniform items not. Once returned, the cadet will receive a custody card print out reflecting the status of returned gear.

There is NO MILITARY OBLIGATION to join any service upon completion of the NJROTC program. There may be a benefit to cadets who decide to join the military as those cadets completing two or more years of NJROTC may qualify for advancement up to two pay grades depending on the service and circumstances if they do join.

In addition to the NJROTC costs, the Academy requires an annual administrative fee. This is required at the time the cadet signs their contract for the following year. Additional fees may be required for participation in sports, clubs and activities.

CHAPTER TWO

POLICIES CONCERNING ADVANCEMENT, PROMOTION, DEMOTION, AND RETURNING TO NAVAL SCIENCE

201. CADET RANK

- A. To gain rank is an honor. To retain that rank requires constant attention to duty. All assigned tasks must be carried out thoroughly. For example: the Regimental Commander should be the most flawless cadet in the Regiment. His/her grade point average must be among the highest. His/her bearing and carriage must be above reproach. He/she must be an obvious leader. He/she should be that cadet most likely to go on to the Naval Academy or other equally demanding pursuit.

- B. The most important single factor in advancement or promotion is personal example. All rank pre-supposes a certain level of maturity and capability and bears a commensurate responsibility. Any cadet who, through action or omission, shows that he/she lacks the maturity and responsibility which is expected of his/her rank will lose that rank regardless of how it was obtained. Loss of rank will usually take place one

rank at a time but it is possible, under certain circumstances, for a cadet to lose all rank. This would normally be the result of action taken by the Senior Naval Science Instructor in conjunction with DMA leadership.

- C. Precedence for cadet officers will be by rank and by grade (seniors over juniors, etc). The Regimental Commander has precedence over all other cadets. The Regimental Executive Officer when acting as the Regimental Commander will have precedence over all cadets.
- D. At the Academy, you will graduate in the uniform that you earned during your high school career (beginning with the class of 2018).

202. GENERAL REQUIREMENTS

- A. Assignments and advancement in rank in the Delaware Military Academy is based on demonstrated performance without regard to race, gender, or religious preference. Enlisted advancement will be based on a combination of testing, practical factors completion, inspection grades, class standing, and recommendations by DMA staff and by more senior cadets.
- B. Promotion to advanced ranks (senior chief petty officer and officer) will be at the discretion of the Naval Science Instructors with the final approval by the Senior Naval Science Instructor (SNSI). All promotions will be based on performance criteria which include leadership potential, maturity, initiative, management skills, physical fitness test and the respect of other cadets.

203. TRANSFER STUDENTS

Cadets transferring from other Junior Reserve Officers Training Corps units may receive rank up to and/or equivalent to, but not above the rank previously earned. Rank assignment will not exceed the rank of Ensign. Cadets must ensure verified records from their previous

units are received by the Delaware Military Academy. The Senior Naval Science Instructor (SNSI) and/or the Naval Science Instructors (NSI) may waive minimum advancement requirements set forth in advancement eligibility. (See eligibility below.)

204. WAIVERS

Time in unit and other eligibility requirements may be waived by the SNSI and the NSI's for students in unit leadership positions. Meritorious advancements will be on a temporary basis until published eligibility requirements are met.

205. SEAMAN RECRUIT ELIGIBILITY

A. Time requirements:

1. Time in unit: two weeks minimum
2. Time in rate: not applicable

B. Uniform

1. Received initial outfitting of uniform
2. Passed uniform inspection

C. Overall Grade: Attain a C in Naval Science course

D. Oral Tests:

1. 1st and 2nd General Order to the Sentry (JROTC bar)
2. Training Time Out (anchor)

E. Designation: JROTC bar collar device and the anchor for garrison caps

F. Submission of the appropriate advancement sheet

G. Pass the Physical Fitness Test

206. SEAMAN APPRENTICE ELIGIBILITY

A. Time requirements:

1. Time in unit: two months minimum
2. Time in rate (seaman recruit): two months minimum

- B. Uniform: passed uniform inspection on three consecutive uniform days
- C. Overall grade: Attain a C in the Naval Science Course
- D. Written Tests:
 - 1. Military Time
 - 2. NJROTC ribbon awards
- E. Designation: Seaman Apprentice Device
- F. Submission of the appropriate advancement sheet
- G. Pass the Physical Fitness Test

207. SEAMAN ELIGIBILITY

- A. Time requirements:
 - 1. Time in unit: two months minimum
 - 2. Time in rate (seaman apprentice): two months minimum
- B. Uniform: no failed uniform inspection days in six weeks
- C. Overall grade: maintain a C in Naval Science
- D. Written test: Military rates/ranks
- E. Practical Test: Demonstrate ability to respond to all standard facing commands, salutes, and basic marching commands.
- F. Designation: Seaman Device
- G. Submission of the appropriate advancement sheet
- H. Pass the Physical Fitness Test

208. PETTY OFFICER THIRD CLASS ELIGIBILITY

- A. Time requirements:
 - 1. Time in unit: two months minimum
 - 2. Time in rate (seaman): two months minimum
- B. Uniform: no failed uniform inspection days in six weeks
- C. Overall grade: maintain a C in Naval Science
- D. Written test: D.M.A. Chain of Command

- E. Practical test: Demonstrate ability to lead a squad in all standard facing commands, salutes, and basic marching
- F. Designation: Petty Officer Third Class Device
- G. Submission of the appropriate advancement sheet
- H. Pass the Physical Fitness Test

209. PETTY OFFICER SECOND CLASS ELIGIBILITY

- A. Time Requirements:
 - 1. Time in unit: four months minimum
 - 2. Time in rate (Petty Officer Third): Second year.
- B. Uniform: no failed uniform inspection days in two months
- C. Overall grade: maintain a C in Naval Science
- D. Written test: National Chain of Command and General Orders to the Sentry
- E. Practical test: Nine and Sixteen Count Manual of Arms
- F. Designation: Petty Officer Second Class Device
- G. Submission of the appropriate advancement sheet
- H. Pass the Physical Fitness Test

210. PETTY OFFICER FIRST CLASS ELIGIBILITY

- A. Time Requirements:
 - 1. Time in unit: At the discretion of the SNSI
 - 2. Time in rate (Petty Officer Second Class): Second year.
- B. Uniform: no failed uniform inspection days in two months
- C. Overall grade: maintain a C in Naval Science
- D. Written test: Chain of Command, leadership qualities, unit policies, military education, drill requirements, and seamanship
- E. Practical tests:
 - 1. Demonstrated performance in conducting proper inspection
 - 2. Perform as a shadow inspector for at least 1 inspection

3. Drill a Platoon.
 4. Inspect a Platoon
- F. Designation: Petty Officer First Class Device
- G. Submission of the appropriate advancement sheet
- H. Pass the Physical Fitness Test

211. REQUIREMENTS FOR CHIEF PETTY OFFICER

A. Selection to Chief Petty Officer (CPO) positions, minimum requirements:

1. Must have completed at least 10 hours of Community Service subsequent to becoming a C/PO1.
2. Must have attended at least one Unit Service event subsequent to becoming a C/PO1. (Check with an NSI in advance to ensure the event satisfies the requirement).
3. Academics
 - i. Must have a cumulative GPA of 2.5 or higher.
 - ii. Currently passing all academic classes.
 - iii. Minimum of an 85 average in Naval Science.
4. Must be proficient in flag and rifle movements of a marching color guard.
5. Must participate in one color guard event.
6. Exhibit proficiency in Saber Drill.
7. Pass the most recent Physical Fitness Test.
8. Pass the CPO Exam

Note: A check off sheet must be utilized for all CPO candidates.

- B. Selection process: Cadets who are eligible for promotion to the rank of Chief Petty Officer will have their records reviewed by a board designated by the SNSI. Candidates will be considered based on their participation, standing, and aptitude for a major leadership position. After completion of the selection process, the NSI's will present possible candidates for CPO selection to the SNSI for advancement consideration.

Designation: Chief Petty Officer Device

212. REQUIREMENTS FOR SCPO THROUGH CADET OFFICER

A. Selection to officer and senior chief positions, minimum requirements:

1. Must have a unit service ribbon.
2. No outstanding unmet obligations to the Academy.
3. Must have past the physical fitness test during the current year.
4. For seniors-must have participated in at least one community service event during the current year.
5. For juniors-must have at least 5 hours community service during the current year.
6. Must be passing all subjects.
7. Must have at least a grade of B in Naval Science
8. Must be able to demonstrate basic sword manual drill.
9. Must be able to demonstrate the movements of the American and Navy flags in a marching color guard.
10. Must have a 3.0 GPA.
11. Pass the Physical Fitness test

NOTE: ALL cadets must pass the Physical Fitness Test to advance in rank. The following are required minimums by grade level to qualify for promotions.

Female Cadets:

Grade 9	Push-ups	5	Sit-ups	32	1 Mile Run	11:44
Grade 10	Push-ups	8	Sit-ups	33	1 Mile Run	11:20
Grade 11	Push-ups	11	Sit-ups	34	1 Mile Run	11:10
Grade 12	Push-ups	14	Sit-ups	35	1 Mile Run	11:00

Male Cadets:

Grade 9	Push-ups	20	Sit-ups	39	1 Mile Run	8:54
Grade 10	Push-ups	20	Sit-ups	41	1 Mile Run	8:30
Grade 11	Push-ups	25	Sit-ups	43	1 Mile Run	8:08
Grade 12	Push-ups	30	Sit-ups	44	1 Mile Run	7:53

- B. Waiver of the above requirements may be authorized by the Naval Science Instructors and should be made in writing and added to the cadet records.

213. POLICY FOR GRADE LEVEL PROMOTION

Cadets wishing to return to DMA in subsequent years must complete the minimum requirements set forth below. Cadets not completing the requirements may be referred to an Academic Review Board for further consideration for continuance at the Academy.

A. Second-year cadets, (9th going into 10th) minimum requirements:

1. Cadet rank of Seaman (SN)
2. Successfully passed NS-1 course
3. Participation ribbon
4. No outstanding unmet obligations to the Academy
5. Completed 10 hours of community service
6. Completed 5 hours of unit service
7. No final grade of F in any core subject.
8. Pass the Physical Fitness Test

B. Third-year cadets, (10th going into 11th) minimum requirements:

1. Cadet rank of petty officer second class (PO2)
2. Successfully passed Naval Science
3. Completed 10 hours of additional community service
4. Complete 5 hours of unit service.
5. No outstanding unmet obligations to the Academy
6. Participation ribbon with bronze star
7. No final grade of F in any core subject.
8. Pass the Physical Fitness Test

C. Fourth-year cadets, (11th going into 12th) minimum requirements:

1. Cadet rank of petty officer first class (PO1)
2. Successfully passed Naval Science
3. Community Service ribbon with two bronze stars (30 hours)
4. Pass the Physical Fitness Test

CHAPTER THREE

CONDUCT AND RESPONSIBILITY

301. UNIFORM CODE OF CONDUCT PURPOSE

In addition to the DMA Cadet Handbook, the Delaware Military Academy references the Red Clay Consolidated School District Student Code of Conduct when handling discipline infractions.

Any cadet committing an offense as outlined in the DMA Cadet Handbook will be referred to the Commandant or designated personnel. They will be dealt with according to these regulations.

302. CLASS LEADERS

In all classes the teacher shall appoint a class leader. This usually will be the senior ranking cadet in the class or the cadet seated closest to the door.

303. CLASS CONDUCT FOR ALL CLASSES

A. Beginning of each class - cadets are expected to enter the classroom BEFORE the late bell sounds.

B. Cadets entering late or who come into any classroom after class has started must stop at the threshold of the classroom door; come to attention and, WHEN RECOGNIZED by the teacher, say in a firm voice "Request permission to enter or 'come aboard,' sir or

ma'am". When permission is granted the cadet may enter and go to his/her seat quietly or state his/her business with the teacher.

C. All classes at Delaware Military Academy will begin with the Platoon Commander or ranking cadet (class leader) calling the class to attention. If the teacher is not in the room, class will also be called to attention when he/she enters the room. At the end of class and upon signal from the teacher, the Platoon Commander or ranking cadet will call the class to attention for dismissal. Cadets WILL NOT LEAVE until dismissed.

D. Cadets will address all teachers and staff appropriately (Mr., Mrs., or Ms. with the teacher's last name - for example: "Mr. Smith, Mrs. Jones," etc.). Naval Science Instructors will be addressed by their military rank and name - for example: "Senior Chief Fields, Master Sergeant Roe," etc. Teachers will address cadets as either "Cadet ____ (last name)" or, Mr., or Ms. (last name). Also, use of cadet rank and last name is always appropriate. Use of last name only is acceptable for E-6 and below.

E. Responses such as: "yeah", "huh", "okay", "un huh" or other guttural replies will not be used by cadets in response to teacher inquires. "Yes, sir/ma'am" or "no, sir/ma'am" or a direct informational response is the only replies that will be accepted. The only proper seaman-like response to an order is "Aye Aye, sir/ma'am".

F. Classes will be called to attention when visitors enter the room and will remain at attention until instructed to "carry on," "seats," or some other appropriate command. Also, attention on deck will be called for school administrators, the Cadet Regimental Commander when appropriate. The class will be called to attention by the ranking cadet or the first person seeing the visitor enter.

G. Classes will not be called to attention when a test is in progress

H. Generally speaking, the rule of seniority presides. If an instructor/ teacher are conducting class, one would not call attention for someone junior who is entering. (Someone junior

would usually be asking for permission to enter.) A senior or visitor would be recognized. Furthermore, “Attention on deck” will not be called for cadet officers (including the Regimental Commander) who are members of the class. When a cadet officer enters the room on official business “Attention on Deck” will be sounded, if no senior person is present.

- I. Teachers or Instructors transiting back and forth into the same class during the same period would usually only be recognized the first time they entered class during that period.
- J. When “Attention on Deck” is sounded all members of the class will come to attention regardless of their rank or position.
- K. If a cadet is not in class, for any reason, the teacher will mark them accordingly. If the absence is legitimate (for example, serving on watch), it will not be counted against the cadet. Cadets who are excessively late to class without a properly signed late slip shall be reported by the teacher to the Administration for discipline. Procedures will be disseminated to the faculty by the Commandant or designated personnel via separate correspondence.

304. CONDUCT BETWEEN CLASSES

Cadets may not “roughhouse” or otherwise behave in any way that could injure another cadet or themselves. There are to be no public displays of affection (PDAs) in the passageways, or any other behavior that would not be appropriate in a Navy uniform. Cadets have four minutes to move from one class to the next.

305. ACADEMIC REVIEW BOARD (ARB)

- A. An Academic Review Board (ARB) will be convened for cadets failing two or more subjects at the midpoint of each semester (November and April). Usually cadets failing

two or more subjects will receive a warning letter and will be subject to board review. The ARB may also consider issues of attendance and discipline, as appropriate. In the event a review board is convened for discipline reasons, the Commandant will not sit in on the review board as he is the next step in the grievance process. The ARB will consist of:

- Commandant
- Dean of Cadets
- Dean of Instruction
- Senior Naval Science Instructor
- School Counselor

B. The parent or guardian of the cadet will be required to accompany their cadet to the Academic Review Board. Cadets appearing before the ARB will present themselves in a military manner in the appropriate uniform.

C. The ARB shall, after hearing all sides of the issue, come to a simple majority decision and make recommendations for action to the Commandant. Common recommendations include the following:

- Minimum of academic probation in all cases, if appropriate;
- Limitations on participation on field trips and/or school activities
- Counseling
- Mandatory tutoring
- Loss of rank
- Disenrollment from the Academy

306. DISENROLLMENT

Cadets who fail to meet minimum standards for retention in the NJROTC program will be considered for disenrollment (i.e., denied enrollment for the following school year).

Disenrollment will be determined on an individual basis taking into account the cadet's overall record and individual circumstances. However, cadets will be deemed NOT to have met minimum standards for retention in the NJROTC program if:

1. Cadet receives a failing grade in their Naval Science class.
2. Cadet fails more than two (2) classes in a school year.
3. Cadet has ten (10) or more unexcused absences in a semester (except in cases of extenuating circumstances)
4. Cadet exhibits persistent disregard for authority, rules, and regulations and who show no apparent effort to change their attitude or behavior will be considered for disenrollment.
5. Cadet fails to meet the terms of any probation or correct the deficiency for which they were placed on probation.
6. Cadet fails to make minimum rank for their grade.
7. Failure to maintain the standards required for enrollment.
8. Lack of aptitude, indifference to training, disciplinary reasons, or undesirable traits of character.
9. Request of the individual student.

307: ZERO TOLERANCE POLICY

The Academy will conduct a thorough investigation, in conjunction with local authorities, any incident involving illegal drugs, alcohol or weapons/dangerous instruments on school property. Every investigation will be handled on a case-by-case basis. If the investigation finds that there is sufficient evidence, the cadet may be placed in an alternative placement setting for the remainder of the school year and may not be offered the opportunity to return to the Academy.

All cadets and parents sign a contract each year which includes the zero tolerance policy. The grievance policy can be found on DMA's website at <http://www.demilacad.org/policies.htm>.

308. DMA ABSENCE & LATE POLICY (differs for VIRTUAL days – see below)

VIRTUAL LEARNING DAYS.

Absences:

The Commandant is responsible for enforcing the attendance laws of the State of Delaware and determines if an absence is necessary and legal (Delaware Code - Title 14, Chapter 27).

All attendance notes are to be emailed within 24 hours to our attendance officer Jennifer Kryspin at Jennifer.Kryspin@DMA.K12.DE.US.

When is a Cadet is considered absent from class?

-If your class is synchronous (live with your teacher) for the day, your teacher/instructor will take live attendance AND provide a simple task for you do within the live session. This must be done before the class ends for you to be counted as present in that class. If you ONLY attend the zoom but do not do the simple task, ie discussion board or question(s), you will be marked absent unexcused.

-In addition to taking live attendance (and your simple task) your teacher/ instructor will go over the lesson for the day and assign work to be turned for your live class.

-If your class is asynchronous (No live session, lessons and work provided by teacher/instructor online in Schoology only) for the day, the teacher will have at least one assignment posted and due for that day. This allows for teachers to be able to take attendance for that class. If the assignment is not turned in by 11:59pm for an asynchronous class, the cadet will be marked unexcused for that class.

When is a Cadet considered absent from school?

-If a cadet does not attend all classes (synchronous and asynchronous) scheduled for that day they are considered absent from school for that day.

This policy includes both excused and unexcused absences for Virtual days. As one of the requirements for promotion, credit course work, or eligibility for graduation, a cadet shall not exceed 9 days of absence per semester or exceed 18 days for the entire school year.

1. When a cadet misses class for any reason the cadet's teachers must be notified and the cadet is responsible for any missed work.
2. We will not accept any absence notes after the first 48-hours of a missed class or day.
3. All doctor's notes need to be sent to our Attendance Officer, Jennifer Kryspin at Jennifer.Kryspin@dma.k12.de.us with in a 24 hour period of the missed class/day.
4. A parent/guardian has the right to provide a note for any absence for the first three (Consecutive or Nonconsecutive) days that a cadet is absent and it will be accepted as excused per semester.
5. Following the fifth day of all total absences (excused or unexcused), a letter will be emailed to the parent stating that medical documentation will be required for any additional classes missed during the semester.
6. After the tenth day, of total absences within the school year, a letter will be emailed and mailed to the parent/guardian stating a conference will be held. This meeting will be held with either the Attendance Officer, the Commandant the Academic Review Board or a combination of all three. A parent/guardian will be required to attend. During this conference meeting a determination will be made regarding the cadet's standing and academic proficiency.

Long term, documented, medical issues are handled on a case-by-case basis. Excuses recognized as valid for "necessary and legal absences" are:

- Illness, if necessary, attested by a physician's certificate
- Critical illness of a family member
- Death in the family
- Legal business
- Remedial Health treatment
- College Visits and Educational trips (must be pre-arranged with Mrs. Certesio)
- Suspension or expulsion from school

The attendance policy will reset at the start of the Second semester (mid to late January), keeping in mind that a cadet shall not exceed 18 days for the entire school year.

Missed assignments:

1. Cadets will be allowed to make up any missed work for a full credit if the absence is marked as excused within the allotted 48 hour time frame. Cadets will have one day to make up work for each day they have missed.
2. Cadets who are unexcused from any class will be allowed to make up any missed work and the highest grade a student can earn is a B. The grade will drop a letter grade per day after the assigned due date. After the third day the highest grade able to be earned is a D.
3. If a Cadet is found cutting class, it will be handled according to the Code of Conduct and the Cadet will be unable to complete any of the work missed for credit.

Late to School Virtually

- Lateness (10 minutes or more): Classes will be recorded and monitored by the teacher. Cadets will be admitted to the zoom call, but marked absent unexcused. After three late arrivals to class, the lates will be submitted to the appropriate discipline officer for review.
 - Commander Easley and/or Mr. Jeanne will determine if the lates are excused or unexcused and communicate with teachers, cadets, and parents.

NON-VIRTUAL DAYS (once we return to in-person instruction)

A cadet is considered absent from school if she/he does not arrive prior to 11:00 a.m. or if they leave earlier than 11:00 a.m. without returning. The policy includes both excused and unexcused absences. As one of the requirements for promotion, credit for course work, or eligibility for graduation, a cadet shall not exceed 10 days of absence per semester or exceed 20 days for the entire school year.

A parent has the right to provide a note for any absence for the first five days that a cadet is absent. On the sixth day, a letter will be mailed to the parent stating that medical documentation will be required for any additional days missed during the semester. After the tenth day a cadet is absent, a formal appeal and review board will be required. In the event that a cadet is out three consecutive days, a doctor's note is required to return to school regardless of how many overall days a cadet has missed.

Long term, documented, medical issues are handled on a case-by-case basis and not handled as part of this policy. The Commandant is responsible for enforcing the attendance laws of the State of Delaware and determines if an absence is necessary and legal (Delaware Code (Title 14, Ch. 27.) Excuses recognized as valid for “necessary and legal absences” are:

- Illness, if necessary, attested by a physician’s certificate
- Critical illness of a family member
- Death in the family
- Legal business
- Observance of a religious holiday
- Remedial Health Treatment
- College visits and educational trips (must be pre-arranged with Mrs. Certesio)
- Suspension or expulsion from school

The attendance policy will reset at the start of the 2nd semester (mid to late January). A parent may write a note for a cadet with five or less absence days in a semester and it will be accepted as excused. Cadets will be allowed to make up any missed work for full credit if it is marked as excused. Any work completed as a result of an unexcused absence would be worth a maximum of 70%. If a cadet is found cutting class, it will be handled according to the Code of Conduct and the cadet will be unable to complete any of the work missed. Cadets will have one day to make up work for each day they have missed. An office staff member will call home, within 24 hours, when a note has not been received and after two days, the absence will become unexcused (max 70% credit).

Late to School (Cadets must be in their 1st block class before the bell at 0725)

This is handled through the main office as every cadet arriving late to school must sign in at the main office. Cadets will not be admitted late to first block without a pass from the office.

- 3 Unexcused Lates: Detention after school

- 6 Unexcused Lates: Detention after school
- 10 Unexcused Lates: One-day suspension and parent conference with the Commandant
- 15 Unexcused Lates: Mandatory review board with parent

A parent may bring a cadet to school late and it can be marked as excused (after the 0800 time frame) regardless of documentation from a doctor's office. The late count will reset at the beginning of the 2nd semester.

309. CLOSED CAMPUS

It is emphasized that the school day begins upon arrival on school grounds. Upon arrival by bus, car, taxi, etc., a cadet may not leave the grounds to socialize or for the purpose of frequenting local business establishments.

CHAPTER FOUR
UNIFORM REGULATIONS AND GROOMING STANDARDS, MILITARY
COURTESIES

401. UNIFORM REGULATIONS

The Navy uniforms issued to each cadet are to be worn only as prescribed by the Senior Naval Science Instructor. Wearing the Navy uniform is both a privilege and a benefit of attendance at the Academy. It is also a responsibility and a requirement. Cadets **MUST** be in the uniform prescribed each and every day of the school year. Civilian articles of clothing shall not be worn with the uniform and **CADETS MAY BE REFUSED ATTENDANCE IF NOT IN UNIFORM**. Cadets are also expected to be in complete uniform while traveling to and from the Academy. The wearing of civilian coats with the uniform will not be tolerated. To mix Navy uniform articles of clothing and civilian clothing is disrespectful to the uniform of the United States Navy and its traditions and will, therefore, not be condoned. **NO UNIFORM, NO SCHOOL**.

402. ACADEMY UNIFORMS

There are four basic uniforms worn at the Academy. The uniform prescribed for each day's wear will be detailed in the Plan of the Week/Day. Uniforms are as follows:

1. Navy Service Uniform
2. Navy Service Uniform w/ribbons
3. Service Dress Blue
4. PT uniform

The details of uniform composition and wear are detailed in the Cadet Field Manual (NSTC INST M - 5761 1A)

403. OTHER UNIFORM ITEMS/OPTIONAL ITEMS

Other uniform items not covered in the Cadet Field Manual:

- A. The Relaxed Fit Jacket and Pea Coat are authorized for wear with any uniform (including the PT uniform).
- B. Scarves (not issued by the Navy). Scarves may be worn with the pea coat. They must be black and shall not be worn in classroom or during inspections. White scarves are optional for cadet officers
- C. Gloves may be worn for comfort with any uniform when the pea coat or relaxed fit jacket is worn. Gloves shall not be worn in classroom, during inspections, or at any other time when not exposed to the elements. Gloves should be black.
- D. Overshoes/Boots (not issued by the Navy). May be worn for comfort and to protect shoes during rain or snow. Must be removed or changed immediately upon arrival at school (before inspection at the front door).
- E. Caps/Earmuffs (not issued by the Navy). There are times, particularly in mid-winter, when the Navy- issued caps may not provide the desired low temperature protection. During such times a knit stocking cap or earmuffs may be worn, or a rain cap may be worn when it is raining. General rule is knit caps are worn only with pea coats. These articles should be black. Sport logos are not permitted on black knit caps.
- F. Expected wearing of items indoors in cold weather:
 - 1. The RFJ's may be worn with the Navy Service Uniform.
 - 2. Overcoats. Pea coats are not to be worn indoors. They should be removed and placed in lockers or carried.
 - 3. RFJ's and pea coats, when worn, should be zipped or buttoned up.
 - 4. DMA official letterman jackets are approved to wear except during inspection.

5. Socks – the only socks authorized with the Navy Service Uniform and the Service Dress Blue uniform are BLACK crew socks (no low socks)

G. Earrings. ONE per ear centered on the ear lobe. NO other visible piercings including clear studs or spacers.

404. NAME TAGS

The name tag is part of the Navy uniform. It is also the school identification badge. Consequently, wearing of the name tag is **REQUIRED AT ALL TIMES** while in uniform. It is worn as prescribed by the cadet handbook. The first name tag will be issued to the cadet free of charge. Lost or damaged tags will be replaced at cost and are the responsibility of the cadet.

405. UNIFORM RESPONSIBILITY

- A. All uniform items issued by the Navy remain the property of the Navy and are the responsibility of the cadet to whom they are issued. If an item is lost, stolen, or damaged to the extent that it is not repairable for further wear due to the cadet's negligence or misconduct, it is the responsibility of the cadet (or parent) to reimburse the Navy for that item.
- B. If an article is outgrown or worn out through normal usage it will be replaced by the NJROTC staff at no cost to the cadet.
- C. All minor uniform repairs (such as replacing buttons, zippers, repairing minor tears or rips) will be handled by the Naval Science Department.
- D. Loss of an article of clothing must be reported immediately to the Senior Naval Science Instructor and arrangement made for reimbursing the Navy. In most cases some extended payment plan may be made through the Senior Naval Science Instructor. As soon as

payment is made, or arrangements for payment have been made, a new article will be issued. Academic records CANNOT be transferred to another school if a cadet's uniform account is not clear.

- E. Cadets are advised to place their name or other identification on uniform items and PT uniforms. A laundry marker or similar device may be used.
- F. Identification should not be visible when the uniform is worn.
- G. Cadets are required to purchase, at their own cost, the prescribed PT uniform for use on days when physical training will be prominent. Cadets must replace lost or stolen items in a timely manner. The PT gear is the property of the cadet once purchased (as it is not Navy issue), but must be maintained in good condition.

406. MILITARY COURTESIES – SALUTES

- A. The salute is a traditional sign of respect and greeting extended to all officers of the Armed Forces of the United States and high ranking government dignitaries. Additionally, at Delaware Military Academy all cadet officers' merit salutes, the Commandant, SNSI and all NSI's.
- B. A salute is always initiated by the junior. Therefore, it is incumbent upon cadets to be alert to their surroundings and to salute all senior cadet officers and staff members.
- C. The salute should always be accompanied by the appropriate greeting. For example, "Good morning sir/ma'am."
- D. The salute shall be executed when six paces from the person or at the closest point of approach. Thirty paces is usually regarded as the maximum distance for saluting. Good judgment should be exercised in using this criterion.

E. All salutes shall be acknowledged. If covered and in uniform, acknowledgement is by returning the salute. If uncovered or not in uniform, acknowledgement is by returning the greeting or telling the saluting cadet to “carry on.”

F. There are certain times when saluting is not appropriate. At the following times salutes are not required:

1. When uncovered.
2. In the cafeteria during meals.
3. During drills, e.g. a fire drill.
4. When engaged in athletics or similar activity.
5. When part of a detail at work.
6. When in ranks (except on command).

G. Although a salute may not be required under certain circumstances, an officer or staff member’s presence must still be acknowledged and shown proper respect and courtesy. Again good judgment should be exercised.

H. Cadets-in-charge of formation shall salute for the formation. If there is not a cadet-in-charge present, the cadet on the right end of the front rank will salute for the formation.

CHAPTER FIVE

CADET UNIT ORGANIZATION

501. REGIMENTAL ORGANIZATION

The cadets at the Delaware Military Academy are organized as a Regiment. The Regiment is divided into two Battalions with four Companies in each Battalion. The number of platoons in each company varies depending on enrollment, but generally there will be at least three platoons. There are generally three squads in each platoon. The number of squads and the number of cadets in each squad will be determined by the number of cadets actually in ranks.

502. ORGANIZATIONAL CHART (EXAMPLE OF A FULLY MANNED REGIMENT)

REGIMENTAL COMMANDER

COMMANDER ALPHA BATTALION		COMMANDER BRAVO BATTALION	
COMMANDER 1ST COMPANY	COMMANDER 2 ND COMPANY	COMMANDER 5 TH COMPANY	COMMANDER 6 TH COMPANY

CADET LEADERSHIP POSITIONS

POSITION	RANK	
Regimental Cdr.	Cadet Captain	C/CAPT
Regimental Executive Officer	Cadet Commander	C/CDR
Regimental Ops.	Cadet Lieutenant Cdr.	C/LCDR
Regimental MAA	Cadet Lieutenant Cdr.	C/LCDR
Regimental Supply	Cadet Lieutenant Cdr.	C/LCDR
Regimental Admin	Cadet Lieutenant Cdr.	C/LCDR
Regimental Armory	Cadet Lieutenant Cdr.	C/LCDR
Regimental PAO	Cadet Lieutenant Cdr.	C/LCDR
Battalion Commander	Cadet Commander	C/CDR
Battalion XO	Cadet Lieutenant Cdr.	C/LCDR
Asst. Supply Officer	Cadet Lieutenant Jr. Grade	C/LTJG
Asst. Admin. Officer	Cadet Lieutenant Jr. Grade	C/LTJG
Supply Staff Officers	Cadet Ensign	C/ENS

COMPANY POSITION	1st Company	2nd Company	5th Company	6th Company
Commander	C/LT	C/LT	C/LT	C/LT
Executive Officer	C/LTJG	C/LTJG	C/LTJG	C/LTJG
Platoon Cdr.	C/ENS	C/ENS	C/ENS	C/ENS

503. NAVAL SCIENCE INSTRUCTOR STAFF

The cadet Regiment operates under the supervision of the Naval Science Instructor (NSI) staff. One of the objectives of the NJROTC program is that the cadets will run the unit organization, experience hands-on leadership, and develop leadership skills with the guidance of professionals who have completed careers in leadership positions. While gaining a high school education, the cadets at the Delaware Military Academy will conduct an on-going leadership laboratory where they can test and refine their skills. The Naval Science staff will instruct the Naval Science curriculum and model different leadership traits and styles for the cadets. As the cadets progress they should follow the guidance of the staff, trust in their advice, and defer to their directions.

The Senior Naval Science Instructor (SNSI) and the Naval Science Instructors (NSI'S) reserve the final approval of cadet leadership decisions. Cadets will find that they will gain authority and responsibility as they mature in their leadership roles within the unit. As they gain in autonomy, they must always remember that their decisions are, in the final determination, a recommendation to the Naval Science Instructors and the Senior Naval Science Instructor.

504. DUTIES AND RESPONSIBILITIES OF CADET OFFICERS

It is the duty and responsibility of every cadet officer to abide by and enforce the rules and regulations of Delaware Military Academy. Cadet Officers must provide the proper example(s) for the cadet regiment in matters of military appearance, bearing, conduct, and academic performance. Cadet Officers will report all offenses of the discipline code to the chain of command and will carry out duties as assigned by the Regimental Commander.

505. PLAN OF THE WEEK

Plans of the Week are official publications of the Delaware Military Academy. All cadets and staff are charged with a thorough knowledge of their contents. A Plan of the Week (POTW) will be published at the beginning of each week and read to each platoon at muster. The POTW will include notices of school activities, class schedule information, the duty Squad assignments, and the prescribed uniform for each day of the week, special announcements, etc. IT IS THE DUTY OF EACH PLATOON LEADER TO ENSURE THAT THE POTW IS READ TO HIS/HER PLATOON AT MUSTER. A copy of the POTW will be posted on the bulletin boards in the hall, cafeteria and in Naval Science classrooms, for reference. It is strongly recommended all teachers post a copy of the Plan of the Week in their classrooms. A Plan of the Day will be published if and when necessary.

506. DAILY SCHEDULE

Monday, Tuesday, Wednesday and Friday Schedule

Block 1	0725 to 0852 (87 min)
Block 2	0856 to 1018 (82 min)
Block ¾ & lunch	1022 to 1141 (79 min)
Block 5	1145 to 1307 (82 min)
Block 6	1311 to 1435 (84 min)

Thursday Schedule

Block 1*	0725 to 0906 (101 min) – includes 20 mins for parade
Block 2	0910 to 1028 (78 min)
Block 3/4 & lunch	1032 to 1151 (79 min)
Block 5	1155 to 1313 (78 min)
Block 6	1317 to 1435 (78 min)

Dismissal of bus cadets will begin at 1435; walkers and athletes are dismissed after buses depart.

CHAPTER SIX

CADET LIFE

601. NAVAL SCIENCE COURSE REQUIREMENTS

All Delaware Military Academy attendees will be enrolled in a Naval Science course and will be considered an NJROTC cadet. Entering cadets, regardless of school year classification (freshman, sophomore, etc.) will take Naval Science 1 unless they have transferred from a high school that has JROTC and have completed a JROTC course there.

Normally cadets take courses in sequence, (i.e. Naval Science I, II, III, and IV.) Completion of Naval Science requirements by means other than participating in a classroom setting (i.e. “Independent Study”) would only be considered on an individual and limited basis.

602. PATRIOTISM AND SCHOOL (UNIT) SPIRIT

One of the basic tenets of the NJROTC program is to engender a sense of patriotism in the cadet’s everyday life and to exhibit patriotism through participation in events such as parades and ceremonies connected with the military and/or veteran’s groups. Other community groups will undoubtedly approach the Academy for support in terms of color guards, cadet attendance in uniform, and like ventures.

A daily manifestation of this spirit will be the raising of the colors (the flag) on campus and reciting the Pledge of Allegiance in the classroom or attending to the playing of the National Anthem when appropriate. Full participation by each cadet in the recitation of the Pledge of Allegiance to the Flag and respect during the playing of the National Anthem is thereby assumed and expected. Students who have reservations concerning the Pledge or Anthem need to reconsider their desire to attend a military academy in the United States of America staffed by personnel who have served their country well and faithfully.

Although the staff would encourage cadets who choose to join the military after graduation to choose any service they desire, while at the Academy, we will be a Navy Junior ROTC. Besides Red, White, and Blue; the Navy colors of Blue and Gold will be prominent. School spirit and Navy-based themes will rally the cadets to feel proud of their school and their NJROTC unit. Healthy competition and friendly rivalry with other service-based units will be expected with the consideration that we are ultimately all on the same team. Good sportsmanship and mutual respect are the number one priority when dealing with any other JROTC or military unit, or any other high school or student group, for that matter.

603. ACADEMICS

Your grades should be a reasonable representation of what you have learned. This means that you should complete all homework, classwork, tests and quizzes to ensure that your teacher can accurately assess what you know and can do. The purpose of homework is to help you better understand the material or to prepare you for something you may be doing in the near future. **DO ALL YOUR HOMEWORK.** This will ensure that you can be an active participant in class and ask questions when you are struggling.

Academic Honesty - All cadets are expected to follow the honor code in everything they do at DMA. In the event of academic dishonesty (cheating, sharing your work or plagiarizing), your teacher will call home and will submit a write-up to the appropriate personnel. This will be handled in accordance with the Cadet Code of Conduct.

Late Work - Any cadet who submits work past the due date (without an excused reason) will be subject to the following: One day late they will receive one letter grade less than what they earned (example: An A paper will now only be able to earn a B, the second day a C, the third day a D) After the fourth day the highest grade they can earn is a fifty percent. After the fifth day it gets listed in the grade book as a zero and cannot be made up.

604. INTERIM PROGRESS REPORTS AND REPORT CARDS

Interim Progress Reports are issued after the fourth week of each marking period. Report Cards are issued at the close of the ninth week of the marking period. These dates are on the school calendar online and in the school calendar listed on the next page.

It is the responsibility of the Cadet to keep his/her parents informed of their academic progress. Parents may view grades and reports on the Home Access Center – directions on how to view this information is sent home with the cadet at the start of the school year.

Educational programs and services shall be designed to meet the varying needs of all cadets and shall not discriminate on the basis of protected characteristics.

Grading Scale

90 – 100%	A
80 – 89%	B
70 – 79%	C
66 – 69%	D
Below 66%	F

Quality Points (by type of class)

	College Prep	Honors	AP/Dual Enrollment
A	4	4.5	5
B	3	3.5	4
C	2	2.5	3
D	1	1	1
F	0	0	0

The Delaware Military Academy operates on a traditional 7-point grading scale. This ensures that all cadets receiving credit for a DMA course has attained a minimum of 70% mastery of the material. For our college bound cadets, we place actual number grades on all transcripts and report cards to ensure that when admission offices recalculate your academic GPA, they can apply their own grading scale. In addition, a school profile is provided to admission offices to ensure they are aware of our grading scale and which AP and dual enrollment level courses are available. Your class rank (how you compare to other DMA cadets at DMA) is a critical piece of information in college admissions.

605. NATIONAL HONOR SOCIETY (NHS)

Membership in the National Honor Society is one of the highest honors that can be awarded to a high school student. The NHS has worked hard to bring the accomplishments of outstanding students to the attention of parents, teachers, peers, and community. Chapters in more than 20,000 high schools across the nation strive to give practical meaning to the society's goals of scholarship, leadership, citizenship, and character.

Cadets are eligible for consideration for induction into the National Honor Society as sophomores and juniors with a 3.75 cumulative grade point average or higher. Cadets who meet the GPA requirement are invited to apply for membership. This does not guarantee admission. Cadets who wish to be considered should follow a college bound curriculum; cadets that take courses not of this caliber will not be eligible for selection into the NHS. It is also imperative that cadets establish a pattern of volunteering for community service, assume leadership opportunities, and demonstrate outstanding character. A rubric will be used to determine final selection and all decisions are final.

606. NJROTC SPECIAL GROUPS

- Color Guard
- Drill Teams
- Rifle Marksmanship Team
- Honor Guards
- Leadership Academy

607. EXTRA CURRICULAR ACTIVITIES

The Delaware Military Academy is a Delaware Charter Public High School and as such can participate in any activities that are offered by the Delaware Public Schools. The extent of these activities depends upon the desires and approval of the Commandant.

The Delaware Military Academy will support cadet clubs and interest groups as the interest level becomes apparent and a staff member/sponsoring adult offers to supervise such a group. Clubs and groups might include yearbook, newspaper, drama, language, and similar interests found in other high schools.

608. ATHLETIC PROGRAMS

DMA Athletics is a member of Delaware Interscholastic Athletic Association (DIAA) and the Diamond State Athletic Conference (DSAC). The Athletic Director is Jeremy Jeanne and he can be reached at Jeremy.jeanne@dma.k12.de.us. All athletic information, including schedules, updates, rosters, coaches, etc., can be found at www.seahawkssports.com.

609. LOCKERS

DMA is a closed campus. This means that no cadet will be allowed to return to his or her car during the school day. Each cadet may select a locker of their choice and report the locker number to their Naval Science Instructor. The cadet is required to put a lock on the locker, one will not be provided by the Academy. Cadet lockers are subject to inspection by the administration and Naval Science Instructors.

Times cadets may be at lockers:

- Before school
- After the end of the second block bell
- (Before Lunch Block)
- Before the starting bell for fourth block
- After the last bell of the day

610. BOOK BAGS / GYM BAGS

All cadets may have a book bag to carry their books. Gym bags will be authorized to carry gym clothing, sports clothes, etc and will be stored away. It must be clean and in good repair. No

writing, drawing or graffiti is permitted on the cadet's book bag or gym bag with the exception of the owner's name.

611. FOOD AND DRINK POLICY

Food and drinks are not permitted in classrooms; all food will be eaten in the mess hall. Cadets who need to carry water, for medical reasons, must get permission from the school nurse.

612. CELL PHONE/ELECTRONIC EQUIPMENT POLICY

Cadets at DMA are permitted to have their cell phone with them as long as they are on silent or turned off. It is strongly recommended that the cadets leave their cell phones/electronic equipment in their secured locker to prevent them from being tempted to use their phone or misplacing it. The consequences of being caught using your phone/electronic equipment is:

1st offense: The device is confiscated. Cadet has the option to pay \$5.00 which is donated to DMA or the parent/guardian can pick up the device.

2nd offense: The device is confiscated. Cadet has the option to pay \$5.00 which is donated to DMA or the parent can pick up the device.

3rd offense: The parent/guardian will be required to come in and pick up the phone.

613. TELEPHONES AND MESSAGES

Cadets are not permitted to use office telephones without permission. Cadets are not to receive personal calls. Cell phones are not permitted to be used during school hours. If a cadet falls ill during the school day, they must report to the nurse who will evaluate your condition and contact a parent, if necessary.

614. FIELD TRIPS (NAVY SPONSORED)

Each year there are Navy sponsored field trips to Naval Bases, Naval Air Stations and other military bases. Military uniforms will be worn on all field trips. Only the Commandant can authorize a uniform change. Cadets are eligible to participate according to the following criteria:

1. Classroom performance
2. No discipline problems
3. Class (i.e. year in school)
4. Rank/rate
5. Good attendance
6. Timely submission of paperwork

Field Trips may include, but are not limited to the following:

9th Grade

Camping Trip (Fall) NJ
Dover Air Force Base (Spring)
Camping Trip (Spring)
Cape May Coast Guard Base

10th Grade

Naval Base Norfolk
Naval Air Station, Norfolk
Aberdeen Proving Grounds
Quantico, VA
Sunset Parade (May)
Cape May Coast Guard Base

11th Grade

Sea Cruise (Philadelphia)
Naval Base Norfolk
Aberdeen Proving Grounds
Sunset Parade (May)
Annapolis, MD

12th Grade

Sea Cruise (Philadelphia)
Annapolis, MD

615. LOST AND FOUND

Cadets misplacing books, clothing and/or other belongings on occasion may be able to retrieve the item(s) from the Lost and Found, located on the quarter deck or other designated spaces, before school or during lunch periods.

616. DRIVING PRIVILEGES

All cadets who drive to school are REQUIRED to park on DMA property. Cadets who are found to be parking off campus could lose privileges such as dances, sports teams, etc. Numbered parking spaces directly around the Naval Science Building are reserved for the Regimental Staff. There are no reserved parking spaces for any other cadets, they are on a first come – first serve basis. The fee for the parking pass is \$40.00. Proof of insurance and a copy of the vehicle registration card must accompany the payment for the parking space. You may pick up your parking pass at the main office approximately 5 business days after mailing your payment. We have available parking on campus for all cadets that drive.

Parking permits are not interchangeable between other vehicles. Cadets may not share a parking space, unless authorized by the Driver's Education teacher. Driving privileges are subject to revocation for any of the following: disciplinary actions or aggressive or reckless driving on or off campus. No payment will be refunded for revoked permits anytime during the school year.

CHAPTER SEVEN ADMINISTRATIVE PROCEDURES

701. SCHOOL NURSE – CADET VISITS

- A. Cadets are not to contact parents/guardians when they fall ill during the school day. Cadets should report to the nurse who will triage the cadet and contact the parent if appropriate. Cadets who do not adhere to this policy will be subject to disciplinary action.

B. Cadets going to the nurse's office during class time must have a hall pass from their teachers. Cadets should not go to the nurse's office during passing time and then request a pass to class unless it is an emergency.

C. The nurse maintains a daily sign-in log. The time recorded will be monitored.

D. Hall passes will be given to cadets who have been in the nurse's office, and who are late for class due to emergency treatment rendered.

702. EMERGENCY CARDS

Cadets must have an up-to-date emergency card on file in the nurse's office. This information card should be filled in and signed by parents/guardians before the start of the school year. In case of an emergency, this may be the only way the nurse can reach parents/guardians or the cadet's family physician. Changes in address or phone number should be forwarded to the nurse immediately upon changing.

703. MEDICAL CARE

A. First aid is given in emergencies.

B. Medications prescribed by a licensed health care provider may be administered to students by the school nurse under the following conditions:

1. Written request received from parent/guardian for non-prescription medication.
2. Prescription medications brought/sent to school should be in the original container that is properly labeled with the student's name; the name of the medication; time; dosage; how it is to be administered; the physician's name; name of pharmacy and phone number; and a current date of the prescription.

3. All medications must be kept in the nurse's office. The only exceptions to this rule are prescription inhalers for asthmatics and epi-pens for those with severe allergic reactions. In order to carry inhalers or epi-pens, cadets must have written permission from their parents/guardians and written permission from their doctors on file in the nurse's office.

C. Cadets will not be sent home unless a parent or guardian has been contacted. If permission is granted by the parent or guardian, the cadet will be issued an early dismissal.

704. CHRONIC / SERIOUS ILLNESSES

A. Any cadet who needs to be excused from any physical education class (long term) must submit a physician's statement.

B. Cadets who have been absent due to serious illness should be referred to the nurse before returning to class.

705. ACCIDENTS

In case of injury, however slight, it is essential that any accident be reported to the Academy nurse for two main reasons:

- To ensure that proper medical care is given
- To validate any future insurance claim

706. EARLY DISMISSAL

- A. Cadets must request an early dismissal in writing. An early dismissal request can be processed only with a note from a parent/guardian which includes **all** of the following information:
1. Cadet's name (legible)
 2. Date and time early dismissal is requested
 3. Reason early dismissal is needed (should be an urgent/emergency reason)
 4. Telephone number(s) where the parent/guardian can be reached between 8:00 am. - 10:00 a.m. so the request may be confirmed.
 5. Parent's signature
- B. Requests not confirmed by telephone may be denied. Parents/ guardians may contact the office to confirm the written request before 10:00 am on the day of the early dismissal if the parent cannot be reached by phone.
- C. Excessive early dismissals will require a parent conference to explore alternatives. Any cadet falsifying an early dismissal request will face disciplinary action.

709. NOTICE OF ADA (504) COMPLIANCE

Pursuant to the Americans with Disabilities Act (ADA) Amendments Act of 2008 (ADAAA), Titles I and II of the ADA of 1990, and Sections 503 and 504 of the Rehabilitation Act of 1973, and our own organization's Mission and Vision Statements, Delaware Military Academy has a commitment to making its services accessible to all segments of our community.

710. DELAWARE MILITARY ACADEMY SEXUAL HARASSMENT POLICY

The Delaware Military Academy prohibits sexual harassment of or by any cadet or staff member. This regulation applies to conduct on the school bus, during school and all school sponsored

activities. Sexual harassment is inappropriate and offensive. All individuals have a right to be educated and work in an environment free from sexual harassment.

Definition of Sexual Harassment

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:

1. The conduct has the purpose or effect of having a negative impact on the cadet's academic or work performance, or of creating an intimidating, hostile or offensive educational environment for a cadet.
2. Submission to or rejection of the conduct by the cadet is used as the basis for any decision affecting the cadet regarding academic status or progress, benefits and services, honors, programs or activities available at or through the school.

Examples of conduct which may constitute sexual harassment and would therefore be prohibited include:

1. **Unwelcome** leering, staring, sexual flirtations or propositions.
2. **Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading** descriptions.
3. **Unwelcome** graphic verbal comments about an individual's body, or overly personal conversation.
4. **Unwelcome** sexual jokes, stories, drawings, pictures or gestures.
5. **Unwelcome** spreading of sexual rumors.
6. **Unwelcome** teasing or sexual remarks about cadet enrolled in a predominantly single-sex class.
7. **Unwelcome** touching of an individual's body or clothes in a sexual way.
8. Conditioning academic and/or cadet activity privileges on submission to unwanted sexual conduct from cadets or staff.
9. Cornering or blocking of a sexual nature of normal movements.
10. Displaying sexually suggestive objects in the educational environment.

Nature of Sexual Harassment

Sexual harassment may occur:

- Cadet to cadet
- Staff to cadet
- Cadet to staff
- Male to male
- Female to female
- Male to female
- Female to male

Discipline/Consequences

Any cadet who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action up to and including expulsion.

Any employee who permits or engages in sexual harassment of cadets or staff may be subject to disciplinary action up to and including dismissal.

Reporting Procedure/Investigation

- The Delaware Military Academy encourages and expects cadets to report incidents of sexual harassment to any teacher, counselor, or administrator at the school site.
- Verbal reports of sexual harassment will be put in writing by the individual complaining or the person who receives the complaint and will be signed by the person complaining.
- Complaints by cadets of sexual harassment by staff will be handled in accordance with Academy Policy.
- Any teacher, counselor, or administrator who has received a report, verbally or in writing, from any cadet regarding sexual harassment of that cadet or another cadet by a cadet or adult in the educational setting must forward that report to the commandant.
- All complaints of sexual harassment will be investigated and action taken promptly.
- Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned to the extent permitted by law and to the extent practical and appropriate under the circumstances.

- The Commandant will communicate his finding to the complainant and the alleged harasser as expeditiously as possible.

Notice of Non-Discrimination

The Delaware Military Academy does not discriminate on the basis of sex in its educational programs or activities as required by Title IX. Any questions, or to file a formal complaint, should be directed to the Title IX Coordinator.

CDR Sean Easley, Head Naval Science Instructor
Sean.easley@dma.k12.de.us
(302) 998-0745

The Delaware Military Academy does not discriminate on the basis of race, color, and national origin in its educational programs or activities as required by Title VI. Any questions, or to file a formal complaint, should be directed to the Title VI Coordinator.

CDR Sean Easley, Head Naval Science Instructor
Sean.easley@dma.k12.de.us
(302) 998-0745

The Delaware Military Academy does not discriminate on the basis of race, color, or national origin in the education programs or activities it operates and that is required by Title VI not to discriminate in such a manner. Any questions, or to file a formal complaint, should be directed to the Title VI Coordinator:

Amy Tocyloski, Dean of Instruction/Special Education & 504 Coordinator
Amy.tocyloski@dma.k12.de.us
(302) 998-0745

The complete school calendar is available at www.demilacad.org ~ Please check it regularly for updates and changes