

# Delaware Military Academy

## Cadet Handbook & Code of Conduct



2023-2024

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.

Cadets, Parents, and Guardians:

It is with great pleasure and a sense of responsibility that I welcome you to Delaware Military Academy (DMA). 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. As we embark on this educational journey together, it is imperative that we establish a strong foundation for a safe, respectful, and conducive learning environment. The Cadet Handbook and Code of Conduct serves to outline the principles, expectations, and values that shape our interactions and experiences within our school community.

At DMA, we firmly believe that a nurturing and disciplined atmosphere is essential for fostering academic growth, character development, and the well-being of every cadet. The Cadet Handbook and Code of Conduct has been thoughtfully developed to provide a comprehensive framework that promotes not only academic excellence, but also the importance of service, integrity, and responsible citizenship.

Throughout these pages, you will find important information that describes our collective commitment to mutual respect, open communication, and the development of a positive and inclusive school community. The information addresses various aspects of school life, including classroom behavior, dress code standards, extracurricular behavior, social media etiquette, and conflict resolution. Our aim is that each cadet is empowered with the tools needed to navigate challenges, make informed decisions, and contribute to the school's culture of excellence and inclusivity.

Each cadet and their parent/guardian should take the time to become familiar with the Cadet Handbook and Code of Conduct. This serves as an important reminder that our choices and behaviors have the power to shape not only our individual character, but also influence the culture of the broader school community. Our commitment to the holistic education and well-being of each cadet at DMA remains our foremost concern and we appreciate the trust you place in us by granting us this privilege.

Yours in service,



Sharon Kurfuerst, EdD

Commandant

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 and Code of Conduct

- A. Purpose. To issue the Cadet Handbook and Code of Conduct in order to:
  - 1. Provide Navy 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.

LCDR John Butler  
Senior Naval Science Instructor

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

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## **SECTION 1: OVERVIEW OF THE DELAWARE MILITARY ACADEMY**

### **Our Story**

The Delaware Military Academy was founded in 2003 by a retired Army Colonel and a retired Navy Master Chief. The school was designed to develop young men and women to be strong citizens, confident leaders and excellent cadets. The first cadet class graduated in June of 2006. Since then, seventeen more classes have graduated from the Delaware Military Academy totaling 2,113 alumni. These eighteen classes have earned in excess of one hundred sixty-nine million dollars in scholarship monies and 86% of them have gone on to a post-secondary program of study. In addition, the Academy has sent 46 graduates off to United States Service Academies and 81 graduates have attended college for free on ROTC scholarships. In 2013, the Academy had four alumni graduate in the same class from the United States Naval Academy – a first in Naval Academy history. Currently, DMA has three alumni at the United States Coast Guard Academy in the Class of 2027. We continue to strive to provide the best education for all our cadets on a daily basis. You are all a part of making that happen!

### **Mission Statement**

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.

### **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.

### **Belief Statements**

- The role of the Delaware Military Academy is to educate the entire cadet, paying particular attention to academic, social and emotional needs.
- An education at the Delaware Military Academy fosters citizenship, leadership, self-discipline and independent thought.
- Military training teaches cadets a sense of responsibility, integrity and morality.
- Responsible citizens have a sense of honor and respect for themselves and for others.
- Hard work, dedication, and motivation are essential for learning.
- Cadets, parents and teachers share accountability and responsibility for the cadet's education.
- A safe and enjoyable learning environment promotes positive interaction between cadets and teachers.
- Cadets graduate from DMA ready to accept an adult role in society.
- Service builds strong character, unity, and a sense of responsibility for others.

## **Profile of Our Graduates**

Graduates of Delaware Military Academy exhibit the following skills and characteristics:

### **Scholarship**

- Ability to express oneself clearly in oral and written form
- Ability to think for oneself
- Proficient in all academic content areas
- Proficient in the use of technology
- Prepared to enter a post-secondary program of study

### **Leadership**

- Ability to give and receive respect
- Ability to set goals, motivate others, and lead by example
- Ability to see a mission through to completion
- Maturity in thought and expression
- Commitment to excellence
- Command presence
- Integrity
- Physical and mental wellness

### **Citizenship**

- Patriotism
- Cultural, political and environmental awareness
- Respect for rules and regulations in the community
- Regard for honesty in self and others
- Compassion and empathy for others
- Sense of duty to serve the community

## SECTION 2: DMA HONOR CODE

The Delaware Military Academy Honor Code is somewhat lengthier 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."**

### **Cadet 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.

### **What does this mean?**

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.

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.

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.



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.

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. 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.

- Immediately report to a staff member or cadet officer.
- Discuss the incident with the suspected offender, and report the offender if necessary. Caution and counsel the offender.
- 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.

### **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.

Cadet families will be responsible for a Chromebook Insurance Fee. This one-time fee will be \$40 and due at the time you are issued your Chromebook. The fee will be prorated for cadets entering DMA after their 9th grade year. Additional fees may be required for participation in sports, clubs and activities or for participation in College Board assessments (PSAT/NMSQT and AP) and when earning college-level credits in a dual enrollment course.

## **SECTION 3: ADVANCEMENT, PROMOTION, DEMOTION, AND RETURNING TO NAVAL SCIENCE**

### **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. Their grade point average must be among the highest. Their bearing and carriage must be above reproach. They must be an obvious leader. They 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 they lack the maturity and responsibility which is expected of their 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's administrative leadership.
- C. Precedence for cadet officers will be by rank and by grade level. 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.

### **General Requirements**

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 (Seaman Recruit through Chief Petty Officer) 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.

Promotion to advanced ranks (Senior Chief Petty Officer and above) 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.

### **Transfer Cadets**

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.

### **Waivers**

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

**Information about eligibility for each rank is available in the NJROTC Cadet Field Manual, Chapter 2, paragraphs 2-1.A, 2-1.B, and 2-1.C.**

## SECTION 4: DMA CODE OF CONDUCT

### **Due Process**

Cadets shall be afforded due process rights. This includes the right to:

1. be informed of conduct which would result in disciplinary action against the cadet;
2. receive notice of the rule violation;
3. an explanation of the evidence supporting the charge;
4. an opportunity to present the cadet's side of the story;
5. ensure that the penalty that is proportionate to the violation.

***Notification of Parents/Guardians:*** When discipline is imposed, parents/guardians will be contacted via email and/or mailing of the discipline referral and/or by phone to make them aware of the situation and to discuss appropriate steps to resolve the situation or to address a future situation.

### **Glossary of Terms in this section:**

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**Apology** - Written or verbal statement of, acknowledgment of, and accountability for, the offense.

**Counselor referral** - Cadet is referred to their school counselor or an independent counselor.

**Law enforcement referral** - When appropriate, cadets will be referred to the police for violations that are also violations of city, state, or federal laws.

**Restitution** -When appropriate, cadets will reimburse the school or others for financial damages.

**Restrictions** - Removal of cadet privileges including, but not limited to: participation in extracurricular activities/clubs, cadet parking, and attendance at extracurricular activities and school-sponsored events (such as prom, etc.).

**Cadet conference** - A meeting with administration and/or a counselor or team.

**Cadet contract** - A written plan or agreement to address discipline concerns.

**Warning** - Discussion and plan for change.

**EMI (Extra Military Instruction)** – This is extra military instruction that will take place during or outside of school hours. This may include: marching, clean-up, etc. that are appropriate to the infraction.

### Tardy to School or Class

**Definition:** Unexcused late to class or school.

<b>Consequences of Tardy</b>	
<b>Violation</b>	<b>Minimum Consequence(s)</b>
<b>Three Unexcused Lates</b>	<ul style="list-style-type: none"><li>• Detention (1 day)</li></ul>
<b>Six Unexcused Lates</b>	<ul style="list-style-type: none"><li>• Detention (2 days)</li><li>• Parent/Guardian conference</li></ul>
<b>Nine Unexcused Lates</b>	<ul style="list-style-type: none"><li>• OSS (1 day)</li></ul>
<b>Each additional set of 3 Unexcused Lates</b>	<ul style="list-style-type: none"><li>• OSS (3 days)</li></ul>

### Closed Campus

**Definition:** Leaving school without the permission of administration.

<b>Consequences of Leaving Campus without authorization</b>	
<b>Violation</b>	<b>Minimum Consequence(s)</b>
<b>1<sup>st</sup></b>	<ul style="list-style-type: none"><li>• Warning</li><li>• EMI issued</li></ul>
<b>2<sup>nd</sup></b>	<ul style="list-style-type: none"><li>• Detention (2 days)</li><li>• Parent/Guardian conference</li></ul>
<b>3<sup>rd</sup></b>	<ul style="list-style-type: none"><li>• OSS (2 days)</li><li>• Discipline Review Board</li></ul>

### Academic Dishonesty

**Definition:** Using or submitting work that is not your own, also known as cheating, plagiarism, copying, transferring computer files, etc. Cadets will be expected to follow classroom instructions relating to academic integrity.

<b>Consequences of Academic Dishonesty – Formative</b>	
<b>Violation</b>	<b>Minimum Consequence(s)</b>
<b>1<sup>st</sup></b>	<ul style="list-style-type: none"><li>• Zero on the assignment</li><li>• Teacher conference with cadet</li></ul>
<b>2<sup>nd</sup></b>	<ul style="list-style-type: none"><li>• Zero on the assignment</li><li>• Parent/Guardian contact by teacher</li></ul>
<b>3<sup>rd</sup></b>	<ul style="list-style-type: none"><li>• Zero on the assignment</li><li>• Parent/Guardian conference</li><li>• Detention (2 days)</li></ul>
<b>4<sup>th</sup></b>	<ul style="list-style-type: none"><li>• Zero on the assignment</li><li>• OSS (1 day)</li><li>• Discipline Review Board</li></ul>

Consequences of Academic Dishonesty - Summative	
Violation	Minimum Consequence(s)
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>• Conference with the cadet(s)</li> <li>• Parent/Guardian Conference</li> <li>• Maximum of 50% on the assignment</li> <li>• Detention (2 days)</li> </ul>
2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>• Zero on the assignment</li> <li>• Parent/Guardian Conference</li> <li>• OSS (1 day)</li> </ul>
3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>• OSS (3 days)</li> <li>• Discipline Review Board</li> </ul>

*(Dual Enrollment/AP courses are subject to the policies of the institution assigning credit)*

**Multiple Setting Academic Dishonesty Policy**

First Offense Across Settings	<ul style="list-style-type: none"> <li>• Individual classroom consequences</li> <li>• Detention (2 days)</li> </ul>
Two Offense Across Setting	<ul style="list-style-type: none"> <li>• Individual classroom consequences</li> <li>• OSS (1 day)</li> </ul>
Three Offense Across Setting	<ul style="list-style-type: none"> <li>• Individual classroom consequences</li> <li>• OSS (3 days)</li> <li>• Disciplinary Review Board</li> </ul>

**Skipping/Cutting**

**Definition:** Unapproved absence from a class period within the school day, including leaving class without permission.

Consequences of Skipping	
Violation	Minimum Consequence(s)
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>• Warning</li> <li>• EMI Issued</li> </ul>
2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>• Detention (1 day)</li> <li>• Parent/Guardian conference</li> </ul>
3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>• OSS (1 day)</li> </ul>
4 <sup>th</sup>	<ul style="list-style-type: none"> <li>• OSS (2 days)</li> <li>• Discipline Review Board</li> </ul>

### **Failure to Complete Disciplinary Obligations**

**Definition:** Failure to complete mandated disciplinary consequences such as detention or EMI.

Consequences of Neglecting Obligations	
Violation	Minimum Consequence(s)
1 <sup>st</sup>	<ul style="list-style-type: none"><li>• Additional Detention (1 day)</li></ul>
2 <sup>nd</sup>	<ul style="list-style-type: none"><li>• Additional Detention (1 day)</li></ul>
3 <sup>rd</sup>	<ul style="list-style-type: none"><li>• OSS (1 day)</li></ul>
4 <sup>th</sup>	<ul style="list-style-type: none"><li>• OSS (2 days)</li><li>• Discipline Review Board</li></ul>

### **Disrespectful Behavior**

**Definition:** Communication or actions that demonstrate a lack of respect or courtesy toward an individual.

Consequences of Disrespectful Behavior	
Violation	Minimum Consequence(s)
1 <sup>st</sup>	<ul style="list-style-type: none"><li>• Warning</li><li>• EMI</li></ul>
2 <sup>nd</sup>	<ul style="list-style-type: none"><li>• Detention (1 day)</li><li>• Parent/Guardian Conference</li></ul>
3 <sup>rd</sup>	<ul style="list-style-type: none"><li>• OSS (1 day)</li></ul>
4 <sup>th</sup>	<ul style="list-style-type: none"><li>• OSS (2 days)</li><li>• Discipline Review Board</li></ul>

### **Horseplay**

**Definition:** rough or boisterous activity, which has the potential to cause harm accidentally (including playful hitting, pushing, shoving, or other behaviors, which could cause harm unintentionally).

Consequences of Horseplay	
Violation	Minimum Consequence(s)
1 <sup>st</sup>	<ul style="list-style-type: none"><li>• Warning</li><li>• EMI</li></ul>
2 <sup>nd</sup>	<ul style="list-style-type: none"><li>• Detention (1 day)</li><li>• Parent/Guardian Conference</li></ul>
3 <sup>rd</sup>	<ul style="list-style-type: none"><li>• OSS (1 day)</li></ul>
4 <sup>th</sup>	<ul style="list-style-type: none"><li>• OSS (2 days)</li><li>• Discipline Review Board</li></ul>

## **Insubordination**

**Definition:** Cadet conduct deemed as repeated unwillingness to submit to authority or refusal to respond to a reasonable request (including providing false information).

Consequences of Insubordination	
Violation	Minimum Consequence(s)
1 <sup>st</sup>	<ul style="list-style-type: none"><li>• Warning</li><li>• EMI</li></ul>
2 <sup>nd</sup>	<ul style="list-style-type: none"><li>• Detention (1 day)</li><li>• Parent/Guardian Conference</li></ul>
3 <sup>rd</sup>	<ul style="list-style-type: none"><li>• OSS (1 day)</li></ul>
4 <sup>th</sup>	<ul style="list-style-type: none"><li>• OSS (2 days)</li><li>• Discipline Review Board</li></ul>

## **Class Disruption**

**Definition:** Creating or contributing to a moderate disturbance that disrupts the normal operation of the school environment but does not pose a threat to the health or safety of others.

Consequences of Class Disruption	
Violation	Minimum Consequence(s)
1 <sup>st</sup>	<ul style="list-style-type: none"><li>• Warning</li><li>• EMI</li></ul>
2 <sup>nd</sup>	<ul style="list-style-type: none"><li>• Detention (1 day)</li><li>• Parent/Guardian Conference</li></ul>
3 <sup>rd</sup>	<ul style="list-style-type: none"><li>• OSS (1 day)</li></ul>
4 <sup>th</sup>	<ul style="list-style-type: none"><li>• OSS (2 days)</li><li>• Discipline Review Board</li></ul>

## **School Disruption**

**Definition:** Creating or contributing to a disturbance that disrupts the normal operation of the school environment.

Consequences of School Disruption	
Violation	Minimum Consequence(s)
1 <sup>st</sup>	<ul style="list-style-type: none"><li>• Detention (1 day)</li><li>• Parent/Guardian Conference</li></ul>
2 <sup>nd</sup>	<ul style="list-style-type: none"><li>• OSS (1 day)</li></ul>
3 <sup>rd</sup>	<ul style="list-style-type: none"><li>• OSS (2 days)</li><li>• Discipline Review Board</li></ul>

## **Bullying/Cyberbullying**

**Definition:** Physical, verbal, written, or electronic conduct, directed toward a cadet that is: 1) unwanted, 2) repeated, and 3) involves an imbalance of power. These actions are pervasive, severe, and objectively offensive, and they: 1) have the purpose of creating or resulting in an intimidating, hostile, or offensive academic environment, or 2) have the purpose or effect of substantially or unreasonably interfering with a cadet’s academic performance, which deprives the cadet access to educational opportunities.

Consequences of Bullying/Cyberbullying	
Violation	Minimum Consequence(s)
1 <sup>st</sup>	<ul style="list-style-type: none"><li>• Parent Conference</li><li>• OSS (3 days)</li><li>• Discipline Review Board</li><li>• Notification to the Department of Education</li></ul>

**NOTICE:** A meeting between the parent/guardian of a cadet(s) and appropriate school officials must be held whenever a cadet is found to have engaged in bullying or is found to have engaged in physical assault or battery of another person.

## **Harassment**

Reference the DMA Harassment policy on page 23 for a full definition of harassment.

Consequences of Harassment	
Violation	Minimum Consequence(s)
1 <sup>st</sup>	<ul style="list-style-type: none"><li>• Parent Conference</li><li>• OSS (3 days)</li><li>• Discipline Review Board</li><li>• Notification to the Department of Education</li></ul>

## **Hazing**

**Definition:** Committing an act against a cadet or coercing a cadet to commit an act that creates risk of harm to a person, in order to be initiated into a cadet organization, class, team or for any other purpose.

Consequences of Hazing	
Violation	Minimum Consequence(s)
1 <sup>st</sup>	<ul style="list-style-type: none"><li>• Parent Conference</li><li>• OSS (3 days)</li><li>• Discipline Review Board</li><li>• Notification to the Department of Education</li></ul>



### **Dress Code Violation**

**Definition:** Violation of the school’s dress code including, but not limited to, wearing clothing that is not authorized by DMA.

Consequences of Dress Code Violation	
Violation	Minimum Consequence(s)
1 <sup>st</sup>	<ul style="list-style-type: none"><li>• Warning</li><li>• Immediate correction of uniform</li></ul>
2 <sup>nd</sup>	<ul style="list-style-type: none"><li>• EMI</li><li>• Immediate correction of uniform</li></ul>
3 <sup>rd</sup>	<ul style="list-style-type: none"><li>• Detention (1 day)</li><li>• Conference with Parent/Guardian</li><li>• Immediate correction of uniform</li></ul>
4 <sup>th</sup>	<ul style="list-style-type: none"><li>• OSS (1 day)</li></ul>
5 <sup>th</sup>	<ul style="list-style-type: none"><li>• OSS (2 days)</li><li>• Discipline Review Board</li></ul>

### **Use of Unauthorized Electronic Devices**

The use of personal electronic devices is not to cause a disturbance or interfere with the instructional program. The only time these devices can be used is during lunch and when authorized by a school official.

Consequences of Use of Unauthorized Electronic Devices	
Violation	Minimum Consequence(s)
1 <sup>st</sup>	<ul style="list-style-type: none"><li>• Warning</li><li>• EMI</li><li>• Device is confiscated until the end of the day</li></ul>
2 <sup>nd</sup>	<ul style="list-style-type: none"><li>• Detention (1 day)</li><li>• Parent/Guardian Conference</li><li>• Device is confiscated until the end of the day</li></ul>
3 <sup>rd</sup>	<ul style="list-style-type: none"><li>• Detention (3 days)</li><li>• EMI</li><li>• Device is confiscated until the end of the day</li></ul>
4 <sup>th</sup>	<ul style="list-style-type: none"><li>• OSS (1 day)</li><li>• Discipline Review Board</li></ul>

### **Violation of the DMA Acceptable Use Policy**

**Definition:** Unauthorized and/or non-educational use of electronic devices/technology.

Consequences of Violation of the DMA Acceptable Use Policy	
Violation	Minimum Consequence(s)
1 <sup>st</sup>	<ul style="list-style-type: none"><li>• Warning</li><li>• EMI Issued</li></ul>
2 <sup>nd</sup>	<ul style="list-style-type: none"><li>• Detention (1 day)</li><li>• Parent/Guardian Conference</li></ul>
3 <sup>rd</sup>	<ul style="list-style-type: none"><li>• OSS (1 day)</li><li>• Discipline Review Board</li></ul>

## **Bus Infractions**

**Definition:** Any behavior on a school bus that is unbecoming of a cadet.

Consequences of Bus Infraction	
Violation	Minimum Consequence(s)
1 <sup>st</sup>	<ul style="list-style-type: none"><li>• Warning</li><li>• EMI Issued</li></ul>
2 <sup>nd</sup>	<ul style="list-style-type: none"><li>• Detention (1 day)</li><li>• Parent/Guardian Conference</li></ul>
3 <sup>rd</sup>	<ul style="list-style-type: none"><li>• Detention (2 days)</li><li>• Discipline Review Board</li></ul>
4 <sup>th</sup>	<ul style="list-style-type: none"><li>• Loss of bus privileges (5 days)</li><li>• Discipline Review Board</li></ul>

## **Theft of Property**

**Definition:** Taking something that does not belong to you. Stealing, or attempting to steal, private or school property, or receiving stolen school property.

Consequences of Theft of Property	
Violation	Minimum Consequence(s)
1 <sup>st</sup>	<ul style="list-style-type: none"><li>• Detention (1 day)</li><li>• Restitution</li><li>• Parent/Guardian Conference</li></ul>
2 <sup>nd</sup>	<ul style="list-style-type: none"><li>• OSS (2 days)</li><li>• Restitution</li><li>• Discipline Review Board</li></ul>

## **Destruction of School Property**

**Definition:** Intentionally causing or attempting to cause damage to private or school property including graffiti and vandalism. Destruction of property also includes the intentional damage to school-issued devices or systems.

Consequences of Destruction of School Property	
Violation	Minimum Consequence(s)
1 <sup>st</sup>	<ul style="list-style-type: none"><li>• Detention (1 day)</li><li>• Restitution</li><li>• Parent/Guardian Conference</li></ul>
2 <sup>nd</sup>	<ul style="list-style-type: none"><li>• OSS (2 days)</li><li>• Restitution</li><li>• Discipline Review Board</li></ul>

### **Public Displays of Affection (PDA)**

**Definition:** A PDA is physical contact including but not limited to kissing, sitting on laps, inappropriate touching, etc.

Consequences of Public Displays of Affection (PDA)	
Violation	Minimum Consequence(s)
1 <sup>st</sup>	<ul style="list-style-type: none"><li>• Warning</li><li>• EMI</li></ul>
2 <sup>nd</sup>	<ul style="list-style-type: none"><li>• Detention (1 day)</li><li>• Parent/Guardian conference</li></ul>
3 <sup>rd</sup>	<ul style="list-style-type: none"><li>• OSS (1 day)</li></ul>

### **Inappropriate Sexual Behavior**

**Definition:** Transmitting, possessing, creating, or viewing obscene writings, drawings, photographs, videos, sound recordings, or the like. Touching of a sexual nature, attempting to engage or engaging in sexual activity, or exposing private body parts. Physical sexual acts against a person's will, or where a person is incapable of giving consent.

Consequences of Inappropriate Sexual Behavior	
Violation	Minimum Consequence(s)
1 <sup>st</sup>	<ul style="list-style-type: none"><li>• Parent Conference</li><li>• OSS (3 days)</li><li>• Discipline Review Board</li><li>• Notification to the Department of Education</li></ul>

### **Weapons**

**Definition:** Possessing, handling, or transmitting any object or material that is ordinarily considered a weapon, look-a-like weapon, or any object that could place a person in reasonable fear of physical harm. Weapons include, but are not limited to knives, razor blades, mace, and pepper spray. In addition, the carrying, possessing, storing, keeping, leaving, placing, or putting into the possession of another person, any firearm, including an air or pellet gun.

Consequences of Weapons	
Violation	Minimum Consequence(s)
1 <sup>st</sup>	<ul style="list-style-type: none"><li>• Parent Conference</li><li>• OSS (3 days)</li><li>• Discipline Review Board</li><li>• Notification to the Department of Education</li></ul>

### **Terroristic Threatening**

**Definition:** A threat to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists, or a substantial threat or plan to conduct a school shooting.

Consequences of Terroristic Threatening	
Violation	Minimum Consequence(s)
1 <sup>st</sup>	<ul style="list-style-type: none"><li>• Parent Conference</li><li>• OSS (3 days)</li><li>• Discipline Review Board</li><li>• Notification to the Department of Education</li></ul>

### **Possession of Lighters and/or Matches**

**Definition:** Possession of lighters and/or matches, whether or not there is intent to use them.

Consequences of Lighters & Matches	
Violation	Minimum Consequence(s)
1 <sup>st</sup>	<ul style="list-style-type: none"><li>• Warning</li><li>• EMI</li></ul>
2 <sup>nd</sup>	<ul style="list-style-type: none"><li>• Detention (1 day)</li><li>• Parent/Guardian Conference</li></ul>
3 <sup>rd</sup>	<ul style="list-style-type: none"><li>• OSS (1 day)</li><li>• Discipline Review Board</li></ul>

### **Arson and/or the Misuse of Fire Alarms or Extinguishers**

**Definition:** Causing, or attempting to cause, a fire on school grounds, pulling a fire alarm, or using a fire extinguisher without valid cause.

Consequences of Arson and/or the Misuse of Fire Alarms or Extinguishers	
Violation	Minimum Consequence(s)
1 <sup>st</sup>	<ul style="list-style-type: none"><li>• Parent Conference</li><li>• OSS (3 days)</li><li>• Discipline Review Board</li><li>• Notification to the Department of Education</li></ul>

### **Tobacco and/or Vape Products**

**Definition:** Using, possessing, selling, or dispensing of tobacco and/or vapor products and related items, regardless of nicotine content level, such as, but not limited to cigarettes, cigars, chewing tobacco, loose leaf tobacco, vapor pens, e-cigarettes, and e-liquids and oils.

Consequences of Tobacco and/or Vape Products	
Violation	Minimum Consequence(s)
1 <sup>st</sup>	<ul style="list-style-type: none"><li>• OSS (1 day)</li><li>• Parent/Guardian Conference</li></ul>
2 <sup>nd</sup>	<ul style="list-style-type: none"><li>• OSS (2 days)</li><li>• Parent/Guardian Conference</li></ul>
3 <sup>rd</sup>	<ul style="list-style-type: none"><li>• OSS (3 days)</li><li>• Discipline Review Board</li></ul>

### **Drug and/or Alcohol (or paraphernalia)**

**Definition:** Using, possessing, or being under the influence, of any drugs and/or alcohol or drug paraphernalia, including non-nicotine vapor pens/e-cigarettes. This includes transferring, delivering, or receiving any drugs, alcohol or paraphernalia from another cadet.

<b>Consequences of Drug and/or Alcohol (or paraphernalia)</b>	
<b>Violation</b>	<b>Minimum Consequence(s)</b>
1 <sup>st</sup>	<ul style="list-style-type: none"><li>• Parent Conference</li><li>• OSS (3 days)</li><li>• Discipline Review Board</li><li>• Notification to the Department of Education</li></ul>

### **Fighting/Assault**

**Definition:** Behavior with the potential to cause physical harm towards others, including a forceful action, attitude, or behavior that is expressed physically towards another person.

<b>Consequences of Drug and/or Alcohol (or paraphernalia)</b>	
<b>Violation</b>	<b>Minimum Consequence(s)</b>
1 <sup>st</sup>	<ul style="list-style-type: none"><li>• Parent Conference</li><li>• OSS (3 days)</li><li>• Discipline Review Board</li><li>• Notification to the Department of Education and/or law enforcement, as appropriate</li></ul>

### **Violations And Disciplinary Actions**

The glossary and list of violations and their consequences, located at the beginning of the Code of Conduct, is not all-inclusive. A cadet committing an act of misconduct which is not listed will be subject to disciplinary action. Specifically, if a cadet commits an act, which constitutes a crime under Delaware law, such a cadet is subject to discipline, which may include a Discipline Review Board and/or alternative placement. Behavior outside the school environment can also be cause for disciplinary action by the school against a cadet, if the behavior could reasonably pose a threat to the orderly functioning of the educational process or a danger to the health, safety, and welfare of other cadets, employees, or school property.

In a situation involving unique or severe offenses, which pose a threat to the orderly functioning of the educational process or a danger to the health, safety, and welfare of other cadets, employees, or school property, the matter will be referred directly to the Discipline Review Board.

### **Acting As An Accessory**

Cadets who help in the commission of a violation, or who encourage, advise, or act with another to commit a violation will be disciplined as though they committed the violation themselves.

### **Repeat Offenses**

If a cadet receives three referrals in a quarter, regardless of type, they will be referred directly to the Discipline Review Board.

### **Off-Campus Infractions**

Activities that occur outside of the school environment during a sanctioned DMA event but substantially disturb the school environment are subject to the consequences listed in this matrix.

Any violation committed by a cadet on another campus during a sanctioned DMA event shall be punished in the same manner as if the violation had been committed at the cadet's assigned school. Should a cadet receive OSS, he or she shall not be allowed to participate in extracurricular activities or sports for the number of days they have consequences.

### **Detention/EMI**

At various times, a cadet may be assigned an after-school detention or Extra Military Instruction (EMI). After-school detentions are an hour and a half long and held afterschool in Talley Hall. Afterschool detentions and EMI will not be rescheduled for any DMA activity conflicts and out of school conflicts will not be routinely rescheduled.

Cadets assigned to after-school detention or EMI are supervised by members of the DMA school staff. These staff members have the authority to dismiss cadets, enforce school rules, enforce after-school detention and EMI rules, and may remove a cadet from EMI or after-school detention because of misbehavior. Cadets who are removed from EMI or detention for misbehavior will be subject to further disciplinary actions.

### **Out-Of-School Suspension (OSS)**

Suspension is the temporary removal of a cadet from the regular school program for a period not to exceed five (5) school days. The Discipline Review Board may make a recommendation to the Commandant to extend a suspension past the five (5)-day period for severe behavior offenses. While serving out-of-school suspension, a cadet is forbidden from being on DMA property (this includes athletic fields, offices, any after-school activities, and/or extracurricular activities) for any reason unless attending a pre-arranged appointment.

## 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. 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 or employee's academic or work performance, or of creating an intimidating, hostile or offensive educational environment for a cadet or employee.
2. Submission to or rejection of the conduct by the cadet or employee is used as the basis for any decision affecting the cadet or employee regarding academic status or progress, benefits and services, honors, programs or activities available at or through the school and workplace.

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 or workplace environment.

### **Nature of Sexual Harassment**

Sexual harassment may occur:

- Cadet to cadet
- Staff to cadet
- Cadet to staff
- Staff 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 and employees to report incidents of sexual harassment immediately.
- Cadets should report any sexual harassment to any teacher or administrator. Employees should report sexual harassment to the Title IX Coordinator, the Commandant or any member of the Board of Directors. Reports made directly to the Board of Directors are subject to the Board's investigation process.
- A signed, written statement outlining the claim of sexual harassment must be submitted.
- Any staff member who has received a signed, written report from a cadet regarding sexual harassment must forward that report immediately to the Title IX Coordinator.
- The Title IX Coordinator will promptly investigate the complaint 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 Title IX Coordinator will forward the results of the investigation to the Title IX decision maker (Commandant).
- The Title IX decision maker will communicate findings, as appropriate, to all involved parties.

### **Mandatory School Crime Reporting Law**

A mandatory reporting process through which certain crimes committed by cadets on school property, including buses, fieldtrips, sports and NJROTC events, and any school function within the State of Delaware must be reported to the police and when applicable to DOE (Department of Education).

1. The following require mandatory reports to police:
2. Violent felonies (all violent felonies that occur against cadets, school employees, and school volunteers must be reported)
3. Assault against a cadet, school employee or volunteer
4. Terroristic threatening against a school employee or volunteer
5. Offensive touching against a school employee or volunteer
6. Unlawful sexual contact against a cadet, school employee or volunteer
7. Possession of a dangerous instrument or deadly weapon by a cadet
8. Possession of an unlawful controlled substance including: prescription drugs, counterfeit drugs
9. Other crimes as listed in Delaware Code, Title 14, Section 4112.

In addition to these school crimes required to be reported pursuant to statute, the superintendent, or designee shall report to the Department of Education.

The following require mandatory reporting to Department of Education:

- Sexual harassment
- Offensive touching (nonemployee or school volunteer)
- Possession of pornography
- Bomb threats



- Criminal mischief (vandalism)
- Tampering with public records
- Possession and/or use of alcohol
- Possession and/or use of deadly weapons, destructive weapons, dangerous instruments, incendiary devices, or controlled substances
- Felony theft (\$1,000.00 or more)
- Disorderly conduct/fighting
- Terroristic threatening (nonemployee or school volunteer)
- Bullying

### **Discipline Review Boards**

The Discipline Review Board (DRB) will convene to consider issues of attendance and discipline. The DRB will include the Senior NSI, Dean of Cadets, Dean of Instruction (when appropriate) and the School Counselor. The Commandant serves as the point of escalation should there be a need for implementation of the appeal/grievance process.

## SECTION 5: ACADEMIC AND ATTENDANCE EXPECTATIONS

### Daily Schedule

The daily schedule will rotate on a M/W/F and T/Th rotation.

Mon/Wed/Fri Rotation: 1, 2, 3, 4, 5

Tues/Thurs Rotation: 5, 4, 3, 2, 1

### **Monday, Wednesday and Friday Schedule**

<b>Block</b>	<b>Times</b>	<b>Minutes</b>
1	0720-0848	88
2	0852-1014	82
3	1018-1128	76 (includes lunch)
4	1132-1254	82
5	1258-1420	82

**Lunches: 1<sup>st</sup> lunch 1022 to 1047 // 2<sup>nd</sup> lunch 1103 to 1128**

### **Tuesday Schedule**

<b>Block</b>	<b>Times</b>	<b>Minutes</b>
5	0720-0848	88
4	0852-1014	82
3	1018-1128	76 (includes lunch)
2	1132-1254	82
1	1258-1420	82

**Lunches: 1<sup>st</sup> lunch 1022 to 1047 // 2<sup>nd</sup> lunch 1103 to 1128**

### **Thursday Schedule**

<b>Block</b>	<b>Times</b>	<b>Minutes</b>
5	0720 – 0906	<b>108*</b>
4	0910-1026	82
3	1030-1140	70 (includes lunch)
2	1144-1300	82
1	1304-1420	82

\* Includes time for morning parade

**Lunches: 1<sup>st</sup> lunch 1034 - 1059 // 2<sup>nd</sup> lunch 1115-1140**

### **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 their parent/guardian informed of their academic progress. Parents/Guardians 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 a protected class.

The Delaware Military Academy now operates on a modified 10-point grading scale. This ensures that all cadets receiving credit for a DMA course has attained a minimum of 66% mastery of the material. To benefit 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, if they choose. 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 in your class) is a critical piece of information in college admissions.

**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

**Academic Review Boards**

An Academic Review Board (ARB) will be convened for cadets failing two or more core subjects at the midpoint of each semester (November and April). Cadets failing two or more subjects will receive a warning letter and will report in for board review. The ARB will consist of the Commandant, Dean of Cadets, Dean of Instruction, Senior NSI and the School Counselor

The parent/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 and in the appropriate uniform. The ARB shall, after hearing from all parties, implement academic supports/consequences for the cadet. Examples of ARB supports/consequences include, but are not limited to:

- Counseling
- Mandatory in-school or afterschool tutoring
- Daily Progress Sheets
- Regular Check-ins with designated personnel
- Limitations on participation on field trips and/or school activities
- Academic Probation

**DMA Absence and Late 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, Chapter 27).

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

An automated phone call and email will go out, at 10:00am, to each guardian for each cadet when your cadet does not arrive to school by 9:30am. If your cadet arrives after 9:30am, you will still receive the 10:00am phone call and email. The system will update the following day to show that your cadet did in fact arrive after 9:30am the previous day.

1. A parent/guardian has the right to provide a note for the first five (consecutive or non-consecutive) days (per semester) that a cadet is absent, within two days upon return to school. The note will be determined by the school if the absence is excused or will remain unexcused.
2. When a note has not been received by the school, after two days upon return to school, the absence will remain unexcused.
3. In the event 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.
4. Following the fifth day, a cadet is absent, a letter and an automated phone call will be sent to the parent/guardian stating that medical documentation will be required for any additional days missed during the semester. Any additional undocumented absences or early dismissals will result in a conference/ phone call with the Attendance Officer and a parent will be required to attend.
5. Following the seventh day, a cadet is absent, the attendance officer will call home and a letter will be sent to the parent/guardian. This letter will state that a conference/ phone call will be held with the Attendance Officer and a parent will be required to attend.
6. After the tenth day, a cadet is absent, a letter will be sent to the parent/guardian. This letter will state that a conference will be held with the Attendance Officer, the Commandant, and the Dean of Cadets, and a parent will be required to attend. At this time, a determination will be made to the cadet's academic standing and proficiency.

Long term, documented, medical issues are handled on a case-by-case basis. Excuses recognized by the State of Delaware 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 eighteen days for the entire school year.

### **Early Dismissal Policy**

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:

- A. Cadet's name (legible)
- B. Date and time early dismissal is requested
- C. Reason early dismissal is needed (should be an urgent/emergency reason)
- D. Telephone number(s) where the parent/guardian can be reached between 8:00 am. - 10:00 a.m. so the request may be confirmed.
- E. If you are leaving school property with any driver other than a parent, the note must state who that person is and their relationship to the cadet.
- F. Parent signature

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. Excessive early dismissals will require a parent conference to explore alternatives. Any cadet falsifying an early dismissal request will face disciplinary action.

### **Missed Assignments**

In the event that a cadet has missed assignments, as a result of an absence or early dismissal, this will be the policy:

1. Cadets will be allowed to make up any missed work for a full credit if the absence is marked as excused. Cadets will have two days to make up work for each day they have missed.
2. Any work completed, as a result of an unexcused absence, will be worth a maximum of seventy percent.
3. If a cadet is found skipping 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.

### **Disenrollment**

Cadets who fail to meet minimum standards for retention will be considered for disenrollment (i.e., contract not renewed 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 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. Lack of aptitude, indifference to training, disciplinary reasons, or undesirable traits of character.

## SECTION 6: UNIFORM REGULATIONS AND GROOMING STANDARDS

### **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.

### **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 without ribbons
2. Navy Service Uniform with ribbons
3. Service Dress Blue Uniform
4. Physical Training Uniform (PTU)

The details of uniform composition and wear are detailed in the Regulations for Citizenship Development Program Manual (NSTC INST M – 5761.1 Series) and the NJROTC Cadet Field Manual.

### **Other Uniform Items/Optional Items**

Other uniform items not covered in the Cadet Field Manual:

- The Relaxed Fit Jacket (RFJ) is authorized for wear with any uniform (including the PTU. RFJ's, when worn, should be zipped up at least three-quarters of the way up and be neat and clean.
- The DMA official letterman jacket is approved to wear, except on inspections days. Jackets must be buttoned at least three-quarters of the way up and be neat and clean. Wearing your letterman jacket is a privilege and this privilege can be taken away if the Corp of Cadets do not wear them properly.
- The Navy V-neck sweater will be issued to all cadets. The sweater shall be worn over the khaki shirt during cold weather. Crew neck/hooded sweatshirts are not authorized to be worn in uniform unless specifically approved by the SNSI.
- Gloves (not issued by the Navy) may be worn for comfort with any uniform when the 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 must be solid black.
- Overshoes/Boots (not issued by the Navy) may be worn for comfort and to protect shoes during rain or snow. Overshoes/boots must be removed or changed immediately upon arrival at school (before inspection at the front door).
- Caps/Earmuffs (not issued by the Navy). There are times, particularly in mid-winter, when low temperature protection is needed. During such times a knit stocking cap or earmuffs may be worn, or a rain cap may be worn when it is raining. These articles should be black. Sport logos are not permitted on black knit caps.
- Socks – the only socks authorized with the Navy Service Uniform and the Service Dress Blue uniform are BLACK crew socks (no low cut/ankle socks).
- Earrings - ONE per ear centered on the ear lobe. NO other visible piercings including clear studs or spacers. Only silver or gold balls, depending on rank, are authorized.
- The only authorized shoes to be worn at DMA are the Navy-issued dress shoes or appropriate athletic footwear on PT days. All athletic shoes must be able to be tied and should be neat and clean.

### **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 NJROTC Cadet Field Manual . The first name tag will be issued to the cadet free of charge. Lost or damaged name tags will be replaced at cost and are the responsibility of the cadet. Name tags can be ordered in main Supply or via your NSI.

### **Uniform Responsibility**

- All uniform items issued by the Navy remain the property of the U.S. 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 to reimburse the Navy for that item.
- 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.
- All minor uniform repairs (such as replacing buttons, zippers, repairing minor tears or rips) will be handled by the Naval Science Department.
- Loss of an article of clothing must be reported immediately to the Senior Naval Science Instructor and arrangement made for reimbursement to the U.S. 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 WILL NOT be transferred to another school if a cadet's uniform account is not clear.
- 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. Identification should not be visible when the uniform is worn.
- Cadets are issued the prescribed PT uniform for use on physical training days. 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 issued) and must be maintained in good condition.

### **Military Courtesies – Salutes**

The salute is a traditional sign of respect and greeting extended to all military officers of the Armed Forces of the United States and high-ranking government dignitaries. Additionally, at Delaware Military Academy, the SNSI has earned this respect. During formal events, such as 9-11 and AMI, the Regimental Cadet CO and XO will also merit salutes.

- A salute is always initiated by the cadet. Therefore, it is incumbent upon cadets to be alert to their surroundings and to salute the SNSI.
- The salute should always be accompanied by the appropriate greeting. For example, "Good morning, sir/ma'am." This greeting should also extend to all adults and NSIs on campus.
- The salute shall be executed when six paces from the SNSI or at the closest point of approach. Thirty paces are usually regarded as the maximum distance for saluting. Good judgment should be exercised in using this criterion.
- All salutes shall be acknowledged. If the SNSI is 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."
- 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).
  - Although a salute may not be required under certain circumstances, the SNSI and all other staff member's presence must still be acknowledged and shown proper respect and courtesy.
  - 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.

## **SECTION 7: CADET PRIVILEGES**

### **School Driving**

Driving to school and parking on school property is a privilege extended to the eligible cadet body by DMA. Any cadet who drives or parks a vehicle on school grounds shall register that vehicle with the school. Once registered, the driver will be giving a parking sticker which must be displayed at all times while parked on campus.

Cadets should follow the rules for driving/parking cars on school grounds as follows:

1. Register all vehicles with the office. The tag must be displayed.
2. Park in cadet parking areas only.
3. Obey the speed limit.
4. Operate the vehicle in a safe manner.
5. Upon arrival to school, cadet drivers and riders shall go directly into the building.
6. Once on school grounds, cadets may not drive off the property without administrative approval.
7. Administrative approval is required for cadets to be in the parking lot areas when school is in session as they are unauthorized areas for cadets during the school day.
8. Cadets who drive or ride to school shall be on time. Excessive tardiness will subject to the tardiness policy and loss of privileges to drive on campus.
9. Only legally licensed drivers may drive/park on school grounds.

Cadets who disobey these rules may have their school driving/parking privileges suspended or revoked. Cadets who have unregistered vehicles, suspended or revoked driving privileges, or who park in unauthorized or other unassigned spaces may have the vehicle towed at owner expense.

### **Hall Passes**

In order to get the most benefit from classes, it is necessary that a cadet be in attendance. It is for this reason, that the number of hall passes available for cadet use is limited per classroom. Cadets who need to leave a class must request permission from the respective teacher who will provide them with a laminated hall pass. The use of these hall passes is a privilege, not a right. Teachers will set individual policies on their requirements for being allowed to leave the classroom. Cadets will sign out of class including the time they leave and when they return.

Cadets who are requested to go to the guidance office, the disciplinarian, nurse or other administrator will be issued separate passes from those offices. Cadets who are in the hall without a pass or not in the location of where the hall pass states are subject to disciplinary actions as indicated for skipping class.

### **Lunchroom Guidelines**

No food is to be taken from the cafeteria or eaten in any other area of the school without specific permission. The lunch period is to be spent entirely in the cafeteria. Cadets may sit anywhere. Cadets are expected to remain seated during lunch. Cadets are free to talk quietly with those around them. Shouting and excessive movement from table to table is prohibited. DMA staff has been assigned to supervise the lunch-line behavior in the cafeteria. Cadets are expected to show them respect and cooperate with any requests that



the supervising staff might make. Cadets are not permitted to break in the lunch line or allow others to do so. Cadets must not leave the cafeteria without permission and a signed pass (in advance) from one of the DMA staff members.

### **Food Delivery to Campus**

All delivery services including but not limited to GrubHub, Uber Eats, DoorDash, etc. are prohibited on DMA school property. This policy is in effect 24/7 including during afterschool hours. Any food delivered to campus will be confiscated. This is a safety issue for the school campus.

### **Restricted Areas Of The School**

Some areas of the school are not designated for cadet use. Cadets found in these areas may receive a disciplinary referral for being in an unauthorized area. These include, but are not limited to:

1. Faculty lounges
2. Faculty head
3. The area of the main office behind the counter
4. The boiler room
5. Custodial areas

Cadets are also reminded that some areas normally designated for cadet use are off-limits unless adult supervision is available or specific permission is granted. This includes but is not limited to:

1. the gymnasium and drill deck
2. mezzanine
3. empty classrooms
4. the locker room and various school offices
5. McDonald Hall roof area, armory, main supply and back supply areas

In addition, cadets are not permitted to be in the parking lot during the school day without administrative approval. All items needed for the day are to be removed from the car and brought into the school with the cadet. Cadets are encouraged to leave campus after dismissal each day unless remaining for a school sanctioned activity that begins immediately after dismissal.

### **Skateboards**

Cadets are not permitted to ride skateboards on school property at any time. Cadets who bring skateboards to school must leave them in the office and pick them up at the end of the day.

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## **SECTION 8: CADET LIFE**

### **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 I 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.

### **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. Students who have reservations concerning the Pledge or Anthem are expected to stand and be respectful.

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 commonplace 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.

### **NJROTC Special Groups**

- Color Guard
- Drill Teams
- Rifle Marksmanship Team
- Honor Guard(s)
- Leadership Academy
- Orienteering Team
- Drone Team
- Sea Perch
- Academic and PT Teams

### **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.

### **Extra-Curricular Activities**

The Delaware Military Academy is a Delaware Charter Public High School and as such cadets can participate in any activities that are offered by the Delaware Public Schools. The Delaware Military Academy will support cadet clubs and interest groups as the interest level becomes apparent and a staff member is willing to supervise such a group. Clubs and groups might include yearbook, newspaper, drama, language, and similar interests found in other high schools. Any cadet who is interested in starting a new club or activity should speak directly with the Commandant.

### **Athletic Programs**

DMA Athletics is a member of Delaware Interscholastic Athletic Association (DIAA) and the Diamond State Athletic Conference (DSAC). All athletic information, including schedules, updates, rosters, coaches, etc., can be found at [www.seahawkssports.com](http://www.seahawkssports.com).

### **Book Bags / Gym Bags / Lockers**

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. All bags 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. Lockers are available for cadets who would like to utilize one. Cadets are responsible for providing a lock and reporting the locker number they are using to their Naval Science Instructor.

If a cadet chooses to store sports equipment in the McDonald Hall cubbies, they do so at their own risk. All items must be placed in the cubbies and may not be placed on the floor or in the walkway.

### **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 SNSI can authorize a uniform change. The Naval Science Instructors/SNSI will determine eligibility for each trip.

### **Cadet Visits to the School Nurse**

If a cadet is feeling ill, they should report to the nurse who will triage the cadet and contact the parent, if appropriate. 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 between classes unless it is an emergency. 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.