

Delaware Military Academy Cadet Handbook & Code of Conduct



2024-2025

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, 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 Code of Conduct Handbook 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 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.

Each cadet and their parent/guardian should take the time to become familiar with the Cadet 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,

Dan Newcott
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

- 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.

Captain Dan Bates
Senior Naval Science Instructor

Distribution:
All Cadets
All Staff Members

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 students. The first cadet class graduated in June of 2006. Since then, eighteen more classes have graduated from the Delaware Military Academy totaling 2,372 alumni. These nineteen classes have earned in excess of one hundred eighty-three million dollars in scholarship monies and 86% have gone on to a post-secondary program of study. In addition, the Academy has sent 50 graduates to United States Service Academies and 82 graduates have attended college 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. We continue to strive to provide the best education for all our cadets. 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 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 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."**

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 Chromebook fee will be 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 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 presupposes 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 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 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 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.

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. (See eligibility below.)

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.

SECTION 4: DMA CODE OF CONDUCT

DISCIPLINARY SYSTEM (EMI, Referrals, Detentions, Suspension, and Expulsion)

To ensure an environment that is conducive to learning, Delaware Military Academy is committed to establishing a positive and inclusive school environment for all students. Positive school environment can be defined as a place where all students are actively engaged in their learning and are supported by teachers, administrators, and other students so they may achieve their greatest potential. A positive school environment exists when the following components are in place:

- Clear, concise, and consistently communicated expectations for respectful behavior
- Engaging instruction
- Appropriate and equitable supports to assure academic, behavioral, and social-emotional success and achievement

Students frequently need encouragement and new skills to improve their behavior, and support in learning to do so. Administrators and staff acknowledge that shaping and maintaining student behavior involves implementing a continuum of interventions and supports, but that it is also the responsibility of students and their families to promote a positive school environment.

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. notice of the rule violation;
3. explanation of the evidence supporting the charge;
4. an opportunity to present the cadet's side of the story;
5. a 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 office 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.

Delaware Military Academy utilizes many strategies and techniques to help meet the needs of students. The three-tiered approach is utilized to develop a positive learning environment and prevent problem behaviors.

Tier 1	Universal Supports for All	Tier 1 supports are proactive, Preventative measures staff members use to create a positive school climate and maintain a calm and orderly environment in which all students learn. These include, but are not limited to: <ul style="list-style-type: none">• Clear expectations• Positive, trusting, staff-student relationships• Teaching and reinforcing appropriate behavior• Proactive, classroom-based interventions and behavioral supports• Health, guidance and SEL programming
Tier 2	Focused Interventions & Strategies for Some	Tier 2 supports are targeted, supplemental interventions designed for students who require support beyond what is provided through Tier 1. These include, but are not limited to: <ul style="list-style-type: none">• Setting and tracking clear behavior goals• Individualized behavior incentive systems• Regular check ins with a mentor teacher• Small group or individual interventions
Tier 3	Intensive Interventions for individual Students	Tier 3 supports are intensive, individualized interventions for students who exhibit patterns of challenging behaviors that interfere with their abilities to make academic progress. Tier 3 interventions are implemented when students do not respond to Tier I and/or Tier II supports. These include: <ul style="list-style-type: none">• A continuum of Tier 1 and 2 supports• Individualized behavior support plan• Individualized counseling or mental health supports

GLOSSARY OF TERMS IN THIS SECTION:

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

At-Risk Committee - A team of staff members who work together to help cadets become and remain successful in school.

Choices counseling/conflict resolution - Programs designed to teach cadets to deal with conflict in a constructive manner.

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

Evaluation and counseling - Cadet must complete a drug/alcohol assessment to determine the appropriate course of treatment. Once the assessment is completed, the cadet must participate in recommended counseling sessions.

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

Referral- A referral is written documentation of a student's code of conduct infraction.

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.).

Risk/threat assessment - Assessment conducted by an outside agency to determine the safety risk a cadet poses to a school environment.

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.

OFFENSIVE TOUCHING - Offensive touching is intentionally touching another person, either with part of the body or with any instrument, thereby causing offense or alarm to the person. A student guilty of offensive touching will be subject to suspension and possible police involvement.

OFFENSIVE TOUCHING OF A STAFF MEMBER - Offensive touching is intentionally touching another person, either with part of the body or with any instrument, thereby causing offense or alarm to the person.

CONSEQUENCES

TARDINESS: LATE TO CLASS

Definition: Unexcused late to class.

Consequences of Tardy	
Violation	Minimum Consequence(s)
Three Unexcused Lates	<ul style="list-style-type: none">• EMI issued
Six Unexcused Lates	<ul style="list-style-type: none">• Detention• Parent/Guardian contact from administration
Nine Unexcused Lates	<ul style="list-style-type: none">• Detention• Parent/Guardian conference with administration

LEAVING SCHOOL GROUNDS WITHOUT PERMISSION

Definition: Leaving school without the permission from administration.

Consequences of Leaving Campus without authorization	
Violation	Minimum Consequence(s)
1 st	<ul style="list-style-type: none">• Warning• EMI issued
2 nd	<ul style="list-style-type: none">• Detention• Parent/Guardian contact from administration
3 rd	<ul style="list-style-type: none">• Detention• Parent/Guardian conference with administration
4 th +or more	<ul style="list-style-type: none">• OSS

ACADEMIC DISHONESTY

Definition: Using or submitting work that is not your own including plagiarism, copying, AI generated information, transferring computer files, etc. Cadets will be expected to follow classroom instructions relating to academic integrity. Cadets who willingly share course work with others are subject to this policy.

Consequences of Classroom Academic Dishonesty - Formative Assignment	
Violation	Minimum Consequence(s)
1st	<ul style="list-style-type: none">• Zero on the assignment• Teacher conference with cadet
2nd	<ul style="list-style-type: none">• Zero on the assignment• parent contact from administration
3rd	<ul style="list-style-type: none">• Zero on the assignment• parent contact from administration• Discipline Referral

Consequences of Classroom Academic Dishonesty - Summative Assignment	
Violation	Minimum Consequence(s)
1st	<ul style="list-style-type: none">• Administrative Conference with the cadet• Parent Contact from administration• 50% on the assignment• Discipline Referral
2nd	<ul style="list-style-type: none">• Conference with the cadet• Parent Contact from administration• Notify the Counselor for character counseling• 0% on the assignment• Discipline referral
3rd	<ul style="list-style-type: none">• Conference with the cadet• Parent Contact from administration• 0% on the assignment• Discipline Referral• Discipline Review Board

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

CUTTING CLASS OR THE ENTIRE SCHOOL DAY

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

Consequences of Cutting Class or School Day	
Violation	Minimum Consequence(s)
1st	<ul style="list-style-type: none">• Warning• EMI Issued
2nd	<ul style="list-style-type: none">• Detention• Parent/Guardian contact from administration
3rd	<ul style="list-style-type: none">• Detention• Parent/Guardian conference with administration

FAILURE TO REPORT FOR DISCIPLINARY ACTION

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

Consequences of Neglecting Obligations	
Violation	Minimum Consequence(s)
1st	<ul style="list-style-type: none">• Warning
2nd	<ul style="list-style-type: none">• Additional Detention
3rd or more	<ul style="list-style-type: none">• OSS

INAPPROPRIATE BEHAVIOR/HORSEPLAY

Definition: Communication or actions that demonstrate a lack of respect or courtesy toward an individual. This includes excessive playful behavior, which has the potential to cause harm accidentally (including playful hitting, pushing, shoving, or other behaviors, which could cause harm unintentionally).

Consequences of Disrespectful Behavior	
Violation	Minimum Consequence(s)
1st	<ul style="list-style-type: none">• Warning• EMI issued
2nd	<ul style="list-style-type: none">• Detention• Parent/Guardian conference with administration
3rd or more	<ul style="list-style-type: none">• OSS

OFFENSIVE LANGUAGE/GESTURE

Definition: Use of disgusting, hurtful, obscene, or foul language, communication, or action.

Consequences of Offensive Language/Gesture	
Violation	Minimum Consequence(s)
1st	<ul style="list-style-type: none">• Warning• EMI Issued
2nd	<ul style="list-style-type: none">• Detention• Parent/Guardian contact with administration
3rd	<ul style="list-style-type: none">• Detention• Parent/Guardian conference with administration
4th+or more	<ul style="list-style-type: none">• OSS

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)
1st	<ul style="list-style-type: none">• Warning• EMI Issued
2nd	<ul style="list-style-type: none">• Detention• Parent/Guardian contact with administration
3rd	<ul style="list-style-type: none">• Detention• Parent/Guardian conference with administration
4th+or more	<ul style="list-style-type: none">• OSS

DISRUPTION OF THE EDUCATIONAL PROCESS: CLASSROOM

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. This includes any disruption to the learning process.

Consequences of Class Disruption	
Violation	Minimum Consequence(s)
1st	<ul style="list-style-type: none">• Warning• EMI Issued
2nd	<ul style="list-style-type: none">• Detention• Parent/Guardian contact with administration
3rd	<ul style="list-style-type: none">• Detention• Parent/Guardian conference with administration
4th or more	<ul style="list-style-type: none">• OSS

DISRUPTION OF THE EDUCATIONAL PROCESS: SCHOOL DISRUPTION

Definition: Creating or contributing to a disturbance that disrupts the normal operation of the school environment and poses a threat to the health or safety of others.

Consequences of School Disruption	
Violation	Minimum Consequence(s)
1 st	<ul style="list-style-type: none"> • OSS • Parent/Guardian Conference with administration • Possible Referral to the Discipline Review Board
2 nd	<ul style="list-style-type: none"> • OSS • Referral to the Discipline Review Board

BULLYING

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 so pervasive, severe, and objectively offensive, that 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	
Violation	Minimum Consequence(s)
1 st	<ul style="list-style-type: none"> • Parent Contact • OSS • Possible Referral to the Discipline Review Board • Notification to the Department of Education and Local Authorities

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 or class, or for any other purpose.

Consequences of Hazing	
Violation	Minimum Consequence(s)
1 st	<ul style="list-style-type: none"> • OSS • Referral to Counselor • Discipline Review Board

HARASSMENT

Definition: Harassment includes, but is not limited to, verbal harassment or abuse, implied or overt threat(s), physical acts of aggression, and intimidating behavior, which have the effect of substantially or unreasonably interfering with a cadet's education, use of services, or participation in activities.

Consequences of Harassment	
Violation	Minimum Consequence(s)
1st	<ul style="list-style-type: none">• Detention• Referral to Counselor• Parent/Guardian contact from administration
2nd	<ul style="list-style-type: none">• Parent Conference with administration• OSS• Discipline Review Board

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 or class, or for any other purpose.

Consequences of Hazing	
Violation	Minimum Consequence(s)
1st	<ul style="list-style-type: none">• OSS• Referral to Counselor• Discipline Review Board

OFFENSIVE TOUCHING

Definition: Offensive touching is intentionally touching another person, either with part of the body or with any instrument, thereby causing offense or alarm to the person. A student guilty of offensive touching will be subject to suspension and possible police involvement.

Consequences of Offensive Touching	
Violation	Minimum Consequence(s)
1st	<ul style="list-style-type: none">• Parent Contact• OSS• Possible Referral to the Discipline Review Board• Notification to the Department of Education and Local Authorities

OFFENSIVE TOUCHING OF A STAFF MEMBER

Definition: Offensive touching is intentionally touching another person, either with part of the body or with any instrument, thereby causing offense or alarm to the person.

Consequences of Offensive Touching	
Violation	Minimum Consequence(s)
1st	<ul style="list-style-type: none">• Parent Contact• OSS• Referral to the Discipline Review Board• Notification to the Department of Education and Local Authorities

DRESS CODE

Definition: Violation of the school's dress code (outlined in the cadet handbook) including, but not limited to, wearing clothing that is not authorized by DMA and grooming standards.

Consequences of Dress Code Violation	
Violation	Minimum Consequence(s)
1st	<ul style="list-style-type: none">• Warning
2nd	<ul style="list-style-type: none">• Detention (1 day)
3rd	<ul style="list-style-type: none">• Detention (2 days)
4th	<ul style="list-style-type: none">• Detention (3 days)
5th	<ul style="list-style-type: none">• See consequences for "Insubordination"

NOTICE: Clothing and general appearance are not to cause a disturbance or interfere with the instructional program. Clothing and general appearance must not constitute a health or safety hazard. Cadets shall not dress in any manner reasonably deemed to be inappropriate and disruptive to the learning process as determined by DMA.

UNAUTHORIZED USE OF ELECTRONIC DEVICES

Definition: All technology should be off and away during school hours with the exception of lunchtime OR unless permitted by a staff member during class time under that staff member’s immediate supervision. Students may use their school issued Chromebook at all times during the school day. Students violating this policy will have their technology confiscated by the teacher and it can be collected at the end of the day. If a cadet continuously violates this policy, a parent/guardian will be required to pick the device up from school. Further violations will result in consequences outlined in the table below.

Consequences of Cell Phones/Personal Devices	
Violation	Minimum Consequence(s)
1st	<ul style="list-style-type: none"> • EMI • Device is confiscated until the end of the school day
2nd	<ul style="list-style-type: none"> • Detention • Parent/Guardian contact with administration
3rd	<ul style="list-style-type: none"> • Detention • Parent/Guardian conference with administration

VIOLATION OF THE DMA ACCEPTABLE USE POLICY

Definition: Misuse of technology. If the misuse constitutes another violation, consequences consistent with the other violation may also be given.

Consequences of Violation of DMA Acceptable Use Policy	
Violation	Minimum Consequence(s)
1st	<ul style="list-style-type: none"> • EMI • Device is confiscated until the end of the school day
2nd	<ul style="list-style-type: none"> • Detention • Parent/Guardian contact with administration
3rd	<ul style="list-style-type: none"> • Detention • Parent/Guardian conference with administration

BUS INFRACTIONS

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

Consequences of Bus Infraction	
Violation	Minimum Consequence(s)
1st	<ul style="list-style-type: none">• Warning• EMI issued
2nd	<ul style="list-style-type: none">• Detention• Parent/Guardian contact with administration
3rd or more	<ul style="list-style-type: none">• Potential Loss of Privileges• Parent/Guardian conference to discuss possible extended suspension from school bus.

THEFT OF PROPERTY

Definition: Stealing, or attempting to steal, private or school property, or receiving stolen school property.

Consequences of Theft	
Violation	Minimum Consequence(s)
1st	<ul style="list-style-type: none">• Detention• Possible OSS• Possible Restitution• Parent/Guardian contact with administration
2nd	<ul style="list-style-type: none">• Possible OSS• Detention• Possible Restitution• Parent/Guardian conference with administration
3rd	<ul style="list-style-type: none">• OSS• Possible Restitution• Discipline Review Board

TRESPASSING

Definition: Entering or remaining on school grounds or facilities without authorization and with no lawful purpose (including while on OSS).

Consequences of Trespassing	
Violation	Minimum Consequence(s)
1st	<ul style="list-style-type: none">• Detention• Possible OSS and Police Contact• Parent/Guardian Conference
2 or more	<ul style="list-style-type: none">• OSS• Police Contact• Discipline Review Board

DESTRUCTION OF SCHOOL PROPERTY

Definition: Intentional Causing or attempting to cause damage to private or school property, or the repeated damage involving private or school property, including graffiti and vandalism. Destruction of property also includes the alteration of cadet or school computer programs or systems.

Consequences of Destruction of Property	
Violation	Minimum Consequence(s)
1st	<ul style="list-style-type: none">• Detention• Possible OSS• Possible Restitution• Parent/Guardian contact with administration
2nd	<ul style="list-style-type: none">• Possible OSS• Detention• Possible Restitution• Parent/Guardian conference with administration
3rd	<ul style="list-style-type: none">• OSS• Possible Restitution• Discipline Review Board

INAPPROPRIATE PUBLIC DISPLAYS OF AFFECTION (PDA)

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

Inappropriate Public Display of Affection	
Violation	Minimum Consequence(s)
1 st	<ul style="list-style-type: none"> • Warning • EMI issued
2 nd	<ul style="list-style-type: none"> • Detention • Parent/Guardian conference with administration

WEAPON/DANGEROUS INSTRUMENT/LOOK ALIKE WEAPON/LOOK ALIKE DANGEROUS INSTRUMENT

Definition: The unauthorized possessing, handling, or transmitting any object or material that is ordinarily considered a weapon, look alike weapon, or any object that could place a person in reasonable fear of physical harm. Weapons include, but are not limited to knives, firearms, box cutters, air guns, razor blades, mace, and pepper spray.

Consequences of Weapons	
Violation	Minimum Consequence(s)
All	<ul style="list-style-type: none"> • OSS • Referral to Police • Discipline Review Board

Possession of a firearm, as defined by Federal and/or State law, or deadly weapon, as defined by State law, on school property, in a school bus, or at any school-sponsored event or activity, shall result in expulsion for a period of not less than one year. The Head of School may modify such expulsion requirements to the extent a modification is required by Federal and State law. This provision is in compliance with the Federal Gun Free School Act of 1994. Section 921 of Title 18, United States Code, and Possession of a weapon in a Safe School and Recreation Zone, Section 1457 of Title 11, Delaware Code.

TERRORISTIC THREATENING

Definition: Threatens to commit a crime likely to result in death or serious injury to another person.

Consequences of Terroristic Threatening	
Violation	Minimum Consequence(s)
All	<ul style="list-style-type: none">• OSS• Possible Referral to Police• Possible Discipline Review Board

ARSON, ATTEMPTED 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 Fires and Misuse of Fire Alarms/Extinguishers	
Violation	Minimum Consequence(s)
All	<ul style="list-style-type: none">• OSS• Referral to Police• Discipline Review Board

TOBACCO / VAPE PRODUCTS/ DRUGS/ ALCOHOL

Definition: Using, possessing, selling, being under the influence of or dispensing of tobacco, vapor products, drugs, and/or alcohol and related items such as, but not limited to, cigarettes, cigars, chewing tobacco, non-nicotine vapor pens/e-cigarettes, loose leaf tobacco, vapor pens, e-cigarettes, and e-liquids and oils. This includes transferring, delivering, or receiving any drugs, alcohol or paraphernalia from another cadet.

Consequences of Tobacco and/or Vape Products	
Violation	Minimum Consequence(s)
1st	<ul style="list-style-type: none">• OSS• Parents/Guardian conference with administration• Possible Discipline Review Board• Possible Police Referral
2nd or more	<ul style="list-style-type: none">• OSS• Parents/Guardian conference with administration• Possible Discipline Review Board• Possible Police Referral

INFLAMMATORY ACTIONS

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

Inflammatory Actions	
Violation	Minimum Consequence(s)
1 st	<ul style="list-style-type: none">• Detention• Potential OSS• Parent/Guardian contact with administration
2 nd or more	<ul style="list-style-type: none">• OSS• Disciplinary Review Board

FIGHTING

Definition: A physical altercation between two or more mutually combative cadets. Cadets are trained to walk away and report instances that may result in a physical altercation. Cadets are also trained to report any physical altercations on campus, therefore, any **cadet who utilizes a mobile device to video fights will be subject to disciplinary action.** In addition, any cadets that choose to spectate rather than report will also be subject to disciplinary action.

Fighting	
Violation	Minimum Consequence(s)
1 st	<ul style="list-style-type: none">• OSS• Potential referral to police• Potential Disciplinary Review Board
2 nd	<ul style="list-style-type: none">• OSS• Potential referral to police• Disciplinary Review Board

NOTICE: Acts of Physical Violence against School System Employees: The Commandant will determine all issues of fact and intent and submit all findings and recommendations. State of Delaware laws may require specific offenses to be reported to the Department of Education and/or law enforcement.

VIOLATIONS AND DISCIPLINARY ACTIONS

The glossary, located at the beginning of the Code of Conduct, is not all-inclusive. A cadet committing an act of misconduct, which is not listed, may 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 expulsion in an appropriate case. Criminal activity outside the school environment can also be cause for disciplinary action by the school against a cadet, if the behavior (criminal activity) 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 Commandant or his/her designee. The purpose of the recommendation is for the immediate consideration of the possibility of making a recommendation for alternative educational placement and/or expulsion from school, and that the matter be referred to the Board with a recommendation.

If disciplinary actions are required for a violation, such discipline shall be imposed. In addition to the required disciplinary actions, approved optional disciplinary actions may be imposed by the school Commandant or designee following a conclusion that those additional consequences are warranted. If disciplinary actions are recommended for a violation, such discipline will be imposed unless there is a compelling reason to do otherwise. In such cases, one or more of the optional disciplinary actions listed for the violation will be imposed.

COMBINATION OF OFFENSES

In single instances where more than one violation of the Code occurs prior to disciplinary action given, the cadet may be dealt with at the highest level and may be given the most severe action allowed for any of the offenses committed.

In separate incidents of violations of the Code, offenses cannot be combined prior to disciplinary action in order to determine the appropriate level and action for the latest offense. Offenses are to be considered separate, except as may be provided elsewhere in this policy. If several separate instances of the same offense occur prior to disciplinary actions, all of the offenses should be processed at the appropriate level of action specified for each violation. These offenses include bus violations.

ACCESSORY

Cadets who cause someone else to commit a violation, 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 OFFENDERS

If a cadet receives three referrals in a quarter regardless of type, Step 2 or higher consequences may be appropriate for each subsequent referral.

OFF-CAMPUS INFRACTIONS

Activities that occur outside of the school environment or during a sanctioned DMA event which substantially disturb the school environment are subject to the consequences listed under “Disruption of the Educational Process.”

Any violation committed by a cadet on another campus during a sanctioned DMA event shall be handled 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 (including NJROTC practices, games, or competitions) for the amount of days they are suspended.

DETENTION

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. Cadets are scheduled for detention or EMI at the time that they have a discipline conference for a disciplinary referral. If a cadet is experiencing a conflict with EMI or after-school detentions, they should be discussed with a school administrator.

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. While in detention or participating in EMI, the following rules apply:

1. Talking is not allowed
2. Reading of newspapers, comic books, magazines is permitted only if they are part of class assignment
3. Keep head off the table, and sit in an upright position
4. Stay awake at all times
5. Radios, electronic games and wireless phones are not allowed
6. Card playing is forbidden
7. Raise hand for permission to get out of seat
8. Cadets serving in-school suspension will be escorted to the restroom.

OUT-OF-SCHOOL SUSPENSION (OSS)

Suspension is the temporary removal of a pupil from the regular school program for a period not to exceed five (5) school days. The Commandant or designee, however, may extend a suspension past the five (5)-day period pending a decision on a Commandant’s recommendation to expel for severe behavior offenses. While serving out-of-school suspension, a cadet is forbidden from being on DMA property (this includes athletic fields, Office, any after-school activities, and/or extracurricular activities) for any reason unless accompanied by a parent or legal guardian to a pre-arranged appointment.

Prior to a suspension from school, the cadet shall be afforded due process as outlined above. Prior to a cadet being suspended, verbal communication of the suspension (parent notice) will be attempted through

the listed contact information provided by the parent/guardian. It is preferred that suspended cadets be picked up from school by the parent/guardian when the suspension is assigned. When direct phone communication is not successful, notification regarding the suspension will be left on a voicemail message and/or email, and the cadet will be retained at school until the end of the school day. A copy of the discipline referral will be sent home with the cadet. Generally, the parent notice should precede the cadet's removal from school. However, if this is not feasible or if the immediate removal of the cadet from the school is necessary to protect the safety of individuals, property, and/or the educational process, the necessary notice and conference, if requested by a parent, will follow as soon as practical.

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 a 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	Male to Male
Staff to Cadet	Female to Female
Cadet to Staff	Male to Female
Staff to Staff	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, field trips, 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).

- The following require mandatory reports to police:
- Violent felonies (all violent felonies that occur against cadets, school employees, and school volunteers must be reported)
- Assault against a cadet, school employee or volunteer

- Terroristic threatening against a school employee or volunteer
- Offensive touching against a school employee or volunteer
- Unlawful sexual contact against a cadet, school employee or volunteer
- Possession of a dangerous instrument or deadly weapon by a cadet
- Possession of an unlawful controlled substance including: prescription drugs, counterfeit drugs
- Other crimes as listed in Delaware Code, Title 14, Section 4112.

In addition, pursuant to statute, the superintendent, or his designee, shall report the following to the Department of Education:

- Sexual harassment
- Offensive touching (non-employee 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 (non-employee or school volunteer)
- Bullying

DISCIPLINE REVIEW BOARDS

The Discipline Review Board (DRB) will convene to consider issues of attendance and discipline, as appropriate. The DRB will include the Senior NSI, Dean of Cadets, Dean of Instruction (when appropriate) and a School Counselor. The Commandant does not sit on the discipline review board as they are the next step in the grievance process.

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 support/consequences for the cadet. Examples of ARB supports/consequences include, but are not limited to:

- Counseling
- Mandatory in-school or afterschool tutoring
- Loss of rank
- Daily Progress Sheets
- Regular Check-ins with designated personnel
- Limitations on participation on field trips and/or school activities
- Academic Probation
- Disenrollment from the Academy

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.

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 Infinite Campus portal – directions on how to create a parent portal are emailed 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.

The Delaware Military Academy operates on a modified 10-point grading scale. This ensures that all cadets receiving credit for a DMA course have attained a minimum of 66% 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.

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

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

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

Lunches: 1st lunch 1022 to 1047 // 2nd lunch 1103 to 1128

Tuesday Schedule

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

Lunches: 1st lunch 1022 to 1047 // 2nd lunch 1103 to 1128

Thursday Schedule

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

* Includes time for morning parade

Lunches: 1st lunch 1034 - 1059 // 2nd lunch 1115-1140

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 he/she does not arrive prior to 1100 hours, or if they leave earlier than 1100 hours, 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 ten days of absence per semester or exceed twenty days for the entire school year.

- A parent/guardian has the right to provide a note for the first five (Consecutive or Nonconsecutive) days 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.

- When a note has not been received by the school, after two days upon return to school, the absence will remain unexcused until proper documentation has been provided.
- In the event a cadet is out three consecutive days, a doctor's note is required.
- Following the fifth day a cadet is unexcused absent, a letter will be sent to the parent/guardian, via email, stating that medical documentation will be required for any additional days missed during the school year. Any additional undocumented absences or early dismissals will result in a conference/ phone call with Mr. Jeanne.
- Following the tenth day a cadet is unexcused absent, an in-person meeting will be scheduled with Mr. Jeanne and a parent will be required to attend. At this meeting, all parties will sign an attendance contract outlining any future consequences and/or protocol surrounding absences.
- After the fifteenth day a cadet is unexcused absent, a letter will be sent to the parent/guardian. This letter will state that a conference will be held with Mr. Jeanne and the Dean of Cadets. At this time, a determination will be made to the cadet's academic standing and proficiency and notice of potential truancy will be given.
- On the twentieth day a cadet is unexcused absent, a certified letter will be mailed and the truancy process will begin. A meeting will be held with the parent, the cadet and the Commandant to discuss further actions.

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 of child—a physician's note may be requested
- Scheduled appointments to a physical or mental health care provider, including, but not limited to, a physician, dentist, orthodontist, psychologist
- Contagious disease within the home of a student
- Death in the family or of a close friend
- Legal business
- Observance of a religious holiday
- Remedial health treatment
- Emergency situations as determined by the Head of School
- Suspension from school
- An arranged absence to visit a college or university or to participate in other educational experience (approved in advance with Mrs. Certesio)

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:

- Cadet's name (legible)
- Date and time early dismissal is requested
- Reason early dismissal is needed (should be an urgent/emergency reason)

- Telephone number(s) where the parent/guardian can be reached between 8:00 am. - 10:00 a.m. so the request may be confirmed.
- 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.
- Parent signature

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

MISSED ASSIGNMENTS

Classroom Late Work Policy

- No late homework or classwork
- Large projects, essays or labs – can be turned in up to three school days later for a maximum grade of 70% - after three school days, they will become a zero
- No test corrections unless they are a part of a 504/IEP plan

It is the cadet's responsibility to get any make-up or missed work based on this policy.

COLLEGE APPLICATION TRANSCRIPT POLICY

All college application transcript requests will be handled by your individual college counselor or through the Parchment service.

TRANSCRIPT GRADE CHANGE POLICY

The Delaware Military Academy recognizes that there are times when changes are required to a transcript or report card. When a change is required, it is reviewed by the Dean of Cadets and Dean of Instruction to ensure the change is appropriate and necessary. Once the change is made, grades are posted to the transcript and a new GPA is calculated.

SUMMER SCHOOL RECOVERY AND ORIGINAL CREDIT COURSES

Delaware Military Academy uses multiple outside providers (Educere or Keystone) for recovery credit. Cadets who have failed a course during the regular school year are notified no later than June 15th and provided registration information. Cadets are required to complete the recovery courses over the summer. All summer school grades are due to the Dean of Cadets, directly from the provider, no later than the 2nd Friday of August.

For courses completed prior to June 2024, the course is listed on our transcript as a generic course name (i.e. Science Recovery Course) but will be treated as the equivalent course to our regular original credit course. These recovery courses are added to the previous school year on our transcript.

For courses completed after June 2024, the course will be listed in a summer session term and the correct course name will be listed on the Delaware Military Academy transcript. We have moved to a new Student Information System (SIS) which now allows for better transcript reporting.

LOSS OF SEAT

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). A cadet may be in danger of losing their seat due to disciplinary, academic, attendance requirements stated in Delaware school choice law (Title 14, Chapter 4).

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. **NO UNIFORM, NO SCHOOL**.

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)

OTHER UNIFORM ITEMS/OPTIONAL ITEMS

Other uniform items not covered in the Cadet Field Manual:

- The Relaxed Fit Jacket is authorized for wear with any uniform (including the PT uniform).
- Cold weather parka
- Gloves 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. 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 we need 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. These articles should be black. Sport logos are not permitted on black knit caps.
- Expected wearing of items indoors in cold weather:
- The RFJ's may be worn with the Navy Service Uniform.
- RFJ's, when worn, should be zipped or buttoned up.
- DMA official letterman jackets are approved to wear except on inspection days.
- Socks – the only socks authorized with the Navy Service Uniform and the Service Dress Blue uniform are BLACK crew socks (no low 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.

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.

UNIFORM RESPONSIBILITY

- 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.
- 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 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.
- 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 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.

MILITARY COURTESIES – SALUTES

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.

- 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.
- The salute should always be accompanied by the appropriate greeting. For example, "Good morning sir/ma'am."
- 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.
- 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."
- There are certain times when saluting is not appropriate. At the following times salutes are not required:
 - a. When uncovered.
 - b. In the cafeteria during meals.
 - c. During drills, e.g. a fire drill.
 - d. When engaged in athletics or similar activity.
 - e. When part of a detail at work.
 - f. When in ranks (except on command).
- 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.
- 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 must see the nurse on a regular basis for medication or treatment will be given a separate sheet by the nurse. This sheet will indicate the regular time that the cadet is supposed to report to the nurse's office. Cadets who are requested to go to the guidance office or the discipline dean 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. The lunch period is to be spent entirely in the cafeteria. Cadets may sit anywhere. 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, 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. These include, but are not limited to:

- Faculty lounges
- Faculty bathrooms
- The area of the main office behind the counter
- The boiler room
- Custodial areas

Cadets found in these areas may receive a disciplinary referral for being in an unauthorized area. 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:

- the gymnasium
- empty classrooms
- the locker room
- various school offices

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.

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.

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.

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.

NJROTC Special Groups

- Color Guard
- Drill Teams
- Rifle Marksmanship Team
- Honor Guard(s)
- Leadership Academy

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 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.

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.

Eligibility

In order for a cadet to be eligible to participate in any DMA athletic or extra-curricular programming, they must meet the minimum requirements and have earned a 2.0 or higher GPA during the previous grading period. For detailed eligibility and waiver information, the entire policy is available [here](#).

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. 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. 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.

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:

- Classroom performance
- No discipline problems
- Class (i.e. year in school)
- Rank/rate
- Good attendance
- Timely submission of paperwork

Cadet Visits to the School Nurse

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