

Delaware Military Academy

DMA

Cadet Handbook



2011-2012

WELCOME!

Cadets,

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

Col. John J. Wintermantel
Superintendent
Delaware Military Academy

DELAWARE MILITARY ACADEMY
112 Middleboro Road
Wilmington, DE. 19804

Letter of Promulgation: DMAINST 5000.1

From: Senior Naval Science Instructor

To: Distribution List

Subj: Delaware Military Academy Cadet Handbook

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

Morgan H. Bahr, Commander
Chief Warrant Officer 4, USMC (Ret)

Distribution: All Cadets
All Staff Members

DELAWARE MILITARY ACADEMY
112 Middleboro Road
Wilmington, DE 19804

PREFACE

The Delaware Military Academy is governed by all regulations of the Red Clay Consolidated School District, State of Delaware Board of Education, and those of the United States Navy relating to the NJROTC program. These regulations, as they affect students at Delaware Military Academy, are stated in the RED CLAY CONSOLIDATED SCHOOL DISTRICT STUDENT RIGHTS AND RESPONSIBILITIES HANDBOOK, CHIEF OF NAVAL EDUCATION AND TRAINING (CNET) INSTRUCTION 1533.9 (series), and NAVEDTRA 37116-D Cadet Field Manual. Additional regulations and instructions will be covered in the Naval Science classes. Although not subject to U. S. Navy regulations or the Uniform Code of Military Justice, cadets will adhere to the principles and spirit contained therein.

This handbook does not alter either the letter or spirit of the above documents, but is intended to acquaint cadets with the goals, organization, operations, and expectations of the Delaware Military Academy. Each cadet is expected to observe the rules and regulations as stated in this manual, seeking worthwhile goals of citizenship; excellence; and service to school, community, state, and nation.

All cadets enrolled in the Delaware Military Academy have been enrolled at their request. Therefore, it is assumed both the cadet and his/her parent/guardian, desired enrollment based on expectations the Delaware Military Academy will uphold high standards of academic achievement and personal conduct.

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

Superintendent.....COL John J. Wintermantel

Commandant of Cadets.....Robert W. Chester

JROTC Commander.....CWO 4 Morgan H. Bahr

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CHAPTER ONE

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

101. PHILOSOPHY

The Delaware Military Academy believes learning is a life-long process of growth and development. The process involves physical and mental activities and affects all facets of a person's character and personality. We believe one's formal education is a series of planned experiences, designed to cause specific leanings. Therefore, schools should provide experiences to develop responsible, intelligent, self-directed, human beings who function as effective citizens. These citizens should be ones who possess sound values, who are economically competent, who are career-oriented, who possess good physical and mental health, who live and work harmoniously with others, and who habitually respond to personal and group issues with sound reasoning, emotional force and control, creativity, and human sensitivity. We believe if we promote learning in all areas, our students will function in a technology-oriented world. We believe they will have opportunities to become fulfilled human beings, who will savor joyfully the best of life's experiences, and cope intelligently with inevitable misfortunes.

102. MISSION

The mission of the Delaware Military Academy is to prepare young men and women for their next level of education and to provide them with a foundation that leads to good citizenship. In addition, we will furnish them with a healthy mental and physical environment with military training as a requisite for a better understanding of the obligations of citizenship and self-discipline, and to afford them opportunities for proper social activities and exposure to moral ideals.

103. OBJECTIVES

- A. To engage cadets in learning experiences/activities that will enable them to show an improvement in academic performance.
- B. To expose cadets to additional meaningful educational experiences through field trips and maximum utilization of available support services.
- C. To ensure a safe, disciplined, orderly, and structured environment conducive to academic excellence.
- D. To provide an environment which emphasizes the understanding that honor is the keystone of all worthy endeavors and will foster the development of self-respect, integrity, and trust.
- E. To provide cadets with a program designed to develop leadership qualities.
- F. To provide cadets with a full range of extra-curricular opportunities.
- G. To involve parents in the total education process of the cadet.

104. ESSENTIALS FOR SUCCESS AT THE ACADEMY

- A. **SELF CONTROL.** The ability to control one's emotions and actions under adverse conditions. If you cannot control yourself, you cannot lead others.

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

105. HONOR AND TRUST

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

There are certain basic character traits that are a natural part of the makeup of a lady or a gentleman. A lady or a gentleman would, at the very least, always be scrupulously honest, considering truth and honesty in dealing with others to be far more important than personal gain or potential loss. A lady or gentleman, furthermore, would never degrade his/her self esteem by unlawfully obtaining information to further his/her own goals - what we commonly call cheating; and further, he/she would never take something for his/her own which he/she did not rightfully earn - what we refer to as stealing. The labels, "liar", "cheater" or "thief" are inconsistent with the labels "lady" or "gentleman" and are, therefore, likewise inconsistent with the title "Cadet."

The honor and trust inherent in the title "Cadet" or "Lady" or "Gentleman" is yours when you enter the Delaware Military

Academy: you are the only one who can cause it to be lost. In keeping with the practice of trust and honor, the academy "Honor Code" is included in the cadet handbook. All cadets are charged with knowledge of and compliance with the Honor Code.

106. HONOR CODE

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

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

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

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

I will attend school daily and if unable, will seek out each teacher to receive work I have missed.

I will be punctual for classes, bring the proper books and materials to classes, and show complete attention to the teachers and learning during class.

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

107. DISCUSSION OF THE HONOR CODE

A. Introduction.

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

B. Description

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

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

1. Lying: To state knowingly an oral or written untruth. A lie may be either a declarative statement or a false response to a question. It is also a lie to knowingly misrepresent the true situation, or to describe by withholding, omitting, or subtly wording information in such a way as to leave an erroneous or false impression of the known true situation. The misrepresentation may be either word or deed.

2. Cheating: To use unauthorized assistance in submitting work designated to represent one's own efforts or to fail to indicate properly any authorized assistance received. A cadet's work must represent his or her own efforts. The specific areas outlined below are not intended to discourage assistance rendered from one cadet to another while studying or doing homework to help in understanding difficult concepts or procedures.
 - a. Giving or receiving knowledge of specific test questions or any test particulars is cheating.
 - b. Plagiarism in which work is copied or paraphrased without giving credit by quotation marks, attributing it to the author, and/or using footnotes, is cheating.
 - c. Utilizing any unauthorized assistance from others with or without their knowledge is cheating.
3. Stealing: To take, obtain, or withhold property or anything of value wrongfully from the possession of the true owner with the intention of permanently or temporarily depriving the owner of its use or possession.
4. Non-toleration. Delaware Military Academy cadets violate the honor code by "tolerating" if upon learning of an honor violation they take no action. Upon learning of what is believed to be a violation of the Honor Code or any other law or rule, the following options are available.
 - a. Immediately report to a staff member or cadet officer.
 - b. Discuss the incident with the suspected offender, and report the offender if necessary.
 - c. Caution and counsel the offender.

- d. Drop the matter if it appears certain that no violation has occurred.

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

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

Ignoring violations or mere passive acceptance of the responsibility of leadership cannot be tolerated in an environment where honor and integrity are vital concepts. Although the prohibition against lying and stealing is familiar to most cadets, the more demanding requirements of non-toleration necessitate careful thought and explanation.

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

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

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

108. COST AND OBLIGATION

All uniforms and Naval Science textbooks are the property of the United States government and are issued at no 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.

Cadets must purchase a DMA physical training uniform (tee shirt, shorts, sweats and black sneakers), and a DMA Cadet Handbook. A DMA lock will be provided to each cadet and must be returned (lockers may be secured only with a DMA issued lock). The DMA Cadet Handbook also serves as an agenda book and as the primary hall pass.

NJROTC uniforms must be returned when a cadet leaves the unit or whenever the instructors deem necessary or the cadet will be responsible to pay for items not returned. Cadets properly checking in uniform items will receive a custody card print out reflecting the status of returned items.

Cadets on field trips may be required to pay for part of the trip (usually the cost of meals and transportation).

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.

CHAPTER TWO

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

201. CADET RANK

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

- B. The most important single factor in advancement or promotion is personal example. All rank pre-supposes a certain level of maturity and capability and bears a commensurate responsibility. Any cadet who, through action or omission, shows that he/she lacks the maturity and responsibility which is expected of his/her rank will lose that rank regardless of how it was obtained. Loss of rank will usually take place one rank at a time but it is possible, under certain circumstances, for a cadet to lose all rank. This would normally be the result of action taken by the Senior Naval Science Instructor in conjunction with DMA leadership.

- C. Precedence for cadet officers will be by rank and by grade (seniors over juniors, etc). The Regimental Commander has precedence over all other cadets. The Regimental Executive Officer when acting as the Regimental Commander will have precedence over all cadets.

202. GENERAL REQUIREMENTS

- A. Assignments and advancement in rank in the Delaware Military Academy is based on demonstrated performance without regard to race, gender, or religious preference. Enlisted advancement will be based on a combination of testing, practical factors completion, inspection grades, class standing, and recommendations by DMA staff and by more senior cadets.

- B. Promotion to advanced ranks (senior chief petty officer and officer) will be at the discretion of the Naval Science Instructors with the final approval by the Superintendent. All promotions will be based on performance criteria which include leadership potential, maturity, initiative, management skills, physical fitness test and the respect of other cadets.

203. TRANSFER STUDENTS

Cadets transferring from other Junior Reserve Officers Training Corps units may receive rank up to and/or equivalent to, but not above the rank previously earned. Rank assignment will not exceed the rank of Ensign. Cadets must ensure verified records from their previous units are received by the Delaware Military Academy. The Senior Naval Science Instructor (SNSI) and/or the Naval Science Instructors (NSI) may waive minimum advancement requirements set forth in advancement eligibility. (See eligibility below.)

204. WAIVERS

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

205. SEAMAN RECRUIT ELIGIBILITY

- A. Time requirements:
 - 1. Time in unit: two weeks minimum
 - 2. Time in rate: not applicable
- B. Uniform
 - 1. Received initial outfitting of uniform
 - 2. Passed uniform inspection
- C. Overall Grade: Attain a C in Naval Science course
- D. Oral Tests: 1st and 2nd General Order to the Sentry (JROTC bar)
Training Time Out (anchor)
- E. Designation: JROTC bar collar device and the anchor for garrison caps
- F. Submission of the appropriate advancement sheet
- G. Pass the Physical Fitness Test

206. SEAMAN APPRENTICE ELIGIBILITY

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

207. SEAMAN ELIGIBILITY

- A. Time requirements:
 - 1. Time in unit: four months minimum

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

208. PETTY OFFICER THIRD CLASS ELIGIBILITY

- A. Time requirements:
 - 1. Time in unit: six months minimum
 - 2. Time in rate (seaman): two months minimum
- B. Uniform: no missed/failed uniform inspection days in six weeks
- C. Overall grade: Attain a C in Naval Science
- D. Written test: D.M.A. Chain of Command
- E. Practical test: Demonstrate ability to lead a squad in all standard facing commands, salutes, and basic marching
- F. Designation: Petty Officer Third Class Device
- G. Submission of the appropriate advancement sheet
- H. Pass the Physical Fitness Test

209. PETTY OFFICER SECOND CLASS ELIGIBILITY

- A. Time Requirements:
 - 1. Time in unit: nine months minimum
 - 2. Time in rate (Petty Officer Third): Second year.
- B. Uniform: no missed/failed uniform inspection days in two months
- C. Overall grade: Attain a C in Naval Science
- D. Written test: National Chain of Command and General Orders to the Sentry

- E. Practical test: Nine and Sixteen Count Manual of Arms
- F. Designation: Petty Officer Second Class Device
- G. Submission of the appropriate advancement sheet
- H. Pass the Physical Fitness Test

210. PETTY OFFICER FIRST CLASS ELIGIBILITY

- A. Time Requirements:
 - 1. Time in unit: Fifteen months minimum
 - 2. Time in rate (Petty Officer Second Class): Second year.
- B. Uniform: no missed/failed uniform inspection days in two months
- C. Overall grade: Attain a C in Naval Science
- D. Written test: Chain of Command, leadership qualities, unit policies, military education, drill requirements, and seamanship
- E. Practical tests:
 - 1. Demonstrated performance in conducting proper inspection
 - 2. Knot tying: figure eight knot, square knot, clove hitch, bowline, turn and two half hitches
 - 3. Drill a Platoon.
 - 4. Inspect a Platoon
- F. Designation: Petty Officer First Class Device
- G. Submission of the appropriate advancement sheet
- H. Pass the Physical Fitness Test

211. REQUIREMENTS FOR SCPO THRU CADET OFFICER

- A. Selection to officer and senior chief positions, minimum requirements:
 - 1. Must have a unit service ribbon.
 - 2. No outstanding unmet obligations to the Academy.

3. Must have past the physical fitness test during the current year.
4. For seniors-must have participated in at least one community service event during the current year.
5. For juniors-must have at least 5 hours community service during the current year.
6. Must be passing all subjects.
7. Must have at least a Grade of B in Naval Science
8. Must be able to demonstrate basic sword manual drill.
9. Must be able to demonstrate the movements of the American and Navy flags in a marching color guard.
10. Must have a 3.0 GPA.
11. Pass the Physical Fitness test

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

Female Cadets:

- | | | | |
|---------|---------------|--------------|--------------------|
| Grade 9 | Push-ups (5) | Sit-ups (30) | 1 Mile Run (11:10) |
| 10 | Push-ups (11) | Sit-ups (32) | 1 Mile Run (11:00) |
| 11 | Push-ups (13) | Sit-ups (34) | 1 Mile Run (11:00) |
| 12 | Push-ups (14) | Sit-ups (35) | 1 Mile Run (11:00) |

Male Cadets:

- | | | | |
|---------|---------------|--------------|-------------------|
| Grade 9 | Push-ups (20) | Sit-ups (41) | 1 Mile Run (8:30) |
| 10 | Push-ups (25) | Sit-ups (41) | 1 Mile Run (8:08) |
| 11 | Push-ups (27) | Sit-ups (43) | 1 Mile Run (7:53) |
| 12 | Push-ups (30) | Sit-ups (44) | 1 Mile Run (7:35) |

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

214. POLICY FOR CADETS RETURNING TO THE DELAWARE MILITARY ACADEMY

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

- A. Second-year cadets, (9th going into 10th) minimum requirements:
 - 1. Cadet rank of Petty Officer third class(PO3)
 - 2. Successfully passed NS-1 course
 - 3. Participation ribbon
 - 4. No outstanding unmet obligations to the Academy
 - 5. Completed 5 hours of community service
 - 6. Completed 10 hours of unit service
 - 7. No final grade of F in any core subject.
 - 8. Pass the Physical Fitness Test

- B. Third-year cadets, (10th going into 11th) minimum requirements:
 - 1. Cadet rank of petty officer first class (PO1)
 - 2. Successfully passed Naval Science
 - 3. Community service ribbon (10 hours completed)
 - 4. Complete 5 hours of unit service.
 - 5. No outstanding unmet obligations to the Academy
 - 6. Participation ribbon with bronze star
 - 7. No final grade of F in any core subject.
 - 8. Pass the Physical Fitness Test

- C. Fourth-year cadets, (11th going into 12th) minimum requirements:
 - 1. Cadet rank of chief petty officer.
 - 2. Successfully passed Naval Science
 - 3. Community Service ribbon with bronze star (20 hours)

Or

Community service ribbon (10 hours) and unit service ribbon
(10 hours)
Participation ribbon with two bronze stars

4. Pass the Physical Fitness Test

CHAPTER THREE CONDUCT AND RESPONSIBILITY

301. UNIFORM CODE OF CONDUCT PURPOSE

Uniform Code of Cadet Conduct contains regulations governing the conduct of cadets. It has as its central purpose the prevention of actions that might interfere with the school program. Each staff member of the Delaware Military Academy is required to function in accordance with this code.

In addition to this Code, the Red Clay Consolidated School District has adopted official Rules and Regulations, which relate to student activities, behavior, and student discipline. These Rules and Regulations, some of which are more detailed than the code provisions, are legally binding. Cadets, parents, and staff members are encouraged to fully acquaint themselves with these Rules and Regulations, which are available in the main office.

302. DISCIPLINE PROCEDURES

Any cadet committing an offense as outlined in the Red Clay Consolidated School District Student Code of Conduct will be referred to the Commandant or designated personnel. They will be dealt with according to Regulations. See DMA website for Demerit Policy, Attendance Policy and Cell Phone Policy.

303. CLASS LEADERS

In all classes the teacher shall appoint a class leader. This usually will be the senior ranking cadet in class.

304. CLASS CONDUCT FOR ALL CLASSES

- A. Beginning of each class - cadets are expected to enter the classroom BEFORE the tardy bell sounds.
- B. Cadets entering late or who come into any classroom after class has started must stop at the threshold of the classroom door; come to attention and, WHEN RECOGNIZED by the teacher, say in a firm voice "Request permission to enter or 'come aboard,' sir/ma'am". When permission is granted the cadet may enter and go to his/her seat quietly or state his/her business with the teacher.
- C. All classes at Delaware Military Academy will begin by the Platoon Commander or ranking cadet (class leader) calling the class to attention. If the teacher is not in the room, class will also be called to attention when he/she enters the room. At the end of class and upon signal from the teacher, the Platoon Commander or ranking cadet will call the class to attention for dismissal. Cadets WILL NOT LEAVE until dismissed.
- D. Cadets will address all teachers and staff appropriately (Mr., Mrs., or Ms. with the teacher's last name - for example: "Mr. Smith, Mrs. Jones," etc.). Naval Science Instructors will be addressed by their military rank and name - for example: "Senior Chief Fields, Master Sergeant Roe," etc. Teachers will address cadets as either "Cadet ____ (last name)" or, Mr., or Ms. (last name). Also, use of cadet rank and last name is always appropriate. Use of last name only is acceptable for E-6 and below.

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

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

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

- H. Generally speaking, the rule of seniority presides. If an instructor/ teacher is conducting class, one would not call attention for someone junior who is entering. (Someone junior would usually be asking for permission to enter.) A senior or visitor would be recognized. Furthermore, “Attention on deck” will not be called for cadet officers (including the Regimental Commander) who are members of the class. When a cadet officer enters the room on official business “Attention on Deck” will be sounded, if no senior person is present.

- I. Teachers or Instructors transiting back and forth into the same class during the same period would usually only be recognized the first time they entered class during that period.

- J. When “Attention on Deck” is sounded all members of the class will come to attention regardless of their rank or position.
- K. If a cadet is not in class, for any reason, the teacher can and should mark him/her absent. If the absence is legitimate (for example, serving on duty squad), it will not be counted against the cadet. Cadets who are excessively late to class without a properly signed late slip shall be reported by the cognizant teacher to the Administration for discipline. Procedures will be promulgated to the faculty by the Commandant via separate correspondence.

305. CONDUCT BETWEEN CLASSES

- A. Upon dismissal, cadets shall proceed to their next class by the most direct route. They shall keep to the right side of the hallways and single stairways. There will be no loud, unseemly conduct or skylarking. Cadets will not go to the nurse, their lockers, the main office, or conduct any other business during class breaks. Cadets should not be kept past dismissal or into the next period without providing a hall pass for the teacher of the cadet’s next period.
- B. In Talley Hall (main building) transit between floors (decks) is up the forward ladder (stairs) from the quarterdeck and down the aft ladder (other end of building). In the science hall the single stairway is transited by staying to the right.
- C. Transit between buildings and access to the science hall. Cadets may depart Talley Hall by either door and cross the parking lot island on the concrete ramp to get to the center double doors to the science hall (only entranceway to the science hall). Crossing through the landscaped part of the island is not authorized. Cadets may depart the science hall

by the double entrance doors or the door at the end of the building (by the last Naval Science classroom).

Entrance back to Talley Hall is through the quarterdeck entrance. Cadets are not to walk around the outsides of either building to gain access by side or back doors.

306. Demerit Policy

Delaware Military Academy Demerit Policy

Discipline at Delaware Military Academy is administered in accordance with the Red Clay School District code of conduct (posted on the DMA web site) and the DMA Cadet Handbook. Cadet responsibilities and consequences for inappropriate behavior are reviewed in these two documents. Additionally, Delaware Military Academy utilizes a demerit policy where the Administration will monitor cadets' behavior and cadets will have the opportunity to monitor their own behavior and track their demerits. Demerits will be issued for various infractions which can be seen below. When a cadet accrues a specific number of demerits (see the chart below) he or she will be sent to the Dean of Cadets **or** the Commandant **or** will appear before a Discipline Review Board (accompanied by their parents) where various sanctions may be imposed. This may include any or all of the following loss of extra-curricular activities (i.e. prom, dances, rank, dismissal from sports teams and other sanctions deemed appropriate by the Discipline Review Board). All cadets will have an opportunity to "work off" a portion of their demerits through pre-approved community service to remain in good standing at the Academy. DMA will have various pre-approved community service centers where a cadet can perform volunteer work to reduce their demerits. DMA believes that cadets' monitoring their own behavior will result in a cadet being more accountable for his or her behavior. Any discipline issue that is deemed "serious" in nature will be addressed immediately by the administration and handled accordingly.

Infraction	Points/Consequences
Uniform Infractions	1
Unexcused late to class	2
Eating/drinking/chewing gum in class	1
PDA (Personal Display of Affection)	1
Abusive language/Profanity	1
Class disruption (based on severity)	1-5
Horseplay (based on severity)	1-5
Academic cheating (Referral of Commandant)	5
Class cut/cut school	5
Unexcused late to school	2
Unexcused absence from school	2
Cyber bullying/bullying	20
Fighting (physical altercation)	20
Abusive language to staff	20
Possession and or use of tobacco	20

products	
Theft/gambling	20
Sexual harassment (Depending on Level)	0-20
Extortion	30
Vandalism/Defacing school property	30
Possession and or use of drugs/alcohol	30
Offensive touching to a staff member	30
Terroristic threatening	30

Notes: Parents/guardians must send in a signed note the day a cadet returns to school for any absence to be considered excused. Parent/guardian notes for absences are limited to five occurrences. After the fifth occurrence a doctor's not must be presented for an absence to be considered "excused" (not a note from the parent). Any absence of more than three consecutive days will require a doctor's note to be considered "excused". Any absence for trips or other reasons (other than medical) must be approved by the Commandant in advance.

Demerit Thresholds

Grade 09	30 Demerits – Report to Dean of Students 45 Demerits – Report to Commandant 60 Demerits – Appear before Review Board
Grade 10	25 Demerits – Report to Dean of Students 40 Demerits – Report to Commandant 55 Demerits – Appear before Review Board
Grade 11	20 Demerits – Report to Dean of Students 35 Demerits – Report to Commandant 50 Demerits – Appear before Review Board
Grade 12	15 Demerits – Report to Dean of Students 30 Demerits – Report to Commandant 45 Demerits – Appear before Review Board

The mission of Delaware Military Academy is to instill leadership, promote citizenship and enhance scholarship potential. The demerit system follows these cornerstones of our foundation while allowing cadets the opportunity to develop and “grow” within the system. To that end, the demerit system is a “graduated” system. Freshman cadets may accumulate more demerits for minor infractions before they are required to report to the Dean of Cadets or the Commandant for the appropriate consequences for their actions. Each year the number of demerits permitted before consequences are delivered decrease as cadets are expected to mature and demonstrate the qualities of a DMA upper-classman. Obviously upper classman should not make many of the minor “mistakes” as a younger cadet and are expected to perform at a higher standard as they are the role models for the Academy and are expected to act accordingly.

307. ACADEMIC REVIEW BOARD (ARB)

A. An Academic Review Board (ARB) will be convened for cadets failing two or more subjects at the end of each marking period. Usually cadets failing two or more subjects will receive a warning letter and will be subject to board review. The ARB may also consider issues of attendance and discipline as appropriate. The ARB will consist of:

- Superintendent
- Commandant
- School staff members as assigned
- One or more NJROTC staff members

B. The parent or guardian of the cadet will be required to accompany their cadet to the Academic Review Board on their second offense. Cadets appearing before the ARB will present themselves in a military manner in the Winter Blue or Summer Blue Uniform. They will be informed by the senior member conducting the hearing of the purpose of the Board and will be allowed to make statements.

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

Minimum of academic probation in all cases,
if appropriate;

- Mandatory tutoring
- Counseling
- Loss of rank
- Assignment to EMI - up to 16 hours (academic based)
- Limitations on participation on field trips and/or school activities
- Disenrollment from the Academy

- D. Recommendations of the ARB will be forwarded to the Commandant for review. The actions will begin immediately upon approval by the Superintendent..

308. DISENROLLMENT

- A. Cadets who fail to meet minimum standards for retention in the NJROTC program will be considered for disenrollment (i.e., denied enrollment for the following school year). Disenrollment will be determined on an individual basis taking into account the cadet's overall record and individual circumstances. However, cadets will be deemed NOT to have met minimum standards for retention in the NJROTC program if:
 - 1. They receive a failing grade in their Naval Science class.
 - 2. They fail to earn five units of credit (ten semester credits) in a school year.
 - 3. They have an absence and tardy record combined that exceeds eighteen days in a school year. (Except in cases of extenuating circumstances).
 - 4. They are put "on report" for unacceptable behavior over six times in a semester, or eight times in a school year. (This includes verified bus misconduct reports.) Cadets exhibiting 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. They fail to meet the terms of any probation or correct the deficiency for which they were placed on probation.
 - 6. They fail to make minimum rank for their grade.

B. DISENROLLMENT. A cadet may be dis-enrolled by the Superintendent, for any of the following reasons:

1. Failure to maintain the standards required for enrollment.
2. Lack of aptitude, indifference to training, disciplinary reasons, or undesirable traits of character.
3. Failure to meet the terms of probation or to correct the deficiency for which placed in a probationary status.
4. Request of the individual student.

CHAPTER FOUR

UNIFORM REGULATIONS AND GROOMING STANDARDS, MILITARY COURTESIES

401. UNIFORM REGULATIONS

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

402. ACADEMY UNIFORMS

- A. There are five 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:

Navy Service Uniform
Navy Service Uniform w/ribbons
Service Dress Blue
PT uniform

- B. The details of uniform composition and wear are detailed in the Cadet Field Manual (NAVEDTRA 3746-G)

403. OTHER UNIFORM ITEMS/OPTIONAL ITEMS

Other uniform items not covered in the Cadet Field Manual:

- A. The Relaxed Fit Jacket and Pea Coat are authorized for wear with any uniform (including the PT uniform).
- B. Scarves (not issued by the Navy). Scarves may be worn with the pea coat. They must be black and shall not be worn in classroom or during inspections. White scarves are optional for cadet officers.
- C. Gloves. May be worn for comfort with any uniform when the pea coat or relaxed fit jacket is worn. Gloves shall not be worn in classroom, during inspections, or at any other time when not exposed to the elements. Gloves should be black.
- D. Overshoes/Boots (not issued by the Navy). May be worn for comfort and to protect shoes during rain or snow.

Must be black. Must be removed or changed immediately upon arrival at school (before inspection at the front door).

- E. Caps/Earmuffs (not issued by the Navy). There are times, particularly in mid-winter, when the Navy- issued caps may not provide the desired low temperature protection. During such times a knit stocking cap or earmuffs may be worn, or a rain cap may be worn when it is raining. General rule is knit caps are worn only with pea coats. These articles should be black. Sports logos are not permitted on black knit caps.

- F. DMA Blue PT Uniform Sweat Shirts are not authorized for wear over the khaki shirt for warmth during school.

- G. Expected wearing of items indoors in cold weather: DMA black sweater may not be worn. The RFJ's may be worn, but only if the DMA PT sweat shirt is worn underneath. With the Navy Service Uniform the RFJ may be worn alone.

- H. Overcoats. Pea coats are not to be worn indoors. They should be removed and placed in lockers or carried.

- I. I. RFJ's and pea coats, when worn, should be zipped or buttoned up.

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

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

404. NAME TAGS

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

405. UNIFORM RESPONSIBILITY

- A. All uniform items issued by the Navy remain the property of the Navy and are the responsibility of the cadet to whom they are issued. If an item is lost, stolen, or damaged to the extent that it is not repairable for further wear due to the cadet's negligence or misconduct, it is the responsibility of the cadet (or parent) to reimburse the Navy for that item.
- B. If an article is outgrown or worn out through normal usage it will be replaced by the NJROTC staff at no cost to the cadet.
- C. If an article requires minor repair for continued wear (such as replacing buttons, zippers, repairing minor tears or rips or half-soling shoes), this is the responsibility of the cadet (or parent). It is also the responsibility of the cadet (parent) to let down hems when appropriate for trousers/slacks/shirts that continue to fit around the waist but are too short.
- D. Loss of an article of clothing must be reported immediately to the Senior Naval Science Instructor and arrangement made for reimbursing the Navy. In most cases some extended payment plan may be made through the Senior Naval Science Instructor. As soon as payment is made, or arrangements for payment have been made, a new article will be issued. Academic

records CANNOT be transferred to another school if a cadet's uniform account is not clear.

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

406. MILITARY COURTESIES – SALUTES

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

- E. All salutes shall be acknowledged. If covered and in uniform, acknowledgement is by returning the salute. If uncovered or not in uniform, acknowledgement is by returning the greeting or telling the saluting cadet to “carry on.”
- F. There are certain times when saluting is not appropriate. At the following times salutes are not required:
 - When uncovered.
 - In the cafeteria during meals.
 - During drills, e.g. a fire drill.
 - When engaged in athletics or similar activity.
 - When part of a detail at work.
 - When in ranks (except on command).
- G. Although a salute may not be required under certain circumstances, an officer or staff member’s presence must still be acknowledged and shown proper respect and courtesy. Again good judgment should be exercised.
- H. Cadets-in-charge of formation shall salute for the formation. If there is not a cadet-in-charge present, the cadet on the right end of the front rank will salute for the formation.

CHAPTER FIVE

CADET UNIT ORGANIZATION

501. REGIMENTAL ORGANIZATION

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

502. ORGANIZATIONAL CHART

(EXAMPLE OF A FULLY MANNED REGIMENT)

REGIMENTAL COMMANDER

COMMANDER
FIRST BATTALION

COMMANDER
SECOND BATTALION

COMMANDER AFLA CO	COMMANDER BRAVO CO	COMMANDER CHARLIE CO	COMMANDER DELTA CO
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CADET LEADERSHIP POSITIONS

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

COMPANY POSITION	A CO	B CO	C CO	D CO
Commander	C/LCDR	C/LT	C/LCDR	C/LCDR
Executive Officer	C/LT	C/LTJG	C/LT	C/LT
Platoon Cdr.	C/ENS	C/ENS	C/SCPO	C/ENS
Muster P.O.	C/CPO	C/CPO	C/CPO	C/CPO
Admin P.O.	C/PO1	C/PO1	C/PO1	C/PO2
Guide	C/PO1	C/PO1	C/PO1	C/PO2

Squad Leader	C/PO2	C/PO2	C/PO2	C/PO3
Asst. Squad Ldr	C/PO3	C/PO3	C/PO3	C/SN

503. NAVAL SCIENCE INSTRUCTOR STAFF

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

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

504. DUTIES AND RESPONSIBILITIES OF CADET OFFICERS

It is the duty and responsibility of every cadet officer to abide by and enforce the rules and regulations of Delaware Military Academy. Cadet Officers must provide the proper example(s)

for the cadet battalion in matters of military appearance, bearing, conduct, and academic performance.

Cadet officers will report all offenses of the discipline code to the chain of command and will carry out duties as assigned by the Regimental Commander.

505. PLAN OF THE WEEK / PLAN OF THE DAY

Plans of the Week/Day are official publications of the Delaware Military Academy. All cadets and staff are charged with a thorough knowledge of their contents.

A Plan of the Week (POTW) will be published at the beginning of each week and read to each platoon at muster. The POTW will include notices of school activities, class schedule information, the Duty Squad assignments, and the prescribed uniform for each day of the week, special announcements, etc. **IT IS THE DUTY OF EACH PLATOON LEADER TO ENSURE THAT THE POTW IS READ TO HIS/HER COMPANY AT MUSTER.**

A copy of the POTW will be posted on the bulletin boards in the hall, cafeteria and in Naval Science classrooms, for reference. It is strongly recommended all teachers post a copy of the Plan of the Week in their classrooms.

A Plan of the Day will be published if and when necessary.

506. Daily Schedule

Cadets report to homeroom / assigned area for muster
Bell
First Block
Colors and Pledge of Allegiance / National Anthem
Bell
Second Block
Bell

Third Block Lunch 1
Bell
Lunch 2
Bell

Fourth Block
Bell

Dismissal of bus cadets, walking cadets will be
dismissed upon departure of buses

507. DUTY SECTION

The Duty Section will rotate as directed through each section of the Battalion and will perform duties under the Officer of the Day (staff member) as follows:

- A. Raise and lower the National colors in a dignified ceremony at times prescribed, 0800 and 1450.
- B. Serve as building sentry and/or escort visitors from assigned entries/ stations.
- C. Collect muster sheets 20 minutes after the start of each period, if needed.
- D. Serve as messenger for the administrative staff, as required.
- F. Freshmen platoons normally will be assigned to Duty Section during the second semester.
- G. The Regimental Operations Officer is responsible for assignments for the Duty Squad and for Duty Section functions.

CHAPTER SIX

CADET LIFE

601. NAVAL SCIENCE COURSE REQUIREMENTS

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

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

602. PATRIOTISM AND SCHOOL (UNIT) SPIRIT

- A. 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.
- B. A daily manifestation of this spirit will be the raising of the colors (the flag) on campus and reciting the Pledge of Allegiance in the classroom or attending to the playing of the National Anthem when appropriate. Full participation by each cadet in the recitation of the Pledge of Allegiance to the Flag and respect during the playing of the National Anthem is thereby assumed and expected. Students who have reservations concerning the Pledge or Anthem need to

reconsider their desire to attend a military academy in the United States of America staffed by personnel who have served their country well and faithfully. On the occasion where a non-citizen of the United States were to attend the Academy, respectful attention during the Pledge and the National Anthem would be expected.

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

603. CLOSED CAMPUS

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

604. SPECIAL GROUPS

Certain groups are required by Naval regulations as regards to the NJROTC program. These are Color Guard and Drill Teams. Other groups are optional but encouraged. These are the Rifle Marksmanship Team, and Honor Guards. It should be noted: when functioning as a member of a group, whether practicing or performing, cadets are subordinate to the appointed group

leader and chain of command regardless of the position they may hold outside the group. Appointments of group leadership positions will be made by the NSI sponsor with the approval of the SNSI. It must be clearly understood, advancements or promotions made by virtue of filling a position within special groups are temporary in nature, and valid only as long as the cadet is filling the position. Upon being relieved, replaced, etc. the cadet will usually revert back to his/her permanent rank or rate.

605. COLOR GUARD

- A. The Color Guard shall normally consist of four or five members:
 - National Color Bearer (Commander)
(mandatory)
 - U. S. Navy Flag Bearer
 - NJROTC Unit Flag Bearer
 - Two Color Escorts (Rifle Bearers) (mandatory)

- B. For special occasions other flags such as Armed Service Flags, State Flag, or City Flags may be added or substituted for flags in the Color Guard (except the National Colors). The Delaware Military Academy normally supports two Color Guards, the Senior Color Guard and Junior Color Guard. Additional Color Guards, i.e. NS-1 Color Guard, may be constituted as dictated by circumstances.

- C. Color Guards are traditionally made up of enlisted personnel. There is no restriction on cadet officers serving on the color guard but an appointment as a cadet officer will not be made by virtue of serving on the Color Guard.

606. DRILL TEAMS

Delaware Military Academy supports a senior and junior drill team and would support male and female teams if interest warrants. Teams are further divided into Armed, Unarmed, Exhibition, and Two Cadet Exhibition Teams. An Individual Drill Requirements (IDR) Team may also be formed. A drill team, ideally, consists of 14 members, including 12 drillers, a guide and the commander. It is realized that this ideal cannot always be met. Often rather extreme modifications must be made. Drill teams must develop, practice, and perfect suitable routines or prescribed routines for scheduled drill meets.

607. RIFLE (MARKSMANSHIP) TEAM

The Delaware Military Academy makes use of air powered target rifles. Competitions, matches, etc. are in accordance with Civilian Marksmanship/National Rifle Association rules.

608. HONOR GUARD

The Delaware Military Academy supports an Honor Guard. Besides serving as an Honor Guard for arriving dignitaries, the Honor Guard may serve as escorts for V.I.P's, form the arch of swords at the Naval Ball or at other functions as needed.

609. REGIMENTAL DRUM AND BUGLE CORPS

The Regimental Marching Band is under the supervision and training of a staff member. The primary mission of the Drum and Bugle Corps is to provide musical support for the Regimental or units thereof at Annual Inspection, graduation, parades, and other functions. The corps repertoire should include, but not be limited to, numbers of a military, patriotic, or nautical nature. As a minimum the repertoire should include

the Star Spangled Banner, Anchors Aweigh, High School Cadets, Pomp and Circumstance, and Life on the Ocean Waves.

610. EXTRA CURRICULAR ACTIVITIES

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

611. NATIONAL HONOR SOCIETY (NHS)

A. 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.

B. Cadets are eligible for consideration for induction into the National Honor Society as Juniors with a 3.3 cumulative grade point average and as Seniors with a 3.3 cumulative grade point average. Cadets 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.

612. CLUBS AND INTEREST GROUPS

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.

613. SPORTS TEAMS

Different sports teams will also develop from the interest level of the cadets. Due to limited space available on campus, innovative ways of supporting a sports program will be conducted.

614. LOCKERS

- A. Permanent lockers will be assigned to each cadet by his/her homeroom teacher. Cadets **SHALL NOT** use unassigned lockers. Sharing of lockers **IS PROHIBITED**. All unassigned lockers which are locked will be opened by administration and the contents removed. Each cadet must use a lock. Cadets must insure that locks and lockers are secured at all times. Unlocked lockers will have the contents removed and the owners subject to disciplinary action. Cadet lockers are subject to inspection by the Administration and Naval Science Instructors.

- B. Times cadets may be at lockers:
 - Before school
 - After the end of the second block bell
(Before Lunch Block)
 - Before the starting bell for fourth block
 - After the last bell of the day

615. BOOK BAGS / GYM BAGS

All cadets may have a book bag to carry their books. Gym bags will be authorized to carry gym clothing, sports clothes, etc and will be stored away. It must be clean and in good repair. No writing, drawing or graffiti is permitted on the cadet's book bag or gym bag with the exception of the owner's name.

616. PROHIBITED ITEMS

Do not bring the following contraband items to school.

- A. Items that will be confiscated and not returned:
 - Cigarettes, tobacco products Drug graffiti
 - Obscene literature Playing cards
 - Lighters / matches Bandannas
 - Weapons of any sort
 - Box cutters, razor blades, etc
 - Laser pointers are considered a weapon by DMA.
 - Possession will be handled as a serious offense.

- B. Items that will be confiscated and returned to parent ONLY (given to charity at the end of the school year if not claimed):
 - RadiosTape, CD players
 - Communication devices (see below)
- C. Food and drinks are not permitted in classrooms.
All food will be eaten in the mess hall.

617. CELL PHONE/ELECTRONIC EQUIPMENT POLICY

Cadets at DMA are permitted to have their cell phone with them. The cell phone is to be turned off. It is strongly recommended that the cadets leave their cell phones/electronic equipment in their secured locker to prevent them from being

tempted to use their phone or misplacing it. The consequences of being caught using your phone/electronic equipment is:

1st offense: the device is confiscated. Cadet has the option to pay \$5.00 which is donated to DMA (used to support cadet activities) or the parent/guardian can pick up the device.

2nd offense: The device is confiscated. Cadet has the option to pay \$5.00 which is donated to DMA or the parent can pick up the device. On the second offense the cadet will receive TWO demerits and the parent/guardian will be contacted that a third offense will result in the cadet being suspended out of school for one day. The device at that time will only be returned to the parent/guardian.

618. TELEPHONES AND MESSAGES

Cadets are not permitted to use office telephones without permission. Cadets are not to receive personal calls. Cell phones are not permitted to be used during school hours.

619. HOMEWORK POLICY

Homework will be required in accordance with State of Delaware Public School's policy. Homework completion is not optional. Cadets not completing homework could result in appearing before the Academic Review Board.

620. CLASS TESTS

To prepare for tests given in classes, cadets are advised to review (study) the material to be covered on the test the night preceding test, at a minimum.

621. 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 authorized a uniform change. Cadets are eligible to participate according to the following criteria:

A. All cadets will be chosen for trips by:

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

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

9th Grade Camping Trip (Fall)NJ
Dover Air Force Base (Spring)
Camping Trip (Spring)
Cape May Coast Guard Base

10th Grade Naval Base Norfolk
Naval Air Station, Norfolk
Aberdeen Proving Grounds
Quantico, VA
Sunset Parade (May)
Cape May Coast Guard Base

11th Grade Sea Cruise (Philadelphia)
Naval Base Norfolk
Aberdeen Proving Grounds
Sunset Parade (May)
Annapolis, MD

12th Grade Sea Cruise (Philadelphia)
Annapolis, MD

622. LOST AND FOUND

Cadets misplacing books, clothing and/or other belongings on occasion may be able to retrieve the item(s) from the “Lucky Bag” (lost and found), located in the quarter deck or other designated spaces, before school or during lunch periods.

623. DRIVING PRIVILEGES

Authorization to park on campus is limited to seniors with a cumulative GPA of 3.25 and must possess a valid DMA sticker, that must be properly displayed. Any additional parking spaces will be offered to qualified Regimental Staff.

CHAPTER SEVEN

ADMINISTRATIVE PROCEDURES

701. SCHOOL NURSE – CADET VISITS

- A. Cadets may see the school nurse before school, during their lunch periods, or after school, with a hall pass.
- B. Cadets going to the nurse’s office during class time must have a hall pass from their teachers. Unless it is an emergency, the cadet will be sent back to the teacher for a pass. Cadets should not go to the nurse’s office during passing time and then request a pass to class unless it is an emergency.

- C. The nurse maintains a daily sign-in log. The time recorded will be monitored.
- D. Hall passes will be given to cadets who have been in the nurse's office, and who are late for class due to treatment rendered.

702. EMERGENCY CARDS

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

703. MEDICAL CARE

- A. First aid is given in emergencies.
- B. Medications prescribed by a licensed health care provider may be administered to students by the school nurse under the following conditions:
 - 1. Written request received from parent/guardian for non-prescription medication.
 - 2. Prescription medications brought/sent to school should be in the original container that is properly labeled with the student's name; the name of the medication; time; dosage; how it is to be administered; the physician's name; name of pharmacy and phone number; and a current date of the prescription.
 - 3. All medications must be kept in the nurse's office. The only exceptions to this rule are prescription inhalers for

asthmatics and epi-pens for those with severe allergic reactions. In order to carry inhalers or epinephrine, cadets must have written permission from their parents/guardians and written permission from their doctors on file in the nurse's office.

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

704. CHRONIC / SERIOUS ILLNESSES

- A. Any cadet who needs to be excused from any physical education class (long term) must submit a physician's statement.
- B. Cadets who have been absent due to serious illness should be referred to the nurse before returning to class.

705. ACCIDENTS

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

- A. To insure that proper medical care is given.
- B. To validate any future insurance claim.

706. EARLY DISMISSAL

- A. Cadets should request an early dismissal in writing. An early dismissal request can be processed only with a note from a parent/guardian which includes all of the following information:

1. Cadet's name (legible)
 2. Date and time the E.D. is requested
 3. Reason E.D. is needed (should be an urgent/emergency reason)
 4. Telephone number(s) where the parent/guardian can be reached between 8:00 am. - 10:00 a.m. so the request may be confirmed.
 5. Parent's signature
- B. Requests not confirmed by telephone may be denied. Parents/ guardians may contact the office to confirm the written request before 10:00 am. the day of the early dismissal if the parent cannot be reached by phone.
- C. Excessive early dismissals will require a parent conference to explore alternatives. The student falsifying an early dismissal request will face disciplinary action.

707. 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.

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

2011-2012 CALENDAR OF EVENTS

JULY

July 3 - 16	Leadership Academy
July 6 - 9	Basic Leadership Training
July 25 - 29	New Cadet Orientation
July 25, July 29	Spirit wear sales (11 am)

AUGUST

Aug 8 - 12	Band Camp
Aug 11	Sports Booster Mtg (630)
Aug 15	Fall Sport practices begin
Aug 27	Band Camp Barbeque
Aug 29 – Sep 1	Staff Development

SEPTEMBER

Sept 6	1 st day of school
Sept 7	Fall Sport Fees due
Sept 8	Sports Booster Mtg
Sept 8	9/11 Ceremony
Sept 12	Service Academy/ ROTC Information Night 6-8
Sept 13	Music Booster Meeting
Sept 15	PTA Meeting
Sept 19	Back to school night 9 th 6-8:30
Sept 20	Back to school night 10 th 6-8:30
Sept 21	Back to school night 11 th 6-8:30
Sept 22	Back to school night 12 th 6-8:30

OCTOBER

Oct 7	Staff Development
Oct 8 – 10	ROTC Camp
Oct 10	Holiday – Columbus Day
Oct 11	Spirit Week

Oct 13	Music Booster Meeting
Oct 13	Sports Booster Meeting
Oct 14	Pep Rally – Noon dismissal
Oct 15	Homecoming game
Oct 20	PTA Meeting
Oct 21	PTA Hayride
Oct 28	Staff Development

NOVEMBER

Nov 1	Open Enrollment begins
Nov 2	Winter Sports Meet the Coaches Night 6:30
Nov 3	Music Ice Cream Social 7 – 9
Nov 5	DMA Open House 9-noon
Nov 8	Music Booster Meeting
Nov 10	Veterans' Breakfast
Nov 10	Military Dining-In, Clarion 6 - 10
Nov 11	Holiday - Veterans Day
Nov 15	Winter Sports begin
Nov 17	PTA Meeting
Nov 21, 22	Parent/Teacher Conferences ½ half days
Nov 23, 24, 25	Holiday – Thanksgiving
Nov 29	Fall Sports Banquet

DECEMBER

Dec 1	Winter Sport fees due
Dec 3	Holiday Sale and Concert 9-3
Dec 7	Pearl Harbor Ceremony
Dec 8	Sports Booster Meeting
Dec 13	DMA Preference Lottery 6 pm
Dec 13	Music Booster Meeting
Dec 20	PTA staff luncheon
Dec 22	½ day cadets, Staff Development – PTA Lunch
Dec 23 – Jan 3	Winter Break

JANUARY

Jan 3	Classes resume
Jan 9 – 12	Mid-terms
Jan 10	Music Booster Meeting
Jan 12	Sports Booster Meeting
Jan 13	Staff Development
Jan 16	Holiday – ML King Day
Jan 19	PTA meeting
Jan 21	DMA PTA Bowling Night

FEBRUARY

Feb 6	In-Service Day
Feb 9	Sports Booster Meeting
Feb 14	Music Booster Meeting
Feb 16	PTA Meeting
Feb 16 – 18	NJROTC field trip
Feb 17	Staff Development
Feb 20	Presidents Day
Feb 23	Spring Sports Meet the Coaches night 630 pm

MARCH

Mar 1	Spring Sports begin
Mar 3	PT Test 9-11 and 12-2
Mar 6	Ring Ceremony 7 – 8
Mar 8	Sports Booster Meeting
Mar 13	Music Booster Meeting
Mar 13	Winter Sports Banquet
Mar 15	PTA Meeting
Mar 16	Spring Sport fees due
Mar 16	PTA Silent Auction
Mar 23	Staff Development
Mar 29 & 30	Annual Inspection

APRIL

Apr 4	PT Test Re-take 4 – 6
Apr 9 -15	Spring Break
Apr 17	Music Booster Meeting
Apr 18	SAT (tentative)
Apr 19	PTA Meeting
Apr 20	Auction (tentative)
Apr 25	ASFAB (tentative)
Apr 26	NHS Induction 7 pm

MAY

May 3	NJROTC Awards Ceremony – Brandywine
Springs 6:30 pm	
May 8	Music Booster Meeting
May 10	Sports Booster Meeting
May 15	New Cadet Information Night – Conrad 6:30 pm
May 17	Music Awards Banquet
	PTA Meeting
May 18	Prom
May 20	Newark Memorial Day Parade
May 21 - 24	Senior Exams
May 22	Academic Awards Ceremony – Conrad 6:30 pm
May 25, 28	Memorial Day Holiday
May 29	Spring Sports Banquet 6:30 pm
May 30	Senior Uniform turn-in

JUNE

Jun 1	Senior Bell Ringing Ceremony/DMA Picnic
Jun 4 - 8	Final Exams
Jun 5	Fall Sports Meet the Coaches night 630 pm
Jun 6	Commencement practice
Jun 7	Commencement
Jun 8	Final Make-up/last day of school ½ day
Jun 11	Staff Development

Jun 12 Staff Development/Teachers last day
Jun 21 DMA Golf Outing

*NOTE:

Dates and Events may be re-scheduled due to weather and other conflicts. You should ALWAYS check the web page for updates.