



**2023-2024**

**Marine Military Academy**

# Parent Handbook



**320 Iwo Jima Blvd.  
Harlingen, TX 78550**

**(956) 423-6006  
www.MMA-TX.org**

320 Iwo Jima Blvd. Harlingen, Texas 78550  
Parents are encouraged to view the website at [www.mma-tx.org](http://www.mma-tx.org) and the parent  
portal when seeking the most current information

## WHERE TO GO FOR ANSWERS

The following is a list of faculty/staff members who can assist parents in answering some of your questions.

### **President**

Col C.S. Dowling, USMC (Ret)

[dowling@mma-tx.org](mailto:dowling@mma-tx.org)

### **Chief Financial Officer**

Dr. John Butler, PhD

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### **Dean of Academics**

Miriam Hidalgo

[hidalgo@mma-tx.org](mailto:hidalgo@mma-tx.org)

### **Commandant of Cadets**

SgtMaj Delvin Smythe, USMC (Ret)

[dsmythe@mma-tx.org](mailto:dsmythe@mma-tx.org)

### **Development**

LtCol Bob Grider, USMC (Ret)

[grider@mma-tx.org](mailto:grider@mma-tx.org)

### **Alumni**

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[kinsley@mma-tx.org](mailto:kinsley@mma-tx.org)

### **Admissions**

Lupe Longoria

[longoria@mma-tx.org](mailto:longoria@mma-tx.org)

### **Athletics**

Weylan Luckey

[wluckey@mma-tx.org](mailto:wluckey@mma-tx.org)

### **Military Department**

[military@mma-tx.org](mailto:military@mma-tx.org)

### **MMAPO**

Carrie Polonsky, President

[mmapopres@gmail.com](mailto:mmapopres@gmail.com)

## **Marine Military Academy Drill Instructors**

**Alpha Company** MGySgt R. Gonzalez, USMC (Reserve)

956-421-9284

[alpha\\_di@mma-tx.org](mailto:alpha_di@mma-tx.org)

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**Echo Company** 1<sup>st</sup>Sgt S. Barrios, USMC (Ret)

956-421-9290

[echo-di@mma-tx.org](mailto:echo-di@mma-tx.org)

**Fox Company** MSgt M. Hall, USMC (Ret)

956-421-9286

[fox\\_di@mma-tx.org](mailto:fox_di@mma-tx.org)

**Golf Company** SgtMaj A. Cece, USMC (Ret)

956-421-9282

[golf\\_di@mma-tx.org](mailto:golf_di@mma-tx.org)

## Letter from the President

Dear Marine Military Academy families,

On behalf of my entire Marine Military Academy (MMA) staff and our Board of Trustees, I welcome you to the 2022-2023 academic year. Thank you for entrusting us with your son. Our teachers, staff, and administrators are prepared and excited to commence this academic. Our focus, in addition to character development and academics, is providing a learning environment which supports the whole child, including their personal development. Today, more than ever, our society needs great leaders – the young men of MMA are our future.

Our mission is to ensure each young man who attends MMA develops as a leader of character. MMA educates and inspires young men to think critically, to explore their academic strengths and interests as well as to prepare them fully for their next chapter in life. Our educators are among the best in the state of Texas. They help students to set achievable goals and set them up for success with their goals. They do this while inspiring confidence and the desire to push themselves further. As a College Preparatory School, our standards are high, and our academics are challenging. Please encourage your son to give it his best effort and to put in the necessary work and he will succeed. After the first day of school, if you need assistance with your son's academic needs please call (956) 421-1680 or email [admissions@mma-tx.org](mailto:admissions@mma-tx.org).

The other aspect of your son's development here at MMA takes place among their peers under the supervision of their Drill Instructor (DI) and assistant Drill Instructor (ADI). The Company DI and ADI are committed to the leadership development and physical fitness of your son. The DI's and ADI's are retired and former Marines who are continuing to serve by helping to shape the next generation of inspiring leaders. The work they do within the company requires them to always be on full alert. Not unlike our teachers, our company staff spend many hours in preparation and planning for training and activities. It also requires the DI to instruct, teach, and mentor each cadet to understand resilience and to face all kinds of character development. The leadership skills your son acquires here at MMA will benefit him in whatever career path he chooses. He will learn how to work with various types and styles of leadership, he will learn how to encourage and inspire others who may not have the same goals or aspirations as your son. These lessons as well as the leadership of their DI's and ADI's will stay with your son for the rest of his life. Communication with your son's DI and ADI is paramount to your son's success. However, remember that they also have a job to do, and their priority is the training and supervision of your son.

Our athletic coaches impart their skills and knowledge onto each individual student athlete (beginner to the elite), but they are also mentors, role models, teachers, and confidants. They play a positive role in the day-to-day life of your son. You can help your son by encouraging him to speak with his coach regarding his training. One of the goals here at MMA is to provide the necessary tools for our Cadets to advocate for themselves in a respectful and appropriate manner.

At MMA we have an active Parents' Organization: Marine Military Academy Parents Organization (MMAPO). It is a separate nonprofit corporation, and its mission is to support the Cadets of MMA. There is also a separate Company Parents' program that functions as a liaison for each company for official communication from the DI's. The Company Parents' program (also known as Company "Moms") is an official program of MMA in that MMA authorizes this program to facilitate the passage of essential information concerning your Cadet. It should only be used sparingly for any other purpose (e.g., social functions, parties, etc.). This program is separate from MMAPO but sometimes works in coordination with MMAPO for important MMA functions like Parents' weekend, etc. It is important to remember neither MMAPO, nor the Company Parents' program should over commit their company staff with projects, parties, or the like. Our company staff have an important job and that is their priority. Please allow them the time to prepare and train their Cadets.

I look forward to sharing our successes and achievements with you and getting to know each student. Thank you for your continued support as we strive to do our best for your son. They deserve it, and we simply cannot do this important work without you. We look forward to seeing you and your son soon.

Best wishes for an outstanding school year,



Christopher S. Dowling  
Colonel, U.S. Marine Corps (Retired)  
President, Marine Military Academy

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## 1. INTRODUCTION

Marine Military Academy (MMA) is a private all male boarding college preparatory academy located in Harlingen, Texas. We offer grades 7–12 plus an optional year of post-graduate study. Courses offered include regular high school classes as well as honors courses, and advanced placement courses. The school was founded in 1965. Its traditions and ideals are inspired by the United States Marine Corps (USMC); however, the school is not officially affiliated with the US Marine Corps except through its Marine Corps Junior Reserve Officer Training Corps (MCJROTC) program.

Marine Military Academy develops disciplined, morally strong, college-ready young men who are prepared for responsible leadership. Cadets come from various cultural backgrounds which include Cadets from multiple states and foreign countries.

### Our Values

**Honor:** Cadets are held to the highest ethical and moral standards. Respect for others is essential.

**Courage:** Cadets will face their fears and overcome them. They will do what is right no matter the consequences.

**Commitment:** Cadets strive for excellence and never give up. Duty to others is fundamental.

### Core Ideology

**Excellence** - We demand the highest level of effort.

**Integrity** - We foster an atmosphere of trust.

**Freedom** - We value academic, religious, and personal freedom.

**Responsibility** - We demand individual, communal and fiscal responsibility.

**Community** - We foster a sense of belonging, comfort and care at MMA.

**Purpose** – MMA challenges Cadets to achieve their full potential.

### MMA PRIDE

Performance

Responsibility

Integrity

Dependability

Esprit de Corps

## 2. SCHOOL CALENDAR 2023-2024

(The current calendar is posted on [MMA's website](#))

12	Aug	Registration/Check-In for First Year Cadets
16	Aug	Classes Begin
12-13	Oct	First Quarter Exams
17-26	Nov	Thanksgiving Break
15-20	Dec	First Semester Exams
20-13	Dec/Jan	Christmas Break
13	Jan	Mid-Term Check-In for New Cadets
14	Jan	Mid-Term Check-In for Returning Cadets
17	Jan	Begin Third Quarter Classes
9	Feb	Academic Awards Ceremony
6-7	Mar	Third Quarter Exams
8-17	Mar	Spring Break
18	Mar	Begin Fourth Quarter
17, 20-22	May	Second Semester Exams
24	May	Academic Awards
25	May	Graduation

## 3. HOURS OF OPERATION

### Regular School Hours:

**Administrative Offices/Switchboard:** 8:00 a.m. to 5:00 p.m.

#### Academic Offices:

School Year, Monday through Friday 8:00 a.m. to 4:00 p.m.

Summer, Monday through Friday 8:00 a.m. to 3:00 p.m.

#### Teachers

Monday through Friday 8:00 a.m. to 4:00 p.m.

#### Library

Monday through Friday 8:00 a.m. to 4:00 p.m.

Evenings Sunday - Thursday 6:30 p.m. to 9:30 p.m.

#### Class Schedule

Monday through Friday 8:30 a.m. to 2:55 p.m.

After School Tutorial 3:00 a.m. to 3:30 p.m.

## 4. ADMISSIONS

### Enrollment

Marine Military Academy seeks male students from all ethnic, cultural, racial, religious, and socioeconomic backgrounds who can benefit from a challenging academic program and make positive contributions to the school community. Students are accepted for enrollment based on academic achievement, citizenship, academic testing, interviews, and teacher recommendations. In addition, extracurricular interests and talents are integral parts of the admissions profile.

One of the factors considered in the admissions process is the applicant's legacy status. Children of alumni, siblings of alumni, and siblings of Cadets currently attending are all given preference for admission whenever possible.

Tuition is a condition of enrollment. Parents may elect to pay tuition in one, two, or nine installments. The Chief Financial Officer and/or the MMA Business Office is responsible for arranging payment terms and for collecting all tuition and fees associated with each Cadet's account.

Re-enrollment of Cadets is on an annual basis subject to an evaluation of their academic achievement and conduct. Re-enrollment agreements will be available online as early as April to all Cadets deemed eligible for re-enrollment. A Cadet's reenrollment may be held for disciplinary, academic, or financial reasons.

### Admissions Procedures

#### Required documents for admission:

- Completed application form
- Transcripts/Report Cards and three school evaluations
- Birth Certificate and copy of passport (international applicants)
- Immunization/Shot Records
- Application fee
- Doctor's Physical
- Medical Addendum
- Consent and Insurance

Admission is determined after review by the Admissions Office, the Dean of Academics and the Commandant of Cadets.

### Financial Aid

Marine Military Academy is committed to accepting qualified students regardless of a family's ability to pay the full cost of education. All financial aid awards are based on a family's demonstrated need and are made available to Cadets beginning in seventh grade through twelfth grade. Financial aid awards are based on need and are not given for the purpose of interscholastic competition.

Marine Military Academy subscribes to the School and Student Service (SSS) for Financial Assistance (F.A.C.T.S.), a division of the Educational Testing Service. The function of F.A.C.T.S. is to provide independent schools with unbiased need analyses for families applying for assistance.

To assess a family's financial need, the school requests specific information, including the previous year's federal tax returns with all attachments, and a Parent's Financial Statement (PFS). The PFS is the form issued by F.A.C.T.S. and is available online as early as November.

All families applying for financial aid for the first time should contact the admissions department ([admissions@mma-tx.org](mailto:admissions@mma-tx.org)) in November to complete an application for the following school year. Families currently receiving aid must submit a new application each year.

MMA will make awards in the spring based upon the evaluations by the SSS, as well as its own analyses of the data submitted.

### Immunization, Health, and Other Required Forms

Texas law requires that all students entering Texas schools for the first time have an up-to-date Certificate of Immunization on file at the school no later than the first day of school. All Cadets must have a Report of Medical History (vision, hearing, and spinal screening) on file in the medical department. Please send an updated copy of your Cadet's immunization form to our Medical Department whenever additional vaccines are administered.

## 5. ACADEMICS

**Graduation Requirements:** 26 course credits are required for graduation. The following are the recommended course credits per discipline (one semester equals 1/2 unit):

- 4 units of English (English 1, 2, 3, 4)
- 1/2 unit of Technical Writing

- 4 units of Mathematics (Algebra 1, 2, Geometry and Pre-Calculus)
- 4 units of Social Studies (World History, World, Geography, US History, US Government/Economics)
- 4 units of science (Biology, Chemistry, Physics, either Environmental Science, Physics AP or Chemistry AP)
- 2 units of foreign language (must be the same language beyond 8th grade)
- 5 1/2 units of electives
- 1/2 unit of Health
- 1/2 unit of Speech
- 1 unit of Computer Technology

## Course Placement Policy

MMA reserves the right to place Cadets in a course or courses when first-choice requests cannot be honored or when the Cadet's previous academic achievement and learning characteristics are better served by an alternate level of study. MMA determines each Cadet's course placement after careful consideration of relevant factors such as skill level, previous achievement, and maturity.

## Grading System

Marine Military Academy maintains that numerical grades best identify the academic strength of the individual Cadet. Marine Military Academy also maintains that the letter-grade system facilitates the use of more creative testing and encourages the use of evaluation criteria other than tests, such as homework, in class assignments, research papers, essays, reports, and term papers.

All regular academic courses will count at face value. Military Science and Band are not counted in the GPA. This grading system will be used for all at Marine Military Academy classes. The letter grades and their corresponding levels of achievement are as follows:

A	Excellent (93-100)
B	Commendable (84-92)
C	Satisfactory (75-83)
D	Minimal (70-74)
F	Failing (69)

If a Cadet fails the first semester of a full credit course, he can still earn a full credit in that course if he passes the second semester with a high enough numerical grade. Specifically, if the average of his first and second semester numerical grade is a 70 or higher, he will be awarded credit for the entire course. In no case, however, shall a Cadet who fails the second semester of a full credit course be awarded a full credit, regardless of the cumulative average of his first and second semester numerical grades.

In the event a course is retaken, all grades for that course remain on the transcripts. The most recent grade earned for a course will be used for calculation of Quality Points and Grade Point Average.

## Computation of Grade Point Average

In calculating a Cadet's cumulative grade point average, the following systems apply: (Honors and AP classes are weighted)

A = 4.0
B = 3.0
C = 2.0
D = 1.0
F = 0.0

## Valedictorian and Salutatorian Honors

A Cadet's Grade Point Average (GPA) is calculated for each quarter and semester by adding the grade points for each core course and dividing by the number of core courses taken.

Class rank is computed at the end of each semester. Quality Points will be used to determine Class Rank. Quality Points are calculated by adding the grade point equivalent for each core course.

In early May, the Dean of Academics will inform those seniors who are on the Valedictorian/Salutatorian eligibility list. She will direct those eligible Cadets to prepare a five to seven-minute graduation speech. The Valedictorian and Salutatorian selection will be based on quality points. A minimum of two consecutive years of enrollment is required to be eligible for Valedictorian and Salutatorian. The Valedictorian and Salutatorian will be informed of their status immediately upon determination and verification of class rank. GPA calculations for college admissions, for honor roll, and for honor graduate will not change.



## **President's and Dean's Honor Roll:**

Honor roll lists are published at the end of each semester. To be included on this list, Cadets in grades 7 to 12 must meet the following criteria:

- President's Honor Roll requires a GPA of 3.75 - 4.0 and above. A gold wreath is awarded to those earning the distinction of President's Honor Roll. This award will be worn on the Cadet uniform. Cadets remaining on the President's Honor Roll for two consecutive semesters will be awarded the gold star.
- Dean's Honor Roll requires a GPA of 3.5 - 3.74. A silver wreath is awarded to those who earn the distinction of Dean's Honor Roll. Cadets remaining on the Dean's Roll for two consecutive semesters are awarded the blue star.

## **Advanced Placement**

The Advanced Placement Program (AP) is a cooperative educational endeavor between secondary schools and colleges and universities. For Cadets who are willing and able to apply themselves to college-level studies, the AP program enriches their secondary and post-secondary school experience. It also provides the means for colleges to grant credit, placement, or both to Cadets who have applied themselves successfully.

Advanced Placement courses are designed to serve both talented and highly motivated Cadets. Cadets interested in AP courses should discuss the course with the instructor and cadets may also be recommended by previous subject teacher. A Cadet's score on the College Board AP Exam does not affect in any way his grade in the course nor the amount of credit MMA awards.

## **Concurrent/Dual Enrollment**

The goal and purpose for Concurrent Enrollment is to provide cadets with the opportunity to take electives that may transfer as core elective credits upon enrolling into college. Approved elective courses will be included in Rank/GPA. Cadets must meet college requirements and submit their application before the given deadline. Courses must be approved by the Dean.

Dual Enrollment courses during the school year may be requested prior to the beginning of the school year by eligible cadets as a course beyond what is offered at MMA and must be approved by the Dean. Courses must be taken through UTRGV during the school day.

Courses for Advancement may be considered on an individual basis and approved by the Dean.

## **After-School Tutorial**

Tutorial is available Monday through Friday from 3:00 p.m. to 3:30 p.m. Tutorial is a time for Cadets to make up missed work, to ask questions, and to receive individual explanation, enrichment, or extra help. Cadets are required to attend tutorial if their grade in any class is below 75. Tutorial is not an in-depth remediation program.

## **Drop/Add Policy**

Selecting courses that are appropriately challenging is critically important for Cadets to be engaged and successful. MMA Cadets are asked to give careful thought to the course requests they make each fall and spring. Requests to change courses after the registration process can create a myriad of problems for the Cadet as well as for the entire scheduling process.

### **Requesting a Course Change During the Drop/Add Period**

Cadets are permitted to request appropriate changes to their schedules during the drop/add period. The drop/add period at MMA begins on the first day of the semester and extends to the end of the second full week of school. Cadets who offer a compelling reason for requesting a schedule change may be allowed to make the change provided that the master schedule and class numbers permit the requested change.

In cases where a Cadet feels overwhelmed academically or otherwise ill-placed in a course and wishes to drop after the drop/add period is over, the Cadet should speak first to the teacher. If the teacher agrees that the Cadet is not well placed in the course, the teacher will initiate a request to the Dean of Academics for a course change. If the teacher believes that the Cadet is well placed, the teacher will confer with the Dean of Academics. The Dean of Academics, in consultation with the teacher, the Cadet and the Cadet's parents will render a decision on the request for a schedule change. All course changes should be made before the third week of the beginning semester.

### **Dropping an AP Course**

Cadets who wish to drop an AP course must first speak to the teacher. If the teacher agrees that there are compelling reasons for a Cadet to drop the course, the teacher will initiate a conversation with the Dean of Academics. If the teacher believes that the Cadet is well-placed in the course, the teacher may encourage the Cadet to remain in the course for a mutually agreed upon time, after which the Cadet and teacher will re-evaluate the Cadet's position. In some cases, the teacher may deny the Cadet's request to drop and refer the Cadet to the Dean of Academics. Unless the teacher and the Dean of Academics believe the course is clearly out of reach for the Cadet academically or acknowledge some other extenuating circumstance, dropping the course may be prudent.

## Evaluating and Reporting Cadet Progress

Parents are invited to come to school during the scheduled Open House on Parents' Weekend during the fall and during Spring Fling. Individual conferences may be scheduled by emailing the teacher for time availability. The school year is divided into two semesters, each consisting of two reporting periods (quarters) of approximately 9 weeks each. At both mid-semester and end of semester, the Cadet will receive electronic grade reports. These reports constitute the official progress record at Marine Military Academy; however, only final grades will appear on the Cadet's transcript.

All teachers will communicate with parents at a minimum of once per quarter to discuss the Cadet's strengths and weaknesses in each class. At least one of the contacts will be a written narrative evaluation of the Cadet's progress. Also, teachers regularly convey to Cadets a report of progress as they return graded homework and tests. If any of these reports create questions or concerns, the Cadet and parents are encouraged to contact the Cadet's teacher and/or the Dean of Academics for explanation.

In addition, we hold Teacher and Drill Instructor Conferences each quarter for Cadets who earn below 75 on any class and a plan for improvement is discussed.

## 6. ATTENDANCE

Marine Military Academy Cadets are required to attend all classes unless excused by the President, the Commandant of Cadets, or the Dean of Academics. Attendance is recorded each class period by all instructors and monitored by the Academic Office. The school reserves the right to follow up with reported absences. The school keeps records of all Cadet attendance (absences, tardiness, and early dismissals).

Regular classroom attendance is essential for learning at any grade level. Absences for causes other than illness or emergency are therefore to be avoided with firm resolve. Parents can be most helpful by refraining from scheduling vacations beyond those times allotted in the school calendar. Parents are also urged to arrange doctor, dental, and orthodontic appointments for Cadets after the school day with the medical department.

For a Cadet to take full advantage of the educational opportunities at MMA, attendance is crucial. No Cadet at MMA may accumulate more than five unexcused absences per semester. School-sponsored outings (field trips, class days, athletic contests, school-sponsored college visits, etc.) are considered excused absences. Additionally, absences during exam periods are highly discouraged so please plan all travel and family outings during school breaks only.

### Attendance Disputes/Appeal Policy

A Cadet or parent may appeal the unexcused absence policy in writing by sending a letter to the Dean of Academics, with a copy to the Commandant of Cadets. In the case of an extended illness or injury which prevents attendance at school, documentation from a physician showing a medical reason for the absence should accompany the waiver request.

### Sign-Out Procedures

Cadets will not be released to anyone other than the parent or guardian without parental notification and the school official's and/or Cadet's recognition of the person calling for the Cadet.

### Tardy Procedures

A Cadet is considered tardy to class if he arrives late to class (one minute or more is considered late). Cadets with a written excuse from medical will not be marked tardy. MMA Cadets who are tardy to class will be assigned Incentive Physical Training (IPT). A Cadet with an excused absence or tardy may make up that work after school that same day. Tardiness due to extenuating circumstances will be reviewed by the Dean of Academics.

### Excused Absences

Individual written requests for excused absences, college visits, or early dismissals for reasons other than illness or family emergency must be made in writing to the Cadets Company Drill Instructor at least two school days in advance of the absence. For example, the request must be made on Wednesday for a Friday absence. For such absences, Cadets should complete a special leave request. Teachers do not have the authority to approve absences or excuse a tardy. All requests for excused absences must be granted by the Commandant of Cadets and the Dean of Academics.

#### The following are considered excused absences:

- Absence due to illness or family emergency confirmed by a parental note,
- Absence for religious holidays,
- Absence for medical appointment necessarily falling within school hours and confirmed by a doctor's note,
- Absence for approved college visits,
- Absence for a field trip, off-campus performance, or team trip.

During absences, Cadets will consult class syllabi, classmates, the Cadet portal, or teachers for assignments. In cases of prolonged absences, families should contact the Commandant of Cadets, Drill Instructor, and the Dean of Academics.

On the first day of return to school, the Cadet should confirm the make-up of scheduled work with each teacher. Generally, Cadets have one day for every day absent to make up missed work. Failure to make up scheduled work within the allotted time frame may result in loss of credit for the work. Any make-up schedule may involve time after school and therefore may preclude participation in extracurricular practices. Tests or quizzes missed due to an absence must be made up during tutorials or scheduled times by teachers.

Make-up work is the Cadet's responsibility.

### **Field Trips, Off-Campus Performances, or Team Trips**

Group trips, such as field trips, or off-campus performances, and team trips count as full attendance. Cadets must confirm the upcoming absence with Event Sponsor and prepare with the teacher for the absence as much in advance as possible. Cadets participating in academic or athletic team events are not required to submit a special leave request. Make-up work will occur on the same schedule as with regular excused absences.

### **College Visitation Policies**

College visits are highly encouraged to take place during school breaks and not during the school year. That notwithstanding, each senior is authorized two days per academic year for college visits. College visits require approval from the Dean, Commandant of Cadets, and Company Drill Instructor. College forms must be obtained from the academic office prior to departure, completed by the school the cadet is visiting, and returned to the MMA academic department upon return to the Academy.

### **Unexcused Absences**

Absences for reasons other than those stated above are considered unexcused. Any unexplained absence, whether for a full day or part day, will be considered unexcused. Cadets who miss submitting work due to unexcused absences will receive a Failing grade (F) for any missed work.

### **Attendance and Eligibility to Participate in Extracurricular Activities**

A Cadet must be in attendance by 8:30 a.m. and cannot leave before 3:30 p.m. Additionally, a Cadet cannot miss more than one class period to participate in an extracurricular event or practice that day. Partial absences due to medical appointments are exempt from this policy with proper medical documentation.

## **7. LEAVE**

Cadets may not leave the MMA campus without the approval of their DI, Dean of Academics and Commandant of Cadets. Cadets may be eligible for leave which is a privilege for Cadets in good standing. It is granted for weekend periods (longer than overnight) and it is granted on an individual basis. Special Leave is an absence from the Academy during a scheduled school day. Emergency Leave may be granted for the death, serious illness/injury, or extreme hardship of an immediate family member. Medical leave is granted for medical appointments that cannot be scheduled during classroom hours. Leave for college visits may be granted on a limited case for Cadets in good standing.

School breaks are not counted as leave and are granted at Thanksgiving, Christmas, and in the Spring. Cadets must leave the Academy during school breaks. Parents and guardians are responsible for ensuring the transportation and accommodations for their Cadet during all school breaks.

### **Process for Leave:**

All requests for leave must originate from the parent/guardian of the Cadet and will be electronically submitted to the Drill Instructor. In the case of illness during the school day the Cadet will go to sick call at the MMA Medical Department and the Medical Department will notify the parent/guardian if necessary. Except in the case of emergency, a Cadet must have prior permission from the Drill Instructor, teacher, or activity leader/coach to go to the MMA Medical Department. If a Cadet is absent from class without permission, appropriate disciplinary action may be warranted.

Except in emergency situations, all requests for leave must be delivered no later than noon on the Wednesday preceding the period requested. Special Leave, Emergency Leave and College Visit Leave require prior approval from the Commandant of Cadets, Dean of Academics and the Company Drill Instructor.

Cadets not returning from Military leave on time will be charged with an unexcused absence for every late date and receive a "zero" for missed classes. Please note that weather related air travel issues must be supported by official documentation from the airline.

### **Leave Disapproval**

A Cadet failing any classes will not be approved for Leave, Special Leave or Liberty. Exceptions may be considered on an individual basis.

## **8. LIBERTY**

Off Campus Liberty is the authorized absence of a Cadet from Marine Military Academy. It is limited in time and distance to a specified geographical area. Liberty normally commences on Saturday afternoon at approx. 1:00 p.m. and ends at 9:00 p.m. Liberty on Sunday begins at 1:00 p.m. and ends at 6:00 p.m. For safety reasons, Cadets should not walk to and from liberty off campus. Except in certain circumstances, all Cadets must have a liberty buddy meaning they cannot leave campus in a liberty status without a fellow Cadet going with them.

## **Regular Liberty**

Regular Liberty is a privilege and must be earned. Liberty is available at approved times to Cadets who are not in a “duty status” or restricted for disciplinary, academic or medical reasons. Liberty may be adjusted based on the needs of the Corps of Cadets or activities that are taking place during regular liberty hours. On special occasions, the Commandant of Cadets may authorize Friday liberty for selected Cadets (officer’s, SNCO’s, wreath holders, etc.) commencing at 6:00 p.m. and expiring at 9:00 p.m.

## **Visitors**

The Drill Instructor has full authority to regulate cadet visitations. After working hours, please contact the Staff Duty Officer located in the Cadet Activity Center upon arrival. Cadet visitors should receive permission in advance from the Company Drill Instructor before inviting a visitor to the school.

## **9. CORPS OF CADETS**

The Marine Military Academy established one of the first Marine Corps Junior Reserve Officers' Training Corps (MCJROTC) in the nation. All Cadets are members of the MCJROTC unit. Cadets are assigned to one of five company barracks, supervised by a drill instructor or assistant drill instructor. Introductory training lasts for four weeks, during which new Cadets are taught varied general military skills and knowledge which include military rank structure, uniforms, and close order drill. They also undergo other training such as rappelling, the confidence course, obstacle course and high ropes course. Introductory training, also called the plebe system, is supervised by Cadet noncommissioned officers (NCOs) serving as Cadet Instructors, who are supervised by a Cadet officer, usually the executive officer of the company. A parade is held at the end of the training.

## **10. UNIFORM DRESS CODE**

The uniforms at MMA are like those worn by active-duty Marines. During most school days, the Woodlands (camouflage) Utility uniform is worn. Generally, on Fridays the Service “C” uniform is worn. Dress Blue uniforms are worn for certain official events and or parades. The all-weather coat and the Letterman jacket may be worn during inclement weather. The uniform is always required during the day except for physical fitness and extracurricular activities. Cadets will wear their Service “C” uniform for off campus liberty. Civilian dress may be authorized for certain extracurricular activities. Uniforms are available from the Quartermaster.

The primary goal of the Marine Military Academy uniform is for our Cadets to present a neat, coordinated, and modest appearance. Adherence to the uniform dress code is a community responsibility, and we trust our Cadets to accept and abide by the uniform guidelines. Marine Military Academy expects parents and Cadets will work with the school to uphold MMA’s uniform dress code standards. Marine Military Academy makes the final determination of acceptable and appropriate dress. If their uniform does not conform to the uniform guidelines, Cadets will be directed on what to wear.

## **11. TECHNOLOGY CODE OF CONDUCT**

The Technology Code of Conduct at MMA governs the use of electronics and the internet. Marine Military Academy’s internet offers a wealth of resources. It links Cadets and faculty to computers and people all over the world. Such broad access poses the problem of availability of material that may be considered inappropriate in the context of the school setting. MMA has taken precautions to restrict access to inappropriate materials. However, on a global network it is impossible to control all materials.

The use of the internet is a privilege, not a right, and inappropriate use may result in a revocation of those privileges. The administration, faculty, and staff of MMA may request the system administrator to deny, revoke, or suspend internet privileges. Cadets are counseled in appropriate uses of the internet and are required to abide by MMA’s Technology Code of Conduct. Consequences of violating the Code include restrictions on the use of computer labs as well as other disciplinary action.

### **Acceptable Use**

There is NO EXPECTATION OF PRIVACY for any use of MMA technology. The use of the internet must be in support of education and research and be consistent with the educational objectives of MMA. Cadets are expected to follow the requirements of the Honor Code and the school’s discipline code regarding technology use.

During class times, Cadets may use only the technologies designated or permitted by their instructors for a particular activity. Any audio or video recording of class activities is prohibited. Under no circumstances can such recordings be shared with others or posted on the internet without the express permission of the instructor. Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. Use of MMA technologies for commercial activities are not acceptable. Use of product advertisement or political lobbying is also prohibited.

### **Network Etiquette**

Cadets are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not be abusive in your messages to others. MMA’s rules concerning hazing, bullying and harassment apply equally to the use of technology as they do to face-to-face interactions.

- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- Do not reveal your personal address or phone number or log-in credentials nor those of other Cadets.
- Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users.

### **Warranties/Responsibilities**

Marine Military Academy makes no warranties of any kinds, whether expressed or implied, for the service it is providing. Marine Military Academy will not be responsible for any damages one suffers. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the internet is at your own risk. MMA specifically denies any responsibility for the accuracy or quality of information obtained through its services.

### **Security**

Security on any computer system is a high priority, especially when the system involves many users. If a Cadet feels they can identify a security problem on the internet, they must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log on to the internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the internet.

### **Vandalism**

Vandalism of MMA hardware/equipment or software/electronics will result in revocation of privileges. Vandalism is defined as any malicious attempt to harm or destroy property, data of another user, internet, or any of the above listed agencies or other networks that are connected to the school network. This includes, but is not limited to, the uploading or creation of computer viruses, and unauthorized hacking.

### **Computer Games**

All unauthorized non-educational games are off-limits on computers that are used on campus. Cadets found playing unauthorized non-educational games on MMA equipment or with MMA technology may lose their technology/computer privileges. Downloading computer games to the MMA network drive is a serious infraction of the Technology Code of Conduct and may result in denied access to computer and internet access or other consequences.

### **Videos**

Non-educational videos are not to be streamed or watched during school hours. Failure to abide by this rule will result in the loss of computer privileges or other consequences.

### **Social Networking Sites**

Non-educational social media networking sites may be blocked on campus. Because many non-educational social media internet sites are blocked on the MMA network, the use of any means to get around such blocked internet sites is a severe infraction of the Technology Code of Conduct and may result in disciplinary action.

## **12. HONOR CODE**

MMA expects its Cadets to behave honorably and with personal integrity. The MMA Honor Code aids Cadets to differentiate between right and wrong conduct. MMA holds that when a single member of the community violates the Honor Code, the entire community is affected. It is a rare privilege for a person to live and work in an atmosphere of trust and mutual respect, and each Cadet is expected to guard that privilege diligently.

MMA seeks to educate its Cadets to live moral, virtuous lives, by cultivating habits of everyday living that are characterized by honesty, integrity, generosity, and concern for the well-being of others. With this as our goal, we join with parents in a partnership of mutual respect and trust, endeavoring to respect those values held by our parents and school community and encouraging parents to work in concert with the school to provide appropriate and consistent limits. These parameters provide an atmosphere conducive to education, help keep the Cadet safe, and engender in them the qualities of self-discipline and personal responsibility that mark the lives of successful adults.

Because we believe our Cadets represent the school on and off campus, we always encourage Cadets to exercise good citizenship and integrity. MMA will respond with the appropriate disciplinary measures when misconduct occurs at a school event on or off campus. Any MMA Cadet who commits an honor code violation is subject to punishment as determined by the President of MMA or the Commandant of Cadets.

**An MMA Cadet will not LIE, STEAL, CHEAT, PLAGIARIZE OR CAUSE ANOTHER TO LIE, STEAL, CHEAT OR PLAGIARIZE ON THEIR BEHALF.**

- **Lying** is the falsification or denial of fact or the creation of a false impression.
- **Stealing** is the taking of personal property of another with the intent to deprive that other person of the use of that property (including school property).

- **Cheating** can encompass several areas at MMA. In the classroom or while completing class assignments cheating is the use of unauthorized information in schoolwork. It is also the use of unauthorized collaboration for schoolwork. Cheating during non-classroom time can include cheating on physical fitness requirements including everyday fitness requirements or tested events or helping someone to cheat on such requirements.
- **Plagiarism** is the use of someone else's material or ideas as if they were one's own. Working with others without the specific permission of the instructor on assignments that will be submitted for a grade. This applies to in-class work/assignments or take-home tests, papers, labs, or homework assignments. Cadets may not collaborate without faculty authorization.

### **Graphing Calculators, Laptops/Tablets and Other Electronic Communication Devices:**

In testing situations, the use of stored information in a calculator, laptop, tablet or any other electronic communication device may constitute cheating and is, therefore, an honor code violation. A Cadet using a calculator, laptop, tablet, or any other electronic communication device should have nothing stored in the device that would not be approved if printed openly on a sheet of paper on the desk. Instructors allowing calculators, laptops, tablets, or other electronic communication devices will randomly check for such stored information.

### **Foreign Language Department's On-line Research Policy**

Use of on-line translators to perform Cadet homework is a violation of the honor code. Cadets enrolled in foreign language classes may use on-line dictionaries when authorized and may use on-line translators to research a topic for a project/paper that will be written in English. Cadets may not use on-line translators to write anything in the target language, to translate an assigned passage, or to get help in reading or answering questions about an assigned passage. If there is a question about the legal use of any on-line site to assist with an assignment, the Cadet must seek prior authorization for use of any such site.

### **The Honor Code Pledge**

To instill the meaning of the Honor Code, MMA has established a system whereby Cadets learn the value of the code in their daily lives. At all grade levels, Cadet's experience both the privileges associated with adherence to the code and the consequences of violating the code.

All Cadets will **sign** the honor pledge which is as follows: **"On my honor, I have abided by the MMA Honor Code." This pledge will be signed by each Cadet** in conjunction with the Plagiarism Contract issued by the English Department at the beginning of the school year and 2<sup>nd</sup> semester for new cadets.

MMA teachers explain the code and the system to their Cadets and clarify to them those assignments on which they may work together and those assignments on which they must work individually. MMA violations of the Honor Code are submitted to the Dean of Academics and the Commandant of Cadets.

### **Cadet Responsibility When Observing Honor Code Violations**

Allowing a violation of the Honor Code to go unchallenged weakens the effectiveness of the code. Cadets should not, therefore, remain passive when observing or being made aware of an Honor Code violation.

The Cadet who has observed an honor offense should go to a teacher, Dean of Academics or their DI and report the incident.

## **13. CODE OF CONDUCT**

**Note:** For full and complete conduct policies please see the MMA Cadet Right Guide, MMA Regulations, MMA Order 60-0, Chapter three: Military Policies. The Right Guide is issued to each Cadet every school year and is available to parents upon request. Chapter three of the Right Guide governs following subjects:

- Customs and Traditions, Standards of Conduct, Military Courtesy and Manners
- Leadership Traits
- Code of Discipline, Merits and Demerits, Offenses, Disciplinary Process and Actions, and Punishment
- Organization and Cadet Responsibilities, Rank Structure, Uniform Regulations and Inspections
- Conduct in the Mess Hall
- Physical fitness requirements
- Relationships, Responsibilities, and Introductory Training (plebe)

### **Leadership**

The heart and soul of MMA is its Corps of Cadets. The Corps consists of a group of young men from all over the world and all walks of life, who come to MMA in pursuit of a quality education within an environment of structure and discipline. They set a standard of excellence and exemplify *esprit de corps* which demands that those who follow must likewise strive to do their absolute best to uphold the standards of the Corps of Cadets.

All Cadets are treated equally and are expected to learn and adapt to the ethos of the Corps of Cadets. Cadets are separated in different Cadet Companies as determined by the Commandant of Cadets. Within those Companies there exists one adult Drill Instructor (DI) who resides in separate quarters within the same barracks building, and one adult Assistant Drill Instructor (ADI), who maintains the company duty hut within the same

barracks building. There is also a Cadet chain of command with Cadet officers and Cadet staff noncommissioned officer ranks helping to lead the respective Cadet Companies. Such Cadets are selected based on their demonstrated leadership potential. It is the responsibility of every new Cadet to learn the characteristics of good leadership which will aid them in reaching their personal goals. Cadets that adapt and embrace the opportunities at MMA become valuable and indispensable assets to the Corps of Cadets. As Cadets progress in grade level, they will be given the opportunity to hone their leadership experience and may earn a coveted leadership role within their respective Cadet Companies.

### **Leadership Camp**

Leadership Camp is an opportunity for the newly promoted Cadet leaders. It consists of a special training program that takes place in the summer prior to the beginning of the academic school year. This training is designed to assist them in performing their new leadership responsibilities and in training the new and returning Cadets.

### **Health and Safety Policies**

The health and safety of all Cadets, staff, educators, administrators, and employees of MMA are of paramount importance. For that reason, violation of the following policies may result in appropriate disciplinary action. Cadets may be dismissed from MMA for a grievous offense or repeated offenses. The President of Marine Military Academy is the only Academy official authorized to award dismissal or expulsion.

Diversity enriches any school culture by broadening the perspectives, raising the awareness, and sharpening sensitivity of its Cadets. MMA is committed to cultivating a climate of tolerance and respect for individuals of every race, ethnic origin, and faith. To this end, MMA Cadets will be presented with appropriate opportunities for the discussion of the harmful effects of demeaning expressions or improper characterizations. The ultimate objective is to develop genuine appreciation for diversity within our school community.

### **Use or Possession of Dangerous Weapons**

The possession of any dangerous weapon at school or at any Marine Military Academy sponsored event will not be tolerated. Cadets who have questions concerning personal items that will be permitted on campus are to contact the Commandant of Cadets office for clarification before bringing questionable items on campus. In addition, toy weapons are also prohibited on campus. Other prohibited items include all knives, pocketknives, box cutters, matches, lighters fireworks, sharp pointed objects, or any potentially threatening objects.

### **Bullying, Threatening Remarks, or Fighting**

Cadets are always expected to exhibit responsible behavior. Respect should be demonstrated toward teachers, substitute teachers, administrators, other school staff, and peers at all times. Cadets should value and be sensitive to the feelings of peers. Any instances of bullying, communicating threatening remarks, or fighting are considered major infractions and will not be tolerated. Cadets will be provided anti-bullying training.

### **Bullying Defined:**

Texas Education Code Sec. 37.0832, in pertinent part defines bullying as follows:

“Bullying: means a single significant act or a pattern of acts by one or more person directed at another person that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct . . .”

Bullying is unwanted, aggressive behavior among school aged children that involves a power imbalance. The behavior is repeated, or has the potential to be repeated, over time (stopbullying.gov). Bullying is intentional, unprovoked, and hurtful. It occurs when one or more Cadets uses a written, verbal, or electronic expression or a physical act or gesture or any combination that creates an unwelcome, uncomfortable, intimidating, or hostile environment for the target.

Bullying includes, but is not limited to the following: hazing; stalking; threats or intimidation; social alienation such as shunning, spreading rumors, rating/ranking of personal characteristics, or manipulating friendships; physical aggression such as pushing, hair pulling, or excessive tickling; coercion; offenses towards another’s race, religion, disability or other medical issue, ethnic origin, gender or sexual orientation; display of offensive or demeaning material; and sexual or other harassment.

Bullying also includes behaviors that cause damage to the targeted Cadet’s property, infringes on the rights of the targeted Cadet, including rights at school, or disrupts the educational process or the orderly operation of the school.

Certain acts associated with bullying are considered criminal offenses. Parents/Guardians and Cadets should be aware that a response from the school cannot and does not preclude a legal response from the parents/guardians of an offended Cadet.

Cyberbullying is bullying through use of technology or electronic devices such as telephones, cell phones, computers, cameras, fax machines, and the internet, including but not limited to email, instant messages, text messages, and internet postings, including social media, whether on a webpage, in a blog, or otherwise.

Cyberbullying is a crime and may be prosecuted under applicable laws related to cyberbullying. Parents/Guardians and Cadets should be aware that a response from MMA cannot and does not preclude a legal response from the parents/guardians of an offended Cadet.

Bullying and cyberbullying are prohibited at all times, including at a location, activity, function, or program that is not school-related or through the use of technology or an electronic device that is not owned, leased, or used by the school, if the bullying creates a hostile environment at MMA for a targeted Cadet; infringes on the rights of a targeted Cadet at school; or materially and substantially disrupts the educational process or the orderly operation of MMA.

**Hazing defined:**

Texas Education Code in pertinent part defines hazing as follows: as “any intentional, knowing, or reckless act, occurring on or off campus of an educational institution, by one person alone or acting with others, directed against a person for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are students at an education institution.”

Hazing is a form of bullying, but the two differ in the following ways: Bullying excludes the victim from a group whereas hazing is a ritual imposed on a person who wants to join a group. Hazing is a crime and is a punishable offence. Hazing is any action or situation created by a group to intentionally produce mental or physical discomfort, embarrassment, harassment, or ridicule among those wishing to join the group. Hazing is a form of bullying.

Hazing can take many forms, including the following:

- to make victims act in embarrassing or humiliating ways
- to swear and yell insults at victims
- to deprive individuals of sleep or restrict personal hygiene
- to force victims to eat vile substances
- to physically beat individuals
- to force binge drinking
- to sexually assault victims

**Sexual Harassment and Assault**

MMA follows all applicable federal and state laws, rules and regulations regarding sexual harassment and sexual assault. Sexual harassment or assault can happen to anyone, no matter your age, sexual orientation, or gender identity. Cadets are called upon to contribute to campus efforts to prevent and appropriately intervene in cases of sexual assault, hazing, harassment and abuse. Additionally, retaliation for reporting any such misconduct is strictly prohibited.

**Sexual Harassment defined:**

Sexual Harassment is the unwelcome sexual advances, requests for sexual favors, or other visual, verbal or unwanted physical conduct of a sexual nature when:

- Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's enrollment or Cadet status in a course, program or activity; or
- Submission to or rejection of such conduct by an individual is used as the basis for enrollment or educational decisions affecting such individual; or
- Such conduct has the purpose or effect of interfering with an individual's educational performance; or creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from an educational program or activity.

**Property destruction or vandalism**

Intentional or careless abuse of MMA property will not be tolerated. Cadets will be responsible for cleanup if applicable, or in some cases, to reimburse MMA for items defaced or damaged by their willful disobedience or carelessness/negligence.

**Toys and Non-Educational Items**

Toys, games, trading cards, or other non-educational items brought from home are not permitted in a Cadet’s possession unless the DI specifically gives permission. The Commandant of Cadets or any teacher has the right to collect items brought to school that interfere with the learning process.

**Cell Phones, iPod and Other Multimedia Devices**

MMA does not permit the use of cell phones, IPODS and other multimedia devices during the school week. Specifically, any device that can send or receive voice calls, messages or text messages are prohibited during the school week. This includes all smart phones, smart watches, IPODS and tablets capable of such communication. There is no need for such a device during the school week. Older version IPODS that do not have voice or texting capability may be permitted on a case by case situation. All prohibited devices will not be allowed in the barracks rooms, the classrooms or anywhere on campus without specific prior authorization from the DI. Cadets in good standing may be permitted use of such devices during periods of on campus and off campus liberty. If a Cadet is allowed a cell phone, it must be returned to the Company DI after the period of liberty or every



Sunday no later than 6:00 p.m. Devices will be turned off by the DI every Sunday. Cadets trying to circumvent this policy may face a multitude of offenses at peer review board (i.e., lying, willful violation of rules, etc.).

## 14. CODE OF DISCIPLINE

Marine Military Academy (MMA) is a military boarding school stressing friendly personal relationships and clear-minded participation in academic, character development and athletic endeavors.

### Alcohol, Drugs, and Other Substances

In the event of an incident involving controlled substances, depending on its nature and the school's legal disposition, MMA may make any number of recommendations and suggest courses of action including a professional assessment, counseling, or possible dismissal/withdrawal from MMA. MMA will treat as a medical issue, and not a disciplinary issue, Cadets who voluntarily indicate that they are struggling with a drug or alcohol problem prior to being caught violating MMA's rules surrounding these issues. MMA's ability to work effectively with and support such an individual may affect his eligibility to remain at MMA. Any MMA Cadet who misuses legal drugs or who sells, uses, or possesses illegal drugs while at school or under MMA's jurisdiction may be suspended or dismissed. Depending on the nature of the incident, federal and local laws may also apply.

#### Use or Possession of Illegal Drugs and Alcohol

Drugs not prescribed by a physician, including marijuana and alcoholic beverages, have no place on campus; they weaken friendly ties, create mutual distrust, and dull healthy minds striving for excellence. The Academy expressly prohibits the use of illegal drugs and encourages Cadets who engage in such activity not to enroll at MMA. Cadets and parents are advised that during the time of enrollment at MMA, Cadets should never use alcohol, marijuana, or any other illegal drug as this may affect and influence their ability to remain enrolled in MMA. Medical Marijuana is NOT authorized at any time while at MMA despite being prescribed by a Medical Doctor.

#### All Cadets are to abide by the following:

- Do not use alcohol or marijuana at any time while enrolled at Marine Military Academy.
- Do not bring to campus or use on the campus alcohol, nicotine (including the use of electronic nicotine delivery systems – known as e-cigarettes, e-cigars, e-hookahs, e-pipes and vaping), marijuana, or any other drug except where prescribed by a doctor and approved for ingestion or use on campus.
- Do not enter the campus under the influence of any unauthorized drug.
- Do give all drugs prescribed by a doctor and to be taken on campus to the school's nurse, who will dispense them as directed by the doctor.
- Do not misuse, abuse, or exchange any prescription drug.
- Do not misuse, abuse, or exchange any substance for the purpose of inhalation or ingestion.
- Do not bring drug paraphernalia to campus.
- Do not be present where another Cadet is using alcohol, nicotine (including the use of electronic nicotine delivery systems – known as e-cigarettes, e-cigars, e-hookahs, e-pipes and vaping), marijuana, or any other drug except one prescribed by a doctor. If a Cadet is a witness to this type of behavior by other Cadets, it must be reported immediately to the Commandant of Cadets or the Drill Instructor. Failure to report this behavior constitutes a violation of the Academy's Honor Code and will be subject to serious disciplinary consequences.

#### Drug Testing and Detection Program

To deter drug use within the Corps of Cadets and ensure compliance with this policy, Marine Military Academy has adopted a drug testing and detection program. Marine Military Academy may perform school-wide urine or hair follicle drug testing at any time with or without cause, and without prior notice to determine if illegal drugs have been used. This test will be performed by a licensed facility designated by Marine Military Academy. In addition, in any circumstances where a Cadet exhibits unusual behavior, which may suggest being under the influence of an illegal substance, or where other evidence such as social media posts, odors, or other circumstances suggest the use of illegal substances, MMA may require drug testing at the parents' expense by a testing provider to be appointed by the school.

Marine Military Academy will also employ the use of drug detection canines for campus areas which may include but are not limited to barracks, heads/bathrooms, wall lockers, locker rooms, and parking lots. Upon indication by a drug detection canine of the presence of an illegal substance, administration will conduct a physical search of the room, or locker to determine the presence of illegal substances.

There is no expectation of privacy in any lockers, locker rooms, or barracks rooms located on Marine Military Academy Campus. Marine Military Academy may search at any time any locker, bag, or barracks room for materials deemed illegal, unsafe, and/or inappropriate to have on the campus. Failure to comply with drug testing, counseling, or search requirements may result in dismissal from the Academy. The policies of Marine Military Academy with regard to the use of alcohol, nicotine (including the use of electronic nicotine delivery systems (e-cigarettes, e-cigars, e-hookahs, e-pipes and vaping)), marijuana, and any other drugs are in the best interest of all Cadets, their parents, and the MMA community.

**Note:** Marine Military Academy reserves the right to dismiss any Cadet for a first-time offense if, after evaluating the circumstances with regard to the Cadet and his condition, the Academy feels that a dismissal is in the best interest of Marine Military Academy and the Cadet.

## **Abuse, Misuse, or Exchange of Prescription Drugs/Non-Prescription Drugs; or Inhalation, Abuse, Misuse, Exchange, or Possession of Dangerous Chemical Substances**

Chemicals, and other substances pose serious health risks and can be harmful or fatal. Sharing or selling prescription drugs to individuals to whom it was not prescribed is illegal and strictly prohibited by Marine Military Academy. Any Cadet who has shared or sold prescription drugs, misused or abused any dangerous chemical substance, who has purchased, sold, exchanged, or possessed any dangerous chemical substance, or who has concentrated and/or inhaled any dangerous chemical substance will be dismissed and or expelled from Marine Military Academy.

### **Vaping/Tobacco**

The use, sale, or possession of any tobacco or nicotine product, including but not limited to cigarettes, e-cigarettes, vaping devices, and smokeless tobacco is prohibited on campus, or at an MMA event. Any MMA Cadet who is found using or in possession of such products while at school or under the school's jurisdiction may be dismissed or awarded punishment.

### **Medical Marijuana**

Marine Military Academy does not accommodate the use of marijuana on campus under either the ADA or the FMLA as it remains an illegal drug under Texas and federal law.

### **Consequences**

MMA employs a "demerit" system. Cadets who violate behavioral expectations will be assigned a demerit, loss of rank, extra police duty, loss of on/off campus liberty, etc.

Serious disciplinary infractions, repeated violations of the behavioral guidelines, may result in the individual Cadet weekend liberty being suspended, or the individual placed on probation, and or being dismissed or expelled.

### **Dismissal and Expulsion**

Dismissal is the removal of a Cadet from the Marine Military Academy community. Expulsion is the PERMANENT removal of a Cadet from Marine Military Academy.

### **Probation**

A Cadet on probation who violates any major Marine Military Academy regulation or policy is subject to immediate dismissal and termination of the contract.

## **15. EMERGENCY SITUATIONS**

Marine Military Academy takes its safety response systems very seriously. Recently, we have adopted a new approach to some specific types of crisis situations that could occur within our schools. The new approach we have adopted is called A.L.I.C.E., which stands for: (Alert, Lockdown, Inform, Counter, and Evacuate). Last year we trained all MMA staff in this new model and have trained Cadets about how it works and what to expect. Training is conducted each year.

MMA officials will make every attempt to reach a parent or guardian in the event of an emergency. If the parent or guardian cannot be reached, MMA will notify the person(s) designated on the Medical Information and Release form. Parents and guardians should always leave emergency contact information/instructions. The Medical Information and Release form contains authorization and consent for the school, through a qualified person, to administer such first aid or other minor medical treatment as deemed best under the circumstances. All physical injuries will be examined as soon as possible. In case of an emergency requiring immediate medical care, the school, if unable to notify the parents, is authorized to have the child treated by a qualified physician at the nearest emergency clinic.

### **Emergency Closing of School**

Severe weather, utility problems, or health emergencies may necessitate the closing of Marine Military Academy. When such closings can be foreseen, an announcement will be made as early as possible. For weather closings, the decision will be made once we fully understand the storm track and the volatility of the storm and weather condition. A phone message from the school will be made to every family's preferred contact number.

## **16. INSPECTIONS**

### **Inspection of Wall Lockers, Packs, and Other Items**

Marine Military Academy strives to respect the privacy of its Cadets to the extent practicable. In this respect, it is the routine practice of Marine Military Academy to inspect wall lockers, packs, and other items in the possession or control of Cadets. However, Marine Military Academy also strives to provide a safe and orderly environment for its Cadets, its faculty and its visitors. Thus, in the event any administrator has reason to believe that any Cadet is in possession or control of (a) any item that could be a threat to the safety of a Cadet, a faculty member, a visitor or any other

person, (b) any item that could be a threat to the orderly operation of our school, (c) any illegal item, or (d) any item that is prohibited by the rules of MMA, any administrator of MMA may inspect any locker, packs, or any other property on the campus and take possession of any item that could pose a threat to the safe or orderly operation of the school.

### **Items Brought from Home**

Items brought from home which create a nuisance or an undue distraction at MMA or cause a potential safety concern, such as laser pointers, water pistols, and the like are not permitted at school. These items will be collected and held in the DI's office. All items from home should be clearly marked with the Cadet's name. Cadets will NOT bring large sums of money or valuable items to school. MMA will not assume responsibility for such items if they are brought to school.

## **17. ATHLETIC POLICIES**

MMA takes great pride in its athletic teams and programs, which encourage Cadet participation, support, and total physical effort. MMA encourages winning but does not emphasize it as the cornerstone of its sports programs. MMA Cadets are scholars first, then scholars who know the joy of physical exertion and tough competition.

Cadets are encouraged to attend as many athletic events as possible and should display good school spirit. Both players and fans should exhibit appropriate behavior and show respect to the officials, opponents, and their fans.

### **Athletic Participation**

MMA has a diverse athletic program that permits participation by a large percentage of our Corps of Cadets. MMA believes that athletic participation promotes strength of body and character while providing exciting competition.

Although participation in supervised interscholastic athletics is generally safe, these activities do involve the potential for injury that is inherent in any type of sport. Cadets who cannot provide proof of insurance may not participate. Participants have the responsibility to help reduce the chance of injury by obeying all safety rules, reporting all physical injuries to their coaches.

### **Sportsmanship**

Both Cadets and spectators should keep in mind that the highly excitable atmosphere of an athletic event should never justify rudeness or excessive complaints about officiating or the outcome of an event. It is the duty of the coach to speak, in a sanctioned manner, with officials about unclear or questionable calls. Players should not become embroiled in disagreements with officials, opponents, or fans. Spectators are reminded that the badgering of an official is a self-defeating activity and is never appropriate. It is also unbecoming for teams to blame the lack of success on the poor performance of an official.

Well-mannered teams, coaches, and fans need not be associated with a lack of competitive spirit or enthusiasm. Honest, hard play coupled with strong and loyal support for the team and coaches from spectators are the cornerstones of MMA athletics. Poor sportsmanship, on the other hand, discredits the school and its Cadets and may lead to a player's removal from the game or team or to a spectator's removal from the gym, stadium, or other area.

### **Athletic Philosophy of Commitment**

MMA athletes who are participating in an "in season sport" should have a commitment to the MMA sport. An MMA athlete is expected to participate in all practices and games except in the case of an emergency or illness. A request for an excuse to miss a practice or a game must be presented to the coach in advance. Penalties for not adhering to the above rule will be at the coach's discretion.

Cadets in good academic standing can participate in more than one MMA team or group activity (sports or extracurricular academic endeavors) during the same "season." When conflicts arise, Cadets can miss sessions of either activity without penalty.

### **Rules Regarding Substance Abuse for Athletes**

Subject to the Zero tolerance policy for controlled substance use, possession or distribution, Cadet Athletes who use alcohol, illegal drugs, tobacco, nutritional supplements not approved by the school's trainer and or use of smokeless tobacco cannot perform up to their full potential. In addition to damaging themselves, such abuse results in diminished athletic performance, hurting their teammates and MMA.

On the first offense, Cadets may be suspended from participation on their teams. MMA athletes who violate school policies when their sport is not currently in season may be suspended from team activities when that team's season begins again.

On the second offense, Cadets may be suspended from participation on any MMA athletic team for one year, beginning at time of detection. Both offenses are subject to dismissal from MMA, depending on the circumstances.

## 18. MARINE MILITARY ACADEMY PARENTS ORGANIZATION (MMAPO)

MMAPO is MMA's parent volunteer organization. MMAPO's purpose is to enhance each Cadet's school experience and to support the school, faculty, and administration through a variety of planned events during the school year. Participation is open to all interested parents or guardians of Cadets enrolled at Marine Military Academy. The annual dues are \$30.00 which funds all the activities and programs sponsored by MMAPO.

Getting parents involved in the MMAPO is when the fun starts! The MMAPO is a not-for-profit organization 501 (c) (3) and run entirely by parents and family member volunteers. New Board members are elected each school year to carry on the MMAPO tradition of membership recruitment, coordination, of special events, and sales of merchandise designed exclusively for the MMAPO and their fundraising efforts (MMAPO members get a 20% discount on all merchandise.) 100% of funds raised, through the methods mentioned, are used to support MMA Cadets and to enrich their overall experience (separate from their academic and military duties) while at the Military Academy. Please consider becoming a member, donating, or purchasing MMAPO exclusive merchandise to ensure we can continue to provide for support our amazing hard, working Cadets. The MMAPO is looking forward to another great year...come and join us for some fun!





# FORGING TOMORROW'S LEADERS



Parents are encouraged to view the website at [www.MMA-TX.org](http://www.MMA-TX.org) and the parent portal when seeking the most current information.