

This Right Guide is the Property of:

Cadet: _____

Company: _____ Platoon: _____ Squad: _____ Room: _____

Rank _____ Billet: _____

Military Department:

Commandant of Cadets:

SgtMaj D. R. Smythe

Operations Chief

SSgt A. E. Diaz

Drill Instructor: _____

Battalion Commander: _____

Company Commander: _____

Squad Leader: _____

Academic Department:

Dean of Academics/Counselor:

Ms. M. Hidalgo

Registrar:

Mrs. J. Perez

College Placement Officer:

Oscar Fonseca

MMA ORDER 61-0

Right Guide Regulations 2023-2024-2023

1. MMA Order 61-0 is approved. Cadets, staff and faculty will be guided by its provisions.

C. S. Dowling
Colonel, U. S. Marine Corps (Ret)
President

MESSAGE FROM THE PRESIDENT

We are a nation of laws, rules, and regulations. While one may not always agree with all of them, they are necessary to insure the protection of our way of life. The Marine Military Academy has developed a set of rules, regulations, and guidelines, which every cadet must live by. The rules have evolved over our 59-year history, so they are time-tested. It has been proven if you live by these guidelines, in all likelihood you will do very well here. Faculty members, staff, and parents, with the **Right Guide** as the compass, will assist you in your journey to success.

The **Right Guide** is one of the many resources designed to help you achieve success in your developmental process. I encourage you to become familiar with its contents and freely consult your Drill Instructor, faculty, and company staff. Responsibility for success ultimately rests with each cadet. Take on that responsibility as a personal challenge. Make the most of your time, strive for excellence rather than mediocrity, and employ all the resources we will provide you to prepare yourself for a successful adventure. Welcome Aboard, cadet!

We are indeed the few, the proud, the Marine Military Academy. We set our standards higher, and our Cadets achieve these standards with our encouragement and their hard work. The **Right Guide** is intended to help this process. We are proud of what our Cadets have achieved, and we are proud of the **Right Guide**.

C. S. Dowling
Colonel, U. S. Marine Corps (Ret.)
President

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Introduction:

What is the Right Guide?

The book you are about to read outlines the rules, regulations, and guidelines that govern cadet behavior, rights and responsibilities. Each new cadet will learn the regulations and begin committing them to memory during the Introductory (Plebe) Training. Cadets are then expected to live by these regulations and help enforce them.

Why is the Right Guide Important to Parents?

For the success of their cadet, it is important that parents thoroughly understand the system of rules and regulations established by the Marine Military Academy. This book also serves as a reference guide for parents so they will better understand the Academy's philosophy of discipline and will be able to support their cadet and guide him toward future achievement. At MMA, there are three important components that make students 'successful': the Academy, the Cadet, and the Family. The Academy provides the environment and direction, the Cadet provides the will to succeed, and most importantly, the Family must provide support for both the Academy and the Cadet. Only with the unity of all three will we ensure the success of the Cadet.

Should I Read This Book Cover To Cover?

YES! Your cadet will be expected to read every page and memorize certain parts. You should too! When your cadet calls to say 'it's okay to send him his entire closet of civilian clothes because he'll need them each weekend' -- you should be able to tell him without a doubt that 'civilian clothes are rarely needed at any time at the Marine Military Academy.' It's hard to stay a step ahead of today's youth. Use every tool you can.

Who should I call if I have questions, comments, or recommendations?

Although we have tried to be thorough and clear in writing the *Right Guide*, questions always arise, and revisions do occur. If you have questions or comments regarding anything written here, call the Drill Instructor (DI) for clarification. If your cadet tells you something contradictory to what is written, verify it with his Drill Instructor before taking action. Remember, the Drill Instructor would rather answer 50 questions from parents than punish one cadet for breaking the rules.

Chapter 1: Mission & Philosophy

101. Statement of Purpose

Born of a need to preserve the shared values of our country, the Marine Military Academy fills a uniquely important role in the spectrum of American secondary education. An independent college preparatory school, MMA emulates the high ideals and long-standing traditions of the United States Marine Corps, teaching its cadets to stretch their mental, physical, cultural and spiritual boundaries to their greatest potential.

The Marine Military Academy is committed to academic excellence and to the development in our cadets of self-discipline and a sense of responsibility toward the community at large. We undertake to instill a system of values and a work ethic, which will continue to serve them and the Nation after their school years. A highly academic curriculum taught by an accomplished faculty and rooted in the study of history refines the mind and develops a sense of appreciation for the United States. Leadership skills and disciplined living are learned in a firmly structured yet understanding environment.

Each cadet is assigned to a company overseen by a retired Marine Staff Noncommissioned Officer (SNCO) who lives with his family in the barracks and who provides supervision, guidance, and compassion. Diligence, civil behavior, and proper manners become routine in the life of cadets, who in uniform, march smartly with Marine pride and dignity.

The Marine Military Academy will develop disciplined, morally strong, college-ready young men who are prepared for responsible leadership.

Our Country needs a secondary school of such special character. We are fortunate to have one – The Marine Military Academy, which faithfully serves our Nation.

102. Philosophy

Chartered on 30 April 1963 and opening for the first school year in September 1965, the Marine Military Academy is the first and only independent school to offer thorough preparation for college in an atmosphere of the military traditions and customs of the United States Marine Corps. The Academy is a private, non-profit, interdenominational institution, and is not an official activity of the U. S. Government or the U. S. Marine Corps. It was founded and organized by former Marines who believe firmly that a military program based on Marine Corps concepts of leadership and discipline offers much value to the education of a young man.

The United States Marine Corps is noted for its great esprit de corps, its determined pursuit of excellence, its development of strong leaders, its will to be second to none, and its belief that the exertion of maximum effort is what makes champions. The Marine Military Academy is founded on these ideals and principles. The Marine Corps, through the Junior ROTC organization, sponsors its military program and under this program cadets are authorized to wear the modified Marine Corps uniform.

The guiding philosophy of the Academy is to provide a wholesome, patriotic and invigorating atmosphere in which students are inspired toward maximum achievement. Cadets are developed toward the ideal of the “whole man” by carefully correlated academic, military and athletic programs. The Academy provides education and training, which prepare a young man for college and responsible citizenship in a free and competitive society.

The principal objective of the Marine Military Academy is the sound academic preparation of its cadets for entrance into the best universities and colleges or military service academies. In addition to a challenging academic program, the Academy stresses the development of character, leadership, esprit de corps, with a strong devotion to country. While the military and athletic programs are considered of vital importance to the development of a well-rounded personality, and to the prestige of the Academy and the morale of the student body, the pursuit of academic excellence takes priority among these objectives.

103. Emblem of the Marine Military Academy



The emblem of the Marine Military Academy, as shown here and on the cover of the **RIGHT GUIDE** in color, has as its principal colors the scarlet and gold of the United States Marine Corps. Centered in a scarlet heraldic shield are the eagle, globe and anchor, a version of which was adopted by the Marine Corps in 1868 by General Jacob Zeilin, 7th Commandant of the Marine Corps. Surrounding the Marine Corps emblem is a gold circling with the words “Marine Military Academy”. The whole of the Marine Corps emblem and circling are under imposed by crossed rifles – the basic weapon of the individual Marine.

104. Objective of the MCJROTC Program

The MCJROTC Program will develop character in high school students allowing them to become informed citizens prepared to willingly accept the responsibilities of citizenship. It is a unique program that stresses the learning of leadership skills that will enhance the lives of the young adults who participate. Training will focus on the four basic indicators of leadership: morale, proficiency, esprit de corps, and discipline.

105. The Corps of Cadets

The Corps of Cadets is organized as an infantry battalion that is comprised of up to five-line companies (A, D, E, F & G). A cadet’s rank and position within the Corps are determined by academic and military performance, participation in activities, and demonstrated leadership potential. All cadets are required to adhere to the regulations and policies outlined in this **RIGHT GUIDE**.

106. MMA Creed

As a Cadet at the Marine Military Academy:

I will always be faithful – to my parents, to my God, to my Country and to the Academy.

I will wear my uniform proudly, and in so doing, uphold the standards established by the United States Marine Corps.

I will always behave honorably. I will not lie, cheat, or steal.

I will respect my fellow Cadet. I will not bear false witness against him.

I will devote myself to the pursuit of knowledge.

I will strive to conduct myself in such a manner as to reflect favorably upon the Academy.

I will not use drugs, alcohol, e-cigarettes/vapes or steroids and will not tolerate their use by other Cadets.

I will be an achiever and a believer. I will do my best in every way, for I am a Cadet at the Marine Military Academy.

107. Classroom Code of Conduct

I am here to learn:

I will do nothing to keep the teacher from teaching or anyone, including myself, from learning.

I am respectful:

I will show all teachers respect.

I will address teachers as sir or ma'am.

I will raise my hand to speak.

I will not interrupt an individual who is speaking.

I will respect other cadets, as I will myself.

I am prepared:

I will not be late to class.

I will come to class with completed homework and supplies.

I am alert:

I will not sleep in class, standing in the back, if necessary, to stay awake.

I am responsible:

My actions are mine alone and I will take responsibility for them.

108. 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.

109. 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.

110. MMA Pride

Performance

Responsibility

Integrity

Dependability

Esprit de Corps

111. MMA Fight SongWe are the boys of MMA,

We're faithful to our Corps.

For scarlet and gold, we will fight, victory will be ours.

We're strong of heart and spirit too, we fight the whole game through.

Victory is ours this game, let's win one for the Corps.

(First time only) MMA, MMA, GO, FIGHT, MMA!

(Repeat)

Chapter 2: Administrative Policies

201. Schedule for the School Year

1. Authority. The daily routine and school calendar for the school year are as contained in this order and may be adjusted and refined by the publication of the MMA Plan of the Day and the weekly training schedule. Only the Dean of Academics or the Commandant of Cadets working in coordination may make changes and modifications to the daily routine and the school calendar.

2. Daily Routine. The routine for each day will be carried out as specified in this section. The following abbreviations apply in the schedules:

ACT – Activities (Physical) COCAT – Commandant’s Administrative Time PT – Physical Fitness Training
 CAT – Cadet Administrative Time CCQ – Closed Call to Quarters CP – Class Period TUT – Tutorials

3. Normal Weekday Routine:

TIMES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
0600	Reveille	Reveille	Reveille/	Reveille	Reveille
0615	PT	1st Mess	PT	1st Mess	PT
0715	1st Mess	LE Class	1 st Mess	LE Class	1st Mess
0745-0815	Military Period	Military Period	Military Period	Military Period	Military Period
0820-0830	Colors	Colors	Colors	Colors	Colors
0830-0920	1st CP	1st CP	1st CP	1st CP	1st CP
0925-1015	2nd CP	2nd CP	2nd CP	2nd CP	2nd CP
1020-1110	3rd CP	3rd CP	3rd CP	3rd CP	3rd CP
1115-1205	4th CP	4th CP	4th CP	4th CP	4th CP
1205-1305	2nd Mess/Club Meetings				
1310-1400	5th CP	5th CP	5th CP	5th CP	5th CP
1405-1455	6th CP	6th CP	6th CP	6th CP	6th CP
1500-1530	TUT (Eng)	TUT (Math)	TUT (Sci)	TUT (Soc)	TUT (Lang/GS)
1535-1730	ACT	ACT	ACT	ACT	ACT
1800-1900	3rd Mess		(1730)	3rd Mess	
1900-2115	CCQ	CCQ	CCQ	CCQ	COCAT
2115-2145	CAT	CAT	CAT	CAT	COCAT
2145	Tattoo**	Tattoo**	Tattoo**	Tattoo**	Tattoo**
2200	Taps***	Taps***	Taps***	Taps***	Taps***

TIMES	SATURDAY	SUNDAY/HOLIDAY
0700	Reveille	
0730	1st Mess	
0830-1130	COCAT	
0830-1100		Brunch
0900		Off-Campus Church Call
1200	2nd Mess	
1300	Inspection/Liberty Call	Inspection/Liberty Call
1730-1830	3rd Mess	3rd Mess
1800		Liberty Expires - All Cadets
1900	Liberty Expires	
1930-2130		CCQ
2100		
2145		Tattoo**
2200	Tattoo**	Taps***
2300	Taps***	

Weekly training schedule will show exact times, places and instruction
 **Cadets settled down; accountability reports taken
 ***All cadets turned in

School Supply Hours: Tue & Thu 0745-0830/1455-1530
 Sick Call: Mon-Fri from 0800-0830; the remainder of the day as needed
 Medicines dispensed daily during meals.

4. Holidays and Leave Periods for School Year 2023-2024. All airlines recommend ticket holders to be present two hours before the flight. When booking your cadet's flight, remember that school does not let out until the times indicated below for each specific holiday. Cadets must have time to check out properly and arrive at the airport two hours before the flight. **Travel arrangements for "unaccompanied minors" must be made by the parent/guardian at the time tickets are purchased. Check with specific airline for special requirements.**

- a. **Thanksgiving Leave: 17 November 2023 – 26 November 2023**
Cadets will depart the Academy after 1600, 17 November 2023
Return by 1800, 27 November 2023.
- b. **Christmas Leave: 20 December 2023 – 13 January 2024**
Cadets will depart the Academy after 1200, 20 December 2023
Return by 1800, 13 January 2024.
- c. **Spring Break: 8 March 2024 – 17 March 2024**
Cadets will depart the Academy after 1200 8 March 2024
Return by 1800, 17 March 2024.
- d. All Other Holidays. These are school days unless they fall on a weekend.
- e. Reporting After Leave. Cadets are not authorized liberty after reporting aboard from leave periods and are considered to be in a duty status.

NOTES:

1. Travel/Air departure times **SHOULD NOT** be scheduled before departure times listed for Holiday/Leave periods. However, departure flights may be scheduled for the following day.
2. Cadets and parents must adhere to departure/return dates and times. **Early departures or late returns are considered to be unexcused absences and will result in appropriate disciplinary action, a zero in the missed class/classes, and may also include placing a hold on report cards.**
3. The authorized uniforms for holiday departure and return is the Blue Dress "B", Blue Dress "D" or Service "C" uniform or school polo shirt with khaki trousers, unless otherwise designated by the Commandant of Cadets.
4. The letter jacket may be authorized to be worn on leave as part of the uniform. The jacket may also be worn with civilian clothes.
5. The letter jacket is the only authorized jacket to be worn with the liberty uniform.

202. Leave and Liberty

1. Authority. The Commandant of Cadets is authorized to regulate all cadet leave and liberty. Leave and liberty are granted as rewards for excellence in academics, conduct and individual effort. They are considered to be an earned privilege rather than a right.
2. Leave
 - a. Regular Leave. Regular Leave covers periods longer than overnight, such as Thanksgiving, Christmas and Spring Break, that are available to all cadets. Such periods will be listed in the annual school calendar, and the **RIGHT GUIDE**, which

lists detailed dates, times and conditions. It is understood that the cadet will travel to his home during this period unless he has parental/guardian permission provided to his Drill Instructor, and a written invitation to be elsewhere.

b. Military Leave. **Military Leave approved by the Commandant of Cadets is a privilege for cadets in good standing.** It normally covers periods longer than overnight. It is granted on an individual case basis. Military Leave will include such periods as long weekends (Friday and Saturday nights). **All Military Leave will begin AFTER the last class period on Friday and END at 1800 on Sunday.** The total number of Military Leaves available to any cadet will be limited to one per semester. Except in the case of verified emergencies, no Military Leave of any kind will be granted during the plebe Indoctrination period.

(1) All requests for Military Leave must originate with the parent/guardian of the cadet and will be emailed to the Drill Instructor and must be processed electronically through the Drill Instructor no later than 48 hours prior to departure date.

(2) Cadets not returning from Military Leave on time will be charged with an unexcused absence for every late day and receive a “zero” for missed classes.

c. Special Leave. Special Leave is an absence from the Academy during a scheduled school day. All requests for Special Leave should arrive electronically submitted at MMA no later than **seven days** preceding the period requested. Special Leave requires an email or phone call to the Drill Instructor from the cadet’s parent(s) or legal guardian, prior approval from the Company Drill Instructor, Dean of Academics, and the Commandant of Cadets.

(1) Emergency Leave. Emergency Leave may be granted for the death of an immediate family member, serious injury or illness, or extreme hardship of the immediate family member. Requests for Emergency Leave must originate with a parent or guardian of the cadet, or their duly authorized representative and may only be made by a verified telephone call, followed by written request.

(2) Medical Leave Appointments. All medical appointments must be coordinated with the Marine Military Academy Medical Department and scheduled, when possible, in the Harlingen area, or during one of the regular leave periods listed on the school calendar. If a cadet cannot schedule a medical appointment in Harlingen, or during a scheduled leave period, Medical Leave may be granted. If Medical Leave is granted, the cadet must provide signed documentation from the physician upon return to the Academy, otherwise he will be charged with an unexcused absence.

(3) College Visits. It is preferred that college visits occur over the summer or during holiday periods. 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 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.

(4) Legal, Compassionate and Personal Situations. May be authorized by the Commandant of Cadets and the recommendation of the Dean, based on the case.

(5) Religious Leave. Cadets may request leave for an established religious holiday, holy day, or participation in a specific religious function with approval from the Commandant of Cadets and the recommendation of the Dean.

(6) Leave Disapproval. Leave may be disapproved by the Commandant of Cadets for situations that create conflict with the academic or training schedule.

3. Liberty. Liberty is the authorized absence of a cadet from the Academy. It is limited in time and distance to a specified geographical area. Liberty normally occurs on Saturday and Sunday afternoons. For safety reasons, cadets are not authorized to walk to and from liberty off campus.

a. Regular Liberty. Regular Liberty is available at approved times to cadets who are not in a “duty status” or restricted for disciplinary, academic, or medical reasons.

b. Liberty Hours. Regular liberty hours are as follows:

Friday – On special occasions, the Commandant of Cadets may authorize liberty for selected cadets (officers, SNCOs, wreath holders, seniors, etc.).

Saturday - Liberty normally commences at 1300 and expires at 1900.

Sunday – Liberty will normally commence at 1300 and expire at 1800 for all cadets.

c. Liberty Limits. Liberty limits are defined as follows:

(1) Without parents/guardians, cadets must remain within 10 miles of the Academy campus.

(2) With parents, cadets must remain within 150 miles of the Academy campus unless special coordination with the Drill Instructor has been made.

d. Liberty System. It is mandatory for cadets to utilize the “Buddy System” while on liberty. Special attention is paid to “new” cadets to ensure they have a liberty partner when departing the campus.

e. Overnight Liberty. Overnight liberty will normally be granted on Saturday nights only. Cadets having parents/guardians that reside within 150 miles of the Academy or those that have parents visiting a location within 150 miles of the Academy may request overnight liberty. Written requests for overnight liberty are required and must be emailed to the Drill Instructor no later than noon of the Wednesday prior to the liberty commencing. All overnight liberty commences at 1300 on Saturday and expires at 1800 on Sunday. Plebes will not be granted overnight liberty. The Academy reserves the right to refuse permission to any request for reasons considered appropriate by the President, Commandant of Cadets, or Drill Instructor.

f. Guest Overnight Liberty. Cadets living outside the 150-mile limit may have overnight liberty at the homes of persons living within that limit if specifically authorized by their parents/guardians. Written permission for this type of liberty from the parent/guardian as well as the host must be received by the Drill Instructor no later than noon of the Wednesday prior to the liberty commencing. All overnight liberty commences at 1300 on Saturday and expires at 1800 on Sunday. Plebes will not be granted overnight liberty. The Academy reserves the right to refuse permission to any request for reasons considered appropriate by the President, Commandant of Cadets, or Drill Instructor.

g. Medical Restriction

(1) Liberty will be disapproved for cadets who are in a “No Duty” status. Medical restrictions may only be imposed or removed by the Academy Medical

Department for those cadets who have injuries or sickness when deemed in the best interest of the health and welfare of the cadet. The Drill Instructor and the Commandant of Cadets will be informed of all assignments/removals from medical restriction.

(2) Medical restriction will be imposed if a cadet must wear a sandal, athletic shoe, or some other non-uniform item.

(3) Normally, Medical Department personnel are the only ones that will authorize the wear of non-uniform items. However, the Drill Instructor is also authorized to allow the substitution of athletic shoes for normal footwear for short periods if he feels it is in the best interest of the cadet.

(4) A cadet who is required to wear a non-uniform item due to medical reasons and who is issued a medical slip at the Academy may be granted leave or liberty if approved by their Drill Instructor. While on medical restriction, cadets will keep the medical slip in his possession.

203. Areas Off Limits to Cadets

1. The Commandant of Cadets has full authority to designate locations/areas as “off limits” to cadets.

2. The following areas/locations are “off limits” to all cadets. If a determination is made that a cadet has entered any of these areas/locations, disciplinary action will result.

a. Valley International Airport, except for the terminal area during authorized travel to and from the Academy. No cadet will cross the airfield boundary at any time. Trespassing on airport property is a federal offense.

b. All Academy buildings or offices when no faculty or staff is present.

c. All unused Academy buildings or areas under construction.

d. Roofs of all Academy buildings.

e. The Mess Hall except during scheduled meals.

f. Another barracks or another cadet’s room except by invitation and with the presence of the cadet assigned to that barracks or room. Anyone visiting cadets must check in with the Drill Instructor.

g. Medical spaces except when attending sick call, confined to the infirmary, or when medical staff is present.

h. The Cadet Activities Center except during regularly scheduled hours of operation.

i. The rappelling tower, climbing wall, obstacle course, confidence course, mud course, reaction course, high and low challenge course, circuit course, paintball and rifle/pistol range without staff supervision.

j. The swimming pool, except when officially open with lifeguard present.

k. The skate park and mountain bike trail except with prior authorization from the Drill Instructor and the wear of PPE.

l. Mexico unless authorized by the Commandant of Cadets. Cadets are forbidden to enter Mexico on liberty or leave unless accompanied by their parent/guardian or an adult designated by their parent/guardian.

m. LeMoyne Gardens subdivision without exception.

n. All apartment complexes and residential areas, with the exception of cadets whose parents/guardians reside there.

o. All tattoo and body piercing establishments.

p. The business establishment known as “Pokey’s Planet”, smoke shops and vendors without exception.

q. Any other area designated by the Commandant of Cadets.

r. To ensure the safety of all cadets, no cadet is permitted outside of his barracks between Taps and Reveille unless authorized by his Drill Instructor.

204. Visitors

1. Authority. The Drill Instructor, or in his absence, the Staff Duty Officer, has full authority to regulate cadet visitation.

2. General. Visiting hours at the Academy are from after scheduled activities on Saturday until 1900, and on Sunday from 1300 until 1800. All exceptions must be approved by the Drill Instructor.

3. Rules for Visits

a. No visitor may enter the barracks except as authorized by the Drill Instructor or the Staff Duty Officer.

b. Cadets will only receive visitors in the uniform of the day or change as soon as practicable.

c. Cadets may not receive visitors during drill periods, class periods, study periods, or any other scheduled Academy duty, function or activity. Parents/guardians may observe their cadet’s activities during these functions on a non-interference basis.

d. Cadets performing extra duties as a punishment or penalty will not be excused to receive visitors unless authorized by their Drill Instructor.

e. Cadets who have been placed on restriction will normally be denied visiting privileges unless unusual circumstances occur and if authorized by their Drill Instructor.

205. Conduct During Liberty, Leave & Visitation

1. General. Cadets on liberty and leave will conduct themselves at all times in an appropriate manner. Violation of dress or conduct requirements may result in cancellation of privileges as well as disciplinary action.

2. Uniforms and Personal Appearance. Cadets on liberty are required to be in an appropriate uniform when within a 60-mile radius (with the exception of South Padre Island) of the Academy and in public.

a. Liberty Uniform. The liberty uniform will be properly fitted, cleaned and pressed Service “C” or MMA polo shirt and khaki trousers unless otherwise directed by the President or the Commandant of Cadets. Letter jackets may be worn.

b. Leave Uniform. Leave uniforms will only be Blue Dress “B”, Blue Dress “D”, Service “C”, or MMA polo shirt and khaki trousers during travel to and from the Academy. The letter jacket may be worn on leave as part of the uniform when authorized by the Commandant of Cadets.

c. Personal appearance guidelines for haircuts, shaving, and jewelry will be enforced for cadets departing the campus for any reason.

d. Hitchhiking. Hitchhiking or soliciting rides are expressly forbidden on or off campus and will result in disciplinary action.

e. Driving/Riding in Vehicles. Cadets that are licensed drivers may operate a motor vehicle when accompanied by a parent/guardian. Cadets may ride in automobiles only in the company of a licensed driver over the age of 18. No cadets will maintain an automobile in or around the campus while a student at MMA. *Additionally, utilizing Uber, Lyft, Taxis or similar services are not authorized for liberty.*

f. Civilian Clothes. The wearing of civilian clothes by cadets is not authorized for liberty within a 60-mile radius of the Academy. The wearing of civilian clothes by cadets while on leave is authorized. The Commandant of Cadets may make exceptions to these policies.

206. Unauthorized Absences (UA)

1. No cadet will be absent from or late in reporting to the Academy or any scheduled period of instruction, duty, formation, muster, parade, drill, inspection, religious service or other announced or scheduled event. Following the last officially approved event of the evening, cadets will remain in their barracks. At “Taps”, cadets will be in their own rooms with lights out and will remain there until “Reveille”.

2. Cadets absent without proper authorization are subject to disciplinary measures including demerits, reprimand, extra duty, restriction, denial of privileges, and IPT. Punishment awarded to cadets will be based upon the severity and recurrence of violation of rules.

3. If cadets accrue five or more unauthorized absences from school or class, they will be considered for dismissal.

4. Cadets are required to be in class. If a cadet is absent without an authorized excuse from four classes, or the equivalent in any one day, they are considered UA for the entire day. Cadets that accumulate eight or more unexcused absences in a course during a single semester will be assigned a failing grade and will not receive credit for the course. If a cadet is charged with an unexcused absence, he will receive a grade of “zero” for all missed classes.

207. Health Care Services

1. The Marine Military Academy provides no health insurance coverage for cadets. Parents/guardians must submit proof of insurance and agree to pay all medical costs incurred by their child. The Academy has generally provided limited coverage for sports injuries and other injuries caused by accidents. A full description of those benefits will be made available upon request. The Academy policy does not cover

any expenses caused by sickness or disease. These arrangements must be made at the time of admission each year for the health and welfare of the cadet.

2. The Academy operates an 8-bed infirmary and employs a medical staff. Sick call is held Monday through Friday from 0800-0830. The remainder of the day is come in as needed. The medical staff will arrange any needed doctor's appointments and will make arrangements for necessary transportation.

3. Other than the regularly scheduled sick call hours, cadets may visit sickbay any time in an emergency situation.

4. Any special medical/medication instructions relative to a cadet's health should be discussed with the medical staff during time of admissions. Changes in medication times and/or dosage and recent medical information should be conveyed in writing to the medical staff.

5. Medications are normally dispensed during mealtimes in the mess hall. Medications may also be given by Drill Instructors, athletic coaches, and event sponsors as required.

6. Under no circumstances will cadets retain prescription medications, over-the-counter medications or vitamin supplements in their possession. Possession of dietary/nutritional supplements without Athletic Director's/Athletic Trainer's approval is prohibited.

7. Immunizations required by Texas laws will be administered to students prior to acceptance for admission to this Academy. In the event a cadet should be found deficient in any immunization required by state law, the Medical Officer will ensure that the immunizations are administered to the student at the parents/guardians expense. To attend class, all required immunizations must be current for the school year.

8. A new sports physical is required every school year. Any cadet who does not have a current physical will have one completed by the school.

9. Under certain circumstances, cadets contracting communicable diseases may pose a threat to the health and welfare of others. Therefore, decisions regarding the continued educational status of cadets with communicable diseases will be made on a case-by-case basis. In the event of communicable illnesses such as influenza, mumps, measles, etc., the Medical Officer may require parents retain the cadet at home until recuperation is complete as certified by their family physician.

10. The Academy reserves the right to deny an application for admission or to disenroll a cadet if it is believed that a certain impairment or illness will prohibit the cadet from receiving the full benefit of active participation in all its varied programs.

208. Property Insurance

Parents should arrange for an extension of coverage under their personal property insurance to include fire and theft protection on all their cadet's personal property to include uniforms, electronics, etc. The Marine Military Academy accepts no responsibility for loss, damage, or theft of personal property.

209. Damages

1. Cadets who damage, destroy, or take any property connected with the Marine Military Academy will be charged with the cost of the property or damage and be disciplined according to the nature and degree of the offense.

2. The Marine Military Academy will periodically conduct room maintenance inspections. Any damage caused by a cadet will be repaired at the expense of the cadet. Final resolution of any disputes as to prior damage will be settled by referring to existing work requests.

3. Any charges for which individual cadet responsibility is unidentifiable will be divided between cadets in the room. Damages to common areas will be divided between cadets known to have used those areas if the responsible parties are unidentified. No charges will be made for normal wear and tear.

4. Cadets will not perform maintenance repairs on locks, screens, windows, blinds, doors, furniture, fixtures, or any school facilities or furnishings. All damage must be immediately reported to the Military Department. Required repairs will be reported to the Facilities Department through the Commandant's office.

5. Cadets are prohibited from tampering with electrical breakers, thermostats, smoke detectors, telephone lines and equipment or any other mechanical devices. Additionally, cadets are prohibited from using electrical or power tools or such maintenance equipment.

210. Cadet Telephone Privileges

1. Cadets are normally prohibited from making phone calls during the time period of 1800 Sunday through 1300 Saturday unless their Drill Instructor or other staff and faculty members grant permission. Cadet use of telephones in any of the administrative offices is prohibited.

2. Cellular Telephones. The Marine Military Academy Cellular Telephone Policy provides detailed guidance for cadets and parents regarding cadet cell phone possession and usage. A written consent form must be completed by both parents/guardians prior to a cadet being allowed to possess a cellular telephone at the Marine Military Academy.

211. Academy Closure

As the Marine Military Academy falls into the category of a private boarding school, the standard school closure notifications (hurricanes, severe inclement weather, etc.) that Harlingen, Cameron County, and surrounding counties announce are inapplicable to MMA. The Academy is always open when cadets are present.

212. Food in the Barracks

1. Health, sanitation, and cleanliness require discretion in the possession of food in the barracks. Cadets may have food in their rooms with Drill Instructor approval. All food must be approved by the Drill Instructor. Violations of the provisions may cause such permission to be revoked.

2. The provisions for food in the barracks:

- a. Must be pre-packaged or sealed.
- b. Must consume perishables within one week to avoid spoilage.
- c. Must require no refrigeration to ensure freshness or to prevent spoilage.
- d. Must be properly stored to prevent unhealthy situations or to prevent insect presence in the barracks.

- e. Must be properly disposed of, with no residue in the rooms, by delivering to the dumpsters, and by ensuring no overnight residue in the barracks trash containers.
- f. Food stored must not interfere with the wall locker display.

3. Refrigerators (small) may be authorized by the Drill Instructor for cadet officers and staff noncommissioned officers.

213. Backpacks

Backpacks may be taken to classrooms. They will not be taken into the mess hall, deposited in hallways or common areas, or left unattended in any area that detracts from the organization, structure, or appearance of our campus. Backpacks will only be marked with the cadet's name for identification purposes. Other markings/graffiti are not allowed. Backpacks will be black, olive drab, brown, tan, MARPAT commercial and of a conservative nature with minimal logo representation and must be worn over both shoulders. Gym/duffel bags, computer bags and other non-authorized backpacks will be hand carried while in uniform.

Chapter 3: Military Policies

301. Customs & Traditions of The Corps of Cadets

1. The heart and soul of the Marine Military Academy is its Corps of Cadets. The Corps is made 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 and attitude of structure and discipline. They set a standard of excellence and esprit which demands that those who follow must likewise strive to do their very best to add to the image and reputation of the Corps, and to never let it down.

2. It is in this spirit that a responsibility is inherited by cadets who have taken their place in the Corps to aid and assist those who would join them. It is the responsibility of the "new" cadets to learn those things and take on those characteristics that will aid them in reaching their personal goals and make them a contributor to the good of the Corps.

3. Thus, it is the purpose of the system that differentiates "old" cadets from "new" cadets to:

- a. Provide leadership education.
- b. Develop respect for authority.
- c. Build a foundation for future leadership by demonstrated followership.
- d. Develop a sense of camaraderie from shared experiences.

4. Leadership Camp is an opportunity for the "new" leadership of the Corps to participate in a special training program prior to the beginning of the school year. This training is designed to assist them in performing their new leadership responsibilities and in training the new and returning cadets.

302. Standards of Conduct

1. The Marine Military Academy uses a structured environment that requires the highest standards of conduct and respect for authority. Recognition of authority of superiors is required at all times. A cadet is expected to show respect to and obey the orders of members of the staff and faculty, or any other official of the Academy. Failure to do so can result in disciplinary action. A cadet who shows disrespect to,

or refuses to obey the lawful order of, a cadet officer, staff noncommissioned officer, noncommissioned officer, or cadet leader will be disciplined in accordance with the nature of the offense.

2. Honor, personal integrity, and loyalty to the Corps of Cadets, its customs and traditions, are characteristics essential to a successful cadet. Cadets unable to conduct themselves at all times in a manner indicating the highest standard of honesty, integrity, and dependability are unfit to be a member of the Corps of Cadets.

3. One mission of the Academy is to teach cadets to conduct themselves in the proper manner. It is recognized that cadets, through lack of knowledge, will make some honest mistakes. Infractions of this category are disciplined by counseling, assignment of extra duty, restriction, demerits, IT, and possible reduction in grade according to the seriousness of the violation.

4. Standards of conduct which may be condoned elsewhere, may be intolerable within the Corps of Cadets. The standards of honor and integrity of other schools or communities may be less than those that must prevail at the Marine Military Academy.

5. Young people receiving their first lesson in military discipline must be warned that organized or collective resistance to authority is far more serious than resistance by individuals acting alone. Therefore, no cadet will join others in doing any act contrary to the rules of the Academy or endeavor to persuade others to do so.

6. Cadets will conduct themselves with dignity. All misbehavior, disorder, or negligence listed as offenses in paragraph 308 of the **RIGHT GUIDE** will be dealt with appropriately. Offenses not specifically listed in paragraph 308 will be treated as “Conduct of Immoral or Unethical Nature” or “Conduct Detrimental to the Academy and Other cadets”, as the circumstances dictate.

7. Cadets must bear in mind the dishonesty of oral or written statements or reports that are evasive or misleading, any work submitted in class must be one’s own. The attempt to gain classroom credit for another’s work is cheating. Cheating includes any form of deceit at recitation, practical work, quizzes or examinations. It includes gaining unauthorized assistance in the classroom, by observing a classmate’s work, or by conversing with them. Cheating includes false reports, unauthorized alteration of an attendance report, answering for another at roll call, forging names or initials on any official record, and similar illegal actions. A cadet who knowingly permits the falsification of records for which he is responsible is guilty of cheating. No cadet will initial or sign for another, nor will he knowingly permit another to initial or sign for him. Cheating is an offense that may result in dismissal.

8. In any investigation made by proper authorities, it will be the duty of all cadets to answer questions as to facts within their knowledge. Information provided by cadets in the course of such questioning will neither be used to punish them nor any other cadet for any misconduct, other than the offense being investigated, unless such misconduct is so serious that it could subject the offender to recommendation for dismissal for misconduct.

9. Cadets must have the courage to report all violations of the **RIGHT GUIDE**. They must take appropriate action to correct other cadets who are violating regulations and be able to contain a situation before it gets out of hand. Cadets are responsible for themselves and others.

303. Military Courtesy & Manners

1. General. The Marine Military Academy is founded in the traditions and atmosphere of the United States Marine Corps, and within this concept, uses the forms of custom and courtesies found in the Marine Corps. Military courtesy is no different from any code of proper conduct, except that it is somewhat more formal than that found in polite civilian society. Proper courtesy in both military and polite civilian circles is primarily based on two elements: respect for one's seniors and elders, and mutual respect between both parties. These elements also form the basis for the code of behavior at the Marine Military Academy. Some of the more prominently unique forms of courtesy are listed below as guides to new cadets and as reminders to old cadets.

2. Saluting. The salute is the form of greeting and mutual respect used between military personnel. It is executed with snap and precision and will be rendered by cadets on the following occasions:

- a. When approaching within six to thirty paces of any adult.
- b. When appropriate, as instructed, as a prescribed act in a ceremony or formation.
- c. When prescribed in connection with the ceremony of raising or lowering the Colors.
- d. The salute will be accompanied by an appropriate greeting ("Good morning, sir", "Good afternoon, ma'am", etc.) except when rendered in formation.
- e. The junior person salutes the senior person, extends a greeting, and holds his salute until the senior person answers it.
- f. The salute will only be rendered in the form prescribed.
- g. The salute is rendered only when in uniform. Therefore, no salutes are required when in PT gear, or when uncovered. Saluting indoors is inappropriate unless "under arms".

3. Reporting. When reporting to any member of the faculty or staff in their office, a cadet will first knock and request permission to "Carry On". When permitted to enter, he will halt two paces from the desk, centered, remain at attention and say "Sir, cadet (last name) reporting as ordered." Cadets will remain at attention unless ordered otherwise. When dismissed, he will execute the proper facing movement and march out of the office in a military manner. When reporting out of doors, the same basic procedure, less knocking (but including the salute when reporting and upon being dismissed) is used.

4. Addressing Others. Cadets will habitually use "sir" or "ma'am" when addressing any adult. Except in formal speech, or in writing, cadets may be referred to by their rank, by the word "cadet" or "Mister".

5. Rising When One's Senior Enters a Room. Cadets will rise and assume the position of attention when a staff member, faculty member, or senior cadet enters the room. If more than one cadet is present, the first one to see a "senior" will command "Attention on Deck". Cadets will remain at attention until ordered otherwise. Cadets will not be required to rise or call "Attention" in the mess hall, Cadet Activities Center, or in the classroom.

6. Everyday Manners. Courtesy in the classroom, manners in the mess hall, and considerate behavior in the barracks are of great importance at MMA. In the classroom, there should be a friendly and courteous relationship between cadets and teachers. There are four classroom requirements for every cadet. A courteous cadet: (1) is punctual, (2) is prepared for the daily academic assignments, (3) is attentive as

demonstrated by good posture, and (4) demonstrates his concern for others in his respect for common property (such as desks and chairs). Concern for common property is also a requirement of good behavior in the barracks. In addition to complete compliance with classroom and barracks regulations are these rules of courtesy:

a. A considerate cadet respects the privacy of others and never violates personal rights by borrowing another's possessions, prying into his mail or entering another's room without invitation and never when the occupant is absent. This is especially pertinent during CCQ.

b. A courteous cadet is one who lives in good taste, who avoids "horse play", and whose barracks conversation is always such that it would be acceptable in any private home.

c. Good manners in everyday living at the Academy require that cadets be constantly aware of visitors. Although cadets may feel they are isolated from visitors while in the barracks, there are often visitors who can hear and see what is happening in barracks life. A courteous cadet is one who lives as though there were guests present constantly.

7. Walking with Superiors or Seniors. When walking with a member of the Academy staff, faculty staff, senior cadet, or any adult, the superior or senior is to the right and the junior cadet to the left, abreast, and in step.

8. Introductions. The introduction is the method of making people acquainted. An introduction is essential when two or more people who are unacquainted are in the presence of a common friend.

a. Occasionally one is called upon to introduce himself. The proper methods are, "I am Cadet John Doe", or "My name is Cadet Smith."

b. When one is introducing strangers to each other, stand erect and enunciate the names of both persons clearly and distinctly.

9. Please & Thank You. The terms "please" and "thank you" are two of the most important expressions in one's vocabulary. In most social situations, both formal and informal, these responses reflect well upon the user and create a positive impression.

10. Telephone Courtesy. Each cadet should closely adhere to courtesy when using a telephone. When answering the telephone, the cadet should respond politely. The correct procedure for answering the telephone is to give the appropriate greeting ("Good morning", etc.) this is the Marine Military Academy, cadet (last name) speaking, may I help you?" Once the caller is identified, use "sir" or "ma'am" throughout the conversation.

304. Marine Military Academy Cadet Leadership Traits

1. Judgment. The quality of evaluating facts and possible solutions on which to base sound decisions.

2. Justice. The quality of being impartial and consistent in exercising command.

3. Dependability. The certainty of the proper performance of duty.

4. Integrity. Uprightness of character and soundness of moral principle and honesty.

5. Decisiveness. The ability to reach decisions promptly and to announce them in a clear, confident manner.
6. Tact. The ability to deal with others without creating offense.
7. Initiative. Recognizing what has to be done and commencing a course of action even in the absence of orders.
8. Endurance. Mental and physical stamina measured by the ability to withstand pain, fatigue, distress, and hardship.
9. Bearing. Creating a favorable impression in carriage, appearance, and personal conduct at all times.
10. Unselfishness. Avoidance of providing for one's comfort and personal advancement at the expense of others.
11. Courage. Doing the right thing in the right way for the right reasons. A mental quality that recognizes fear of danger or criticism but enables a man to proceed in the face of it with calmness and firmness.
12. Knowledge. Acquired information, including professional knowledge and an understanding of your people.
13. Loyalty. Faithfulness to country, Corps, and the Academy.
14. Enthusiasm. The display of sincere interest and exuberance in the performance of duty.

305. Marine Military Academy Cadet Leadership Principles

1. Know yourself and seek self-improvement.
2. Be technically and tactically proficient.
3. Know your subordinates.
4. Keep your subordinates informed.
5. Set the example.
6. Ensure the task is understood, supervised and accomplished.
7. Train your subordinates as a team.
8. Make sound and timely decisions.
9. Develop a sense of responsibility among your subordinates.
10. Employ your command in accordance with its capabilities.
11. Seek responsibility and take responsibility for your actions.

306. The Cadet Code of Discipline

1. Persons Subject to the Code. All persons enrolled as students at the Marine Military Academy are members of the Corps of Cadets, and as such are subject to and required to support, obey and abide by this code.
2. Academy Officers. The following personnel are considered to be "Academy Officers": President; Commandant of Cadets; Dean of Academics/Counselor; Chaplain of Cadets; Bandmaster; Quartermaster; Drill Instructors; Assistant Drill

Instructors; Operations Chief; teachers; Staff Duty Officer, and other members of the Academy staff. As such, they are obligated to enforce, uphold, and support this Code. All others placed in supervisory positions over cadets at any time are also required to enforce, uphold and support this Code. This includes all cadet leaders, specifically those cadets in the rank of Cadet Corporal or higher.

3. 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.

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

307. Merits & Demerits

1. Cadets who follow and obey the rules and regulations are rewarded, while those who disobey are disciplined and retrained in their deficiencies. Good order and discipline within the Corps of cadets is paramount if the Academy is to accomplish its stated mission.

2. The retraining and disciplinary system has been crafted in such a manner that it is based on the principle that for every action there is an equal and consequential reaction. Demerits and punishments are neither arbitrarily administered, nor awarded for honest mistakes. If on the spot corrections, both informal and formal counseling, and extra duty punishments fail to bring a cadet in line, then the demerit and disciplinary system is instituted. These programs are applied in a commensurate fashion against the level of offense or misbehavior.

3. Merits

a. Merits are awarded for exceptional behavior and performance above and beyond the normal call of duty. Staff, faculty, and the leadership of the Corps of Cadets may recommend merits. Recommendations will be forwarded through the chain of command to the Commandant of Cadets for review and approval.

b. Merits are used in consideration for promotion, awards, and assignment of the Military Science grade.

c. The following actions may earn merits:

<u>ACTION</u>	<u>MERITS</u>
Outstanding Room	1
Outstanding Personal Appearance	1
Outstanding Performance of Duty	2
Community Service	2
Exceptional Leadership/Cadet of the Month	3
Distinguished Athlete	3
Dean's List	3
President's List	5

d. The President, Dean and Commandant of Cadets can authorize special commendation for meritorious performance.

4. Demerits

a. Demerits are given for inappropriate behavior and are awarded by the Commandant of Cadets. Staff, faculty, and the leadership of the Corps of Cadets can recommend demerits. Demerits by faculty members must be forwarded through the Dean.

b. Any cadet receiving demerits will be verbally informed and required to sign the Performance Report. Refusal to sign a Performance Report may result in further disciplinary action. Signing the Performance Report is not an acknowledgement of guilt, but only the charge.

c. Any cadet who accumulates a total of 25 demerits during an academic year may be recommended for dismissal.

308. Offenses

1. Class I Offense. A class I offense is a serious offense for which a cadet may receive Commandant of Cadets Office Hours or appear before the President/Cadet Review Board. Upon approval of the President, cadets found guilty of a Class I offense may be dismissed from the Marine Military Academy. Class I offenses are as follows:

a. Drug Use, Possession and/or Distribution. The use, possession, distribution, offer for actual sale, or manufacture of any controlled substance or drug except as expressly permitted by law is prohibited. This includes the use of prescription/non-prescription drugs not as intended or obtained illegally or their use in a fraudulent manner. The use, possession, distribution, offer for actual sale, or manufacture of chemicals, aerosols, products, or materials for the purpose of use as an intoxicant is also prohibited. Possession of paraphernalia to facilitate the use, consumption and abuse of a drug, narcotic, or any other controlled substance is also prohibited. These prohibitions apply both on and off campus, to include during periods of liberty.

b. Alcohol Use, Possession and/or Distribution. The use, possession, distribution, offer for actual sale, or manufacture of any alcoholic beverages is expressly prohibited. Alcoholic beverages include, but are not limited to, any type of liquor, wine, beer and non-alcoholic beer, and products/liquids with alcoholic content. These prohibitions apply both on and off campus, to include during periods of liberty.

c. Bullying - Physical or Mental Abuse or Harm. Intentional or reckless acts that do cause or reasonably could cause physical or mental harm to any person are prohibited. Actions that threaten or reasonably could cause a person to believe that the offender may cause physical or mental harm are also prohibited. Examples of prohibited behavior include but are not limited to: assault, battery, stalking, telephone harassment, computer harassment, sexual assault, sexual harassment, rape, threats, intimidation, physical abuse, verbal abuse, fighting, and any other conduct that threatens the health or safety of any person. These prohibitions apply both on and off campus, to include during periods of leave and liberty.

d. Racism and Discrimination. Marine Military Academy aims to create an inclusive school culture that fosters acceptance and respect for diversity. In doing so, we seek to deepen understanding and knowledge, promote student and staff wellbeing and help everyone achieve their full potential. Our School is enriched by and celebrates the diversity of our whole school community. MMA therefore, rejects any form of racist language, behavior, and is committed to the elimination of racial discrimination (including direct and indirect racism, racial vilification, racial slurs, ethnic abuse, and language that is offensive, and harassment) in our schools

organization, every day students life, and in the learning environment. MMA is committed to ensuring that individuals and groups are not disadvantaged because of their race, culture, ethnicity, national or religious background and all are respected. Racial language, discrimination, and harassment will not be tolerated.

e. **Hazing.** Hazing is any intentional, knowing, or reckless act, occurring on or off campus, by one person alone or acting with others, directed against a cadet that endangers the mental or physical health or safety of a cadet for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization/unit whose members are, or include, cadets at the Marine Military Academy. Hazing is prohibited on and off campus, to include during periods of leave and liberty.

Hazing can take many forms, including the following:

- to make victims act in an embarrassing or humiliating way
- to swear and yell insults at victims
- to deprive individuals of sleep or restrict personal hygiene
- to force victims to eat vile substances
- to force binge drinking

f. **Possession, Use, or Display of Firearms and Other Dangerous Weapons.** The possession, use, or display of firearms and other dangerous weapons is prohibited. Dangerous weapons include, but are not limited to, firearms (including paintball, BB, stun, and all types of pellet guns), facsimile firearms, ammunition, explosives (including all types of fireworks), martial arts weapons, wrist rockets/slingshots, knives, hazardous chemicals, and any item used or displayed in a threatening manner. These prohibitions apply both on and off campus, to include during periods of leave and liberty.

2. **Class II Offense.** A Class II offense is a serious offense of a lesser nature than a Class I offense, for which a cadet may be awarded up to 10 demerits and may receive Commandant of Cadets Office Hours or appearance at a Cadet Review Board. Cadets found guilty of a Class II offense may be dismissed from the Marine Military Academy if it is determined that they are repeat offenders with little hope for improvement in their conduct and attitude.

<u>OFFENSE</u>	<u>DEMERITS</u>
Late to Required Function/Activity	5
Poor Judgment	5
Profanity	5
Tobacco/Electronic Cigarette Possession or Use	5
Conduct Unbecoming a Cadet	5
Up After Taps/Unauthorized Late Lights	5
Possession of Pornography	5
Vandalism	5
Lying	10
Cheating	10
Fighting	10
Stealing	10
Academic Misconduct	10
Disrespect/Insubordination	10
Disobedience of an Order	10
Unauthorized Absence	10
Conduct of Immoral or Unethical Nature	10
Conduct Detrimental to the Academy and Other Cadets	10

309. Disciplinary Process & Actions

1. The Commandant of Cadets is responsible for discipline and is the final authority, in consultation with the President, for discipline within the Academy. The Commandant may act on faculty, staff, and cadet recommendations or he may act of his own accord in the best interests of individual cadets and/or the institution. The Academy provides an orderly, efficient educational environment conducive to learning and free of disruptions that interfere with educational pursuits. Development of self-discipline is the goal, but as necessary, enforced discipline will be used to ensure teachers have the opportunity to teach, and all cadets are afforded the optimum opportunity to learn. In enforcing discipline, immediate and consistent rules will be enforced.

2. Disciplinary matters that originate in the academic environment proceed from the teacher through the Dean of Academics/Counselor to the Commandant of Cadets. Academic discipline matters that result in a cadet being awarded appearance(s) at IPT are handled the next class day after the offense occurs. Offenses requiring punishment are referred to the Commandant of Cadets for review, awarding, recording, and execution as appropriate. Disciplinary matters originating in the military environment proceed from the company Drill Instructor to the Commandant of Cadets. Offenses originating during a sporting event or activity will proceed from the coach/sponsor to the Commandant of Cadets. Military offenses requiring punishment beyond the authority of the Commandant of Cadets are referred to the President of MMA.

3. Performance Reporting System. All commendatory/meritorious comments or infractions of the Cadet Code of Discipline will be reported by the responsible person having knowledge of the event on an Academy Performance Report Form. The Dean, Drill Instructor and Commandant will review the report for information and awarding of any punishment. All Performance Reports become a permanent part of the cadet's record regardless of the outcome.

4. Physical Exercise. Physical exercise may be awarded as a form of immediate punishment for minor offenses or rules infractions. It will normally consist of "push-ups", administered by Drill Instructor. Physical exercise, when used as punishment, must be conducted in a public place – not in cadet rooms, bathrooms, etc. Push-ups may be administered to a cadet wearing the Service "C" uniform only when indoors or on a flat, smooth surface.

5. Incentive Physical Training (IPT). Cadets who are disruptive in the classroom, deficient in homework, or guilty of other minor infractions may be required to attend IPT. This incentive training session will always be under the direct supervision of a Drill Instructor or an Assistant Drill Instructor.

6. Extra Duties. The mandatory performance of extra duties beyond that required of cadets in good standing may be awarded as punishment. The duties may take the form of physical work or military instruction. Extra duties will be specific in nature, conducted for a specific number of hours, and supervised. These duties will only be performed during what would normally be considered "off duty" time. Cadets assigned battalion extra punishment duties will muster every Saturday and Sunday afternoon with the Duty Company DI/ADI.

7. Restriction. Restriction to specific locations for a specified period is an authorized form of punishment. These limitations will be made known to the cadet when punishment is awarded. Normally the Cadet Activities Center and all athletic

facilities are off limits to restricted cadets, unless otherwise directed. Cadets assigned to Battalion Restriction will muster at designated times with the Cadet Officer of the Day in the Uniform of the Day.

8. Loss of Liberty Privilege. Commission of any offense will normally result in a loss of liberty privileges. The commission of any offense while on liberty may result in loss of liberty privileges for the remainder of the academic year. A Drill Instructor can restrict and reinstate liberty privileges. Liberty restrictions ordered by the Commandant of Cadets can only be reinstated by the Commandant of Cadets. Requests for reinstatement of liberty privileges must be submitted in writing from the individual cadet to the Commandant via his Drill Instructor.

9. Reduction. Reduction from any rank to any other subordinate rank.

10. Dismissal. Dismissal is the physical separation of the individual from the Academy. Cadets being dismissed automatically receive an “F” as their Military Science grade for the quarter and semester in which the dismissal takes place. Dismissal from MMA occurs with a recommendation from the Commandant of Cadets, with the approval of the President. The cadet and his parent/guardian will be notified of any such actions. Dismissals are for the remainder of the semester or as directed by the President of MMA. Re-admittance may be contingent upon the satisfactory completion of certain conditions such as substance abuse counseling, anger management counseling, etc.

11. Dismissed Cadets. Cadets dismissed for disciplinary reasons or those that are withdrawn in lieu of dismissal are not authorized admittance on campus aboard the Marine Military Academy and are prohibited from attending social and recreational functions on campus. They will not be allowed to enter barracks or visit cadets on campus.

12. Dismissed Cadets Awaiting Departure. Cadets who are dismissed for disciplinary reasons, or being withdrawn in lieu of dismissal for disciplinary reasons, and unable to depart the Academy grounds immediately will be billeted apart from other cadets and kept under constant supervision. Drill Instructors may request that cadets in this category be billeted with the Staff Duty Officer if it is felt his presence in the barracks would be disruptive to good order and discipline. Drill Instructors will immediately conduct an inventory of the departing cadet’s personal effects and ensure they are properly stored/secured until delivered to the cadet or the mailroom. Three copies of the inventory list will be made. One for the parents, one for the DI, and the other for the Commandant of Cadets.

310. Persons Authorized to Award Punishments

1. President, Marine Military Academy. The President may award any authorized punishment to include dismissal. This may be done without convening a Cadet Review Board (CRB) if the situation warrants immediate action.

a. Cadet Review Board. In the case of a Class I offense or as necessary, the President may convene a CRB to determine whether a cadet should be retained, dismissed, or dismissed with suspension. A senior retired Marine Officer or as designated by the President normally heads this board. Additionally, two teachers, two Drill Instructors, and two cadets will be members of the CRB. While appearing, the accused cadet will have the opportunity to have witnesses appear on his behalf.

Upon conclusion, the CRB will make recommendations to the President regarding retained, dismissed, or suspended dismissal.

2. Commandant of Cadets. The Commandant of Cadets may award any authorized punishment except dismissal.

3. Drill Instructor. A Drill Instructor may award the following punishments:

- a. Reduction. Drill Instructors may reduce cadets in the rank of C/GySgt and below two ranks.
- b. Restriction. Restriction may be awarded for a period not to exceed 4 weekends.
- c. Extra Duty. Assignment of extra duty not to exceed 16 hours.
- d. Denial of Privileges. Deprivation of designated privileges for a period not to exceed one school quarter.
- e. Admonition or Reprimand. Awarded orally or in writing.

4. Cadet Battalion Commander. The Cadet Battalion Commander may award the following punishments with the approval of and under the direct supervision of the Assistant Commandant of Cadets:

- a. Restriction. Restriction may be awarded for a period not to exceed 2 weekends.
- b. Extra Duty. Assignment of extra duty not to exceed 8 hours.
- c. Denial of Privileges. Deprivation of designated privileges for a period not to exceed two weeks.
- d. Admonition or Reprimand. Awarded orally or in writing.

5. Cadet Company Commander. The Cadet Company Commander may award the following punishments with the approval of and under the direct supervision of the Drill Instructor:

- a. Restriction. Restriction may be awarded for a period not to exceed one weekend.
- b. Extra Duty. Assignment of extra duty not to exceed 4 hours.
- c. Denial of Privileges. Deprivation of designated privileges for a period not to exceed one week.
- d. Admonition or Reprimand. Awarded orally or in writing.

6. Appeal. Cadets found guilty of an offense may appeal any punishment to the next higher authority if they feel the punishment was unjust or disproportionate to the offense. Appeals must be submitted in writing within 72 hours of punishment being imposed. The decision of the officer hearing the appeal will be final.

7. Right to request audience. Any cadet may request an audience with the Commandant of Cadets, Dean of Academics and or the President of MMA to address any problem or grievance. Requests will be made through the requesters company drill instructor.

311. Conduct & Military Science Grades

1. General guidelines for Military Science grades are as follows:

a. Conduct (25%)

1. Cadets who have received one Drill Instructor Office Hours may not receive a Military Science grade above 84, during the current grading quarter.

2. Cadets who have received two Drill Instructor Office hours may not receive a Military Science grade above 75, during the current grading quarter.

3. Cadets who have received more than two Drill Instructor Office Hours may not receive a Military Science grade above 70, during current grading quarter.

4. Cadets who have received one Commandant of Cadets Office Hours will not normally receive a Military Science grade above 70, during the current grading quarter, unless the Commandant approves a higher grade.

5. Cadets who have received two or more Commandant of Cadets Office Hours or appeared before a Cadet Review Board may not receive a Military Science grade above 69, during the current grading quarter.

b. Drill Instructor Evaluation (25%). Based upon the daily interaction between the cadets and their Drill Instructor.

c. Leadership Education (LE) (50%). Based upon participation in the USMC JROTC Leadership Education program.

312. Battalion Organization & Cadet Responsibilities

1. Authority. The Commandant of Cadets is authorized to implement the cadet battalion organization, to select cadets for command, leadership, and staff positions. He will appoint those selected cadets to rank as cadet officers, staff noncommissioned officers and noncommissioned officers as appropriate within the Corps of Cadets.

2. Organization of the Cadet Battalion. The cadet battalion will be organized with a battalion staff and up to five companies. Each company will be assigned to one of the five barracks (A-G). Each company will consist of a company headquarters and two platoons.

3. Band and Special Units. A cadet band will be formed to provide musical support for Academy activities and functions, representation at civic events and cadet battalion parades and ceremonies. The organization of the band will be determined by the availability of cadet talent available. Cadets participating in the band and other special units (drill team, etc.) will be assigned to any one of the cadet companies.

4. Duties of Cadet Leaders

a. Cadet Battalion Commander (Highest Ranking Senior Cadet)

(1) Reports to and receives orders from the Commandant of Cadets.

(2) Informs the Commandant of Cadets of morale, problem areas and discipline of the cadet battalion.

(3) Commands the cadet battalion at all formations, assemblies, parades, drills and ceremonies.

(4) Acts as the President of the senior class in all appropriate matters.

(5) Represents the Academy as the President of the student body in all appropriate matters.

(6) Assigns tasks and duties to the Battalion Staff and companies through the Cadet Battalion Executive Officer, Cadet Battalion Sergeant Major, and the Cadet Company Commanders.

(7) On a periodic basis, and using members of the Battalion Staff, monitors reveille, taps, physical training, morning inspections, etc.

(8) Knows the duties of all cadet officers and provides his evaluation of their

performance to the Assistant Commandant of Cadets.

(9) Attends Commandant of Cadet Office Hours as required.

(10) Meets with the Battalion Staff and Company Commanders on a regular basis.

(11) Performs other duties as directed by appropriate Military Department personnel.

b. Cadet Battalion Executive Officer

(1) Reports to and receives orders from the Cadet Battalion Commander and appropriate Military Department personnel.

(2) Takes command of the cadet battalion in the absence of the Cadet Battalion Commander.

(3) Knows the duties and responsibilities of all members of the Battalion Staff.

(4) Performs other duties as directed by appropriate Military Department personnel.

c. Cadet Battalion Sergeant Major

(1) Reports to and receives orders from the Cadet Battalion Commander and appropriate Military Department personnel.

(2) Takes position in the Battalion Staff at all formations, assemblies, parades, drills and ceremonies as directed by the Cadet Battalion Commander.

(3) Acts as the President of the Junior Class.

(4) Serves as the Battalion Commander's personal advisor and representative in all matters regarding enlisted cadets to include their morale, discipline and well-being.

(5) Knows the duties of all cadet staff noncommissioned officers, and provides his evaluation of their performance to the Battalion Commander.

(6) Performs other duties as directed by appropriate Military Department personnel.

d. Cadet Company Commander

(1) Reports to and receives orders from the Cadet Battalion Commander and the Company Drill Instructor.

(2) Keeps the Cadet Battalion Commander and the Company Drill Instructor informed of the well-being, discipline and morale of his company.

(3) Commands his company at all formations, assemblies, parades and ceremonies.

(4) Assigns tasks and duties to the company through the Cadet Company Executive Officer, Cadet Platoon Commanders and the Cadet Company First Sergeant.

(5) Inspects the barracks daily for cleanliness.

(6) Knows the duties of all cadet leaders in his company and provides his evaluation of their performance to the Cadet Battalion Commander and the Company Drill Instructor.

(7) Attends all disciplinary hearings conducted by the Commandant of Cadets when a cadet of his company is the accused.

(8) Performs other duties as directed by the Cadet Battalion Commander and the Company Drill Instructor.

e. Cadet Company Executive Officer

(1) Reports to and receives orders from the Cadet Company Commander and the Company Drill Instructor.

(2) Takes command of the cadet company in the absence of the Cadet Company Commander.

(3) Performs other duties as directed by the Cadet Company Commander and the Company Drill Instructor.

f. **Cadet Company First Sergeant**

(1) Reports to and receives orders from the Cadet Company Commander and the Company Drill Instructor.

(2) Serves as the Cadet Company Commander's personal advisor and representative in all matters regarding enlisted cadets to include their morale, discipline and well-being.

(3) Knows the duties of all cadet staff noncommissioned officers in his company, and provides his evaluation of their performance to the Cadet Company Commander, and the Company Drill Instructor.

(4) Performs other duties as directed by the Cadet Company Commander and the Company Drill Instructor.

313. Cadet Rank Structure

1. Promotions are an honor and a privilege. Those cadets receiving promotions must possess the prerequisite abilities and skills. Primary responsibility for promotions rests with the Commandant of Cadets and the Company Drill Instructors. Cadets who will be filling leadership billets during the upcoming school year will be invited to attend the Leadership Camp, with initial promotions being made upon completion of the course. Cadets returning from the previous school year will be allowed to retain their rank, providing their last quarter grades meet the criteria below.

a. Promotions are based on demonstrated leadership ability, academic, military, and disciplinary excellence. The minimum standard for any promotion is to have a current MMA grade point average (GPA) of "2.0", a "C" in Military Science, and to have passed the Physical Fitness Test (PFT) in the current grading period.

b. Cadets being considered for promotion to Cadet Corporal or Cadet Sergeant, must possess a current MMA GPA of "2.0" or higher and a minimum of a "B" in Military Science. For promotion to Cadet Staff Sergeant or higher, the cadet must have a current MMA GPA of "2.5" or higher and a minimum of a "B" in Military Science. All cadet officers and staff noncommissioned officers are required to maintain a minimum MMA GPA of "2.5" to retain their rank.

c. Cadet officers and staff noncommissioned officers that do not meet the minimum MMA GPA of "2.5" and minimum Military Science grade of "B" will be placed in a probationary status for the following quarter. The cadet will have one quarter to meet the standard for rank retention or be considered for reduction.

d. Cadets receiving a failing grade in Military Science will be reduced in rank.

e. Cadets failing to perform their duties in an efficient manner will be considered for reduction.

f. Requests for waivers to the above promotion criteria will be submitted to the Commandant of Cadets for decision.

2. Cadets may be promoted to commissioned officer ranks during their senior year; staff noncommissioned officer ranks during their junior year; and noncommissioned officer ranks during their sophomore year. Cadets in the seventh through ninth grade will normally serve in the ranks of Cadet Private through Cadet Lance Corporal.

Requests for waivers to these criteria will be submitted to the Commandant of Cadets for decision.

3. Reappointment

a. Cadets who departed for disciplinary reasons or were withdrawn in lieu of disciplinary action, and accepted for reenrollment will be appointed Cadet Privates, regardless of rank previously held.

b. Cadets who departed for other reasons and accepted for reenrollment may be appointed to a grade one rank lower than that previously held if absence from the Academy was a period of one school year or less. Periods greater than one school year will normally result in a returning rank of Cadet Private.

4. Cadet Rank Structure. The rank structure used at the Marine Military Academy is mirrored after the officer and enlisted ranks in the U. S. Marine Corps. The following ranks (with corresponding billets) are utilized:

- a. Cadet Lieutenant Colonel/ Colonel – Cadet Battalion Commander
- b. Cadet Major/Lieutenant Colonel – Cadet Battalion Executive Officer
- c. Cadet Captain – Cadet Company Commander, S-1 Administrative Officer, S-3 Operations Officer, S-4 Logistics Officer, PAO
- d. Cadet First/Second Lieutenant – Cadet Company Executive Officer, Cadet Platoon Commander
- e. Cadet Sergeant Major – Cadet Battalion Sergeant Major
- f. Cadet First Sergeant – Cadet Company First Sergeant
- g. Cadet Gunnery Sergeant – Cadet Company Gunnery Sergeant, Cadet Platoon Sergeant
- h. Cadet Staff Sergeant – Cadet Company Supply Sergeant, Cadet Company Guide
- i. Cadet Sergeant – Cadet Squad Leader, Cadet Company Clerk
- j. Cadet Corporal – Cadet Fire Team Leader
- k. Cadet Lance Corporal – Any qualified cadet may be promoted to this rank.
- l. Cadet Private First Class – Any qualified cadet may be promoted to this rank.

Marine Corps Rank Structure

E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9				
No Insignia												
Private	Private First Class	Lance Corporal	Corporal	Sergeant	Staff Sergeant	Gunnery Sergeant	Master Sergeant	First Sergeant	Master Gunnery Sergeant	Sergeant Major	Sergeant Major of the Marine Corps	
Pvt	PFC	LCpl	Cpl	Sgt	SSgt	GySgt	MSgt	1stSgt	MGySgt	SgtMaj	SgMaj/MarCor	
	1 chevron	1 chevron and a pair of crossed rifles	2 chevrons and a pair of crossed rifles	3 chevrons and a pair of crossed rifles	3 chevrons, 1 rocker, and a pair of crossed rifles	3 chevrons, 2 rockers, and a pair of crossed rifles	3 chevrons, 3 rockers, and a pair of crossed rifles	3 chevrons, 3 rockers, and a diamond	3 chevrons, 4 rockers, and a bursting bomb	3 chevrons, 4 rockers, and a 5-pointed star	3 chevrons, 4 rockers, and an Eagle Globe and Anchor	

W-1	W-2	W-3	W-4	W-5
Warrant Officer 1	Chief Warrant Officer 2	Chief Warrant Officer 3	Chief Warrant Officer 4	Chief Warrant Officer 5
WO1	CW2	CW3	CW4	CW5

1 gold bar	1 silver bar	2 silver bars	1 gold oak leaf	1 silver oak leaf	2 inbound facing eagles	1 5-pointed star	2 5-pointed stars	3 5-pointed stars	4 5-pointed stars
Second Lieutenant (2ndLt)	First Lieutenant (1stLt)	Captain (Capt)	Major (Maj)	Lieutenant Colonel (LtCol)	Colonel (Col)	Brigadier General (BGen)	Major General (MajGen)	Lieutenant General (LtGen)	General (Gen)
O-1	O-2	O-3	O-4	O-5	O-6	O-7	O-8	O-9	O-10

MCRBTC Cadet Rank Structure

INSIGNIA OF GRADE FOR CADET OFFICERS

Cadet Captain	Cadet Major	Cadet Captain	Cadet First Lieutenant	Cadet Second Lieutenant
3 lozenges	2 lozenges	1 lozenge	3 pips	2 pips
			1 pip	

INSIGNIA OF GRADE FOR CADET ENLISTED PERSONNEL

Cadet Sergeant Major	Cadet First Sergeant	Cadet Gunnery Sergeant	Cadet Staff Sergeant
3 chevrons, 4 rockers, and a Loop of Learning	3 chevrons, 3 rockers, and a Loop of Learning	3 chevrons, 2 rockers, and a Loop of Learning	3 chevrons, 1 rocker, and a Loop of Learning
Cadet Sergeant	Cadet Corporal	Cadet Lance Corporal	Cadet Private First Class
3 chevrons and a Loop of Learning	2 chevrons and a Loop of Learning	1 chevron and a Loop of Learning	Loop of Learning

(No Insignia)
Cade Private

Date: 05 Oct 2020/2021

314. Personal Appearance & Uniform Regulations

1. The Marine Military Academy is a uniformed school where discipline is judged in part by the way cadets wear their uniform. Therefore, a neat and well-groomed appearance by cadets is essential to an effective military academy. It is the duty of all cadets to take pride in their appearance.

2. Appearance. All personnel will maintain a high standard of dress and appearance. Uniforms will be properly fitted, clean, serviceable, and pressed, as necessary. Cadets must project a military image that leaves no doubt that they live by a common standard and are responsible to Academy order and discipline. The following guidelines will be adhered to when wearing the uniform:

- a. Cadets will ensure that when articles are carried in pockets that these articles never protrude from the pocket.
- b. Cadets will place their hands in their pockets only to momentarily retrieve objects.
- c. Uniforms will be kept buttoned, zipped, and snapped.
- d. Metallic devices such as metal insignia, belt buckles, belt tips, academic devices, etc. will be kept in proper luster and will be free of scratches and corrosion.
- e. Medals and ribbons will be clean and serviceable.
- f. Shoes and boots will be clean and serviceable. Boots should only be purchased through the Quarter Master shop
- g. The only authorized hairstyles are those given at the Cadet Barber Shop by the Cadet Barber. Dyes, tints, or bleaching are unauthorized. **Cadets are prohibited from cutting their own hair or another cadet's hair. Regardless of length, hair must maintain a military appearance.**

h. The only jewelry items authorized for wear while in uniform are a watch, no more than one ring per hand, and one metal necklace provided the necklace is invisible while in uniform. No type of necklace or neck chain is authorized when involved in physical training or physical activities, to include all sports activities. Body piercing will not be tolerated in any form. This includes but is not limited to the piercing of ears, navels, tongues, nostrils, nipples, etc. If a cadet has a previously pierced body part, jewelry will not be worn at any time on MMA grounds, in uniform, or when participating in an MMA sponsored event. This prohibition includes periods of leave and liberty when in uniform.

i. The possession and wear of civilian attire while at the Marine Military Academy is prohibited unless authorized by the Commandant of Cadets.

3. It is the responsibility of each cadet to maintain his uniforms in serviceable condition. Uniforms stained with ink, shoe polish, dye, etc., are unserviceable and will be replaced by cadet purchase, not exchange. Items issued by MCJROTC, marked with an asterisk, must be recovered upon the cadet's permanent departure from the Academy. All other items belong to the cadet.

4. Marking of Uniforms. Uniforms will be marked with the individual cadet's name using cloth laundry tape, in the following manner:

- a. Blue Coat – inside the right flap, two inches from the bottom.
- b. Trousers – inside waistband, right side, near button.
- c. Frame Cap, Garrison Cap, and Utility Cap – inside on the right side of the sweatband.
- d. Shirts – outside of the right front shirttail, near the bottom.
- e. Belts – on inside, near the buckle end.
- f. Shoes and Boots – inside right side, near and parallel to the top seam.

- g. PT Shirts and Sweatshirts– Above the MMA logo in the block provided.Shorts, Underwear, and Sweatpants – outside, right side, 2” below and parallel to waistband.
- h. All Weather Coat – inside right side on pocket flap.
- i. Letter Jacket – embroidered by MMA Tailorshop.

Clothing will not be accepted for laundry or tailoring unless properly marked. Cadet leaders and Company Drill Instructors will inspect as necessary to ensure proper marking.

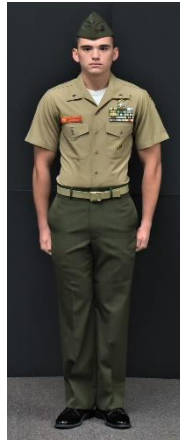
5. Authorized Uniforms. Only those items of uniform clothing issued or sold by the Marine Military Academy are approved for wear by the Corps of Cadets. The daily uniform will be as shown in the weekly training schedule or by direction of the Commandant of Cadets.



Blue Dress "B"



Blue Dress "D"



Service "C"



All Weather Coat



U-1 Marpat Utilities



"U" (Company Shirt)



Letterman Jacket



PT- 1 (With Camelback and cover)

a.

a. Blue Dress “A”. The Blue Dress “A” uniform (Worn with Medals) will only be prescribed for wear at the MMA Ball and the Junior/Senior Prom. When the Blue Dress “A” uniform is worn, only ribbons that do not rate a medal will be worn. The ribbon bar will be placed 1/8 of an inch above the right breast pocket. Nametags will not be worn with the Blue Dress “A”.

a. Blue Dress “B”. The Blue Dress “B” uniform components are black dress shoes; black socks; blue trousers and web belt; blue dress coat with appropriate rank insignia, collar devices, ribbons, badges, etc.; and frame cap with white cover. Cadet officers will wear the black fair leather belt with the blue dress coat. Other cadets will wear the white belt with waist plate with the blue dress coat. The Blue Dress “B” uniform will be worn at prescribed ceremonies and occasions and is authorized for wear during leave and travel. Nametags will not be worn with the Blue Dress “A”.

b. Blue Dress “D”. The Blue Dress “D” uniform components are black dress shoes; black socks; blue trousers and web belt; short sleeve khaki shirt with appropriate rank insignia, ribbons, badges, nametag, etc.; and frame cap with white cover. The Blue Dress “D” uniform will be worn at prescribed ceremonies and occasions, and is authorized for wear during liberty, leave and travel.

c. Service “C”. The Service “C” uniform components are black dress shoes; black socks; green trousers and web belt; short sleeve khaki shirt with appropriate rank insignia, ribbons, badges, nametag, etc.; and green garrison cap. The Service “C” uniform will be worn when prescribed on the training schedule, and is authorized for wear during liberty, leave and travel.

d. Utility “U-1”. The Utility “U-1” uniform components are combat boots; boot socks; camouflage utility trousers with web belt; camouflage utility jacket with appropriate rank insignia and name tag; and the camouflage utility cap. The Utility “U-1” uniform will be worn when prescribed on the training schedule. It is not authorized for wear on liberty or leave.

e. Utility “U”. The Utility “U” uniform components are combat boots; boot socks; camouflage utility trousers with web belt; company T-shirt; and the camouflage utility cap. The Utility “U” uniform will be worn when prescribed on the training schedule. It is not authorized for wear on liberty or leave.

6. Additional Uniform Information

a. Undergarments. The white undershirt with the crew neck will be worn with the short sleeve khaki shirt. The green undershirt will be worn with the utility uniform. The company shirt may be authorized in lieu of the green undershirt.

b. Physical Training Uniforms. The normal uniform for physical training and activities will be red athletic shorts, the yellow MMA PT shirt, athletic socks, and running shoes. Sweatshirts and sweatpants will be authorized when necessary. At no time will undergarments be visible when the red gym shorts are worn. Only athletic uniforms issued by the Academy Quartermaster are authorized for wear. Shorts/shirts that are issued for specific sports and activities (football, basketball, drill team, etc.) are not authorized for wear at organized PT.

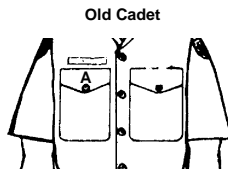
c. MCJROTC Uniforms. The camouflage utility uniforms, and all-weather coat are part of the MCJROTC uniform issue. These are government property on

temporary loan to the cadet and will be recovered prior to his departure from the Academy.

d. Letter Jackets. The Marine Military Academy letter jacket will be issued to all cadets. Letter jackets are issued as a functional uniform item for wear in lieu of the field jacket or all-weather coats. The letter jacket is not to be sold to any other person. The letter jacket is worn when prescribed on campus and is authorized for wear on leave and liberty.

e. Name Tags. Name tags will be worn with the Blue Dress “D”, Service “C” and uniforms. They will be worn 1/8” above the right breast pocket. Each cadet is required to possess two serviceable black name tags. Cadets that are members of the Battalion Staff, Cadet Company Commanders, Cadet Company First Sergeants, Cadet Band Officer, and the Cadet Drum Major are authorized to wear the standard scarlet and gold Marine Military Academy name tag that will indicate their last name.

f. Company Letter Devices. Cadets will wear a silver company letter device on the khaki shirt and camouflage coat (A, D, E, F, G). (Members of the Battalion Staff will wear the letter “S”). The letter device will be worn as illustrated below:



7. Rank Insignia, Medals, Ribbons and Badges

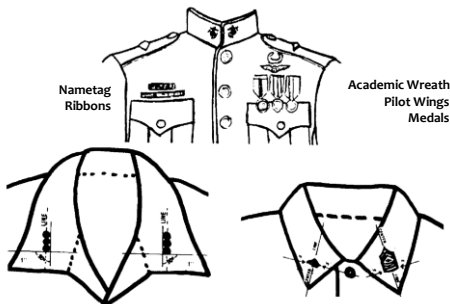
a. Rank Insignia. Only the rank insignia designated for cadets by the MCJROTC program will be worn as shown in the illustrations shown above. When wearing the Utility “U” uniform, rank insignia will be worn on the front of the utility cap.

(1) Cadet officers will wear their rank insignia centered on the epaulette of their blue coat and all-weather coats. On khaki and utility shirts, the small rank insignia will be worn centered between the top and bottom edges of the collar, one inch from the front edge.

(2) Enlisted rank insignia will be worn on khaki shirts, all-weather coat and utility shirt collars with the point of the chevron up, bisecting the angle of the collar, bottom edge ½ inch from the collar edge. Enlisted rank insignia (gold) will be placed on each shoulder strap, single point inboard, and placed so that it is equidistant from

the front and rear edges of the shoulder straps with the lowest point of the insignia's outer edge $\frac{3}{4}$ inch from the armhole seam of their blue coat.

Medals. Authorized medals will be worn on the blue coat when prescribed in the training schedule. They will be worn over the left breast pocket, midway between the first and second buttons. When wearing medals, ribbons for which there are no medals will be worn $\frac{1}{8}$ " above and centered over the right breast pocket. (Marksmanship badges will not be worn when medals are worn. Nametags will be worn $\frac{1}{8}$ " above the ribbon bar when ribbons are on the right side.)



c. **Ribbons.** When worn, ribbons will be worn $\frac{1}{8}$ " above and centered over the left breast pocket of the khaki shirt or blue coat. When worn with the marksmanship badge, ribbons will be $\frac{1}{8}$ " above the badge. Ribbons will be requested for each cadet by their company 1stSgt, signed by their Drill Instructor, and then submitted to Operations for verification and validation through the MCJROTC Cadet Records Management System.

d. **Badges.** Cadets authorized the following badges will wear them $\frac{1}{8}$ " above and centered over the left breast pocket of the khaki shirt and blue coat: **No more than two badge devices are authorized for wear simultaneously.**

(1) **Academic Wreath.** The Academic Wreath is the senior badge authorized for wear. When worn, it will be placed $\frac{1}{8}$ " above and centered over ribbons or any other badge worn. Stars, denoting subsequent awards will be worn in the center of the wreath and to the sides of the wreath, single ray up, first award in center, second to the right and third to the left. Cadets appearing on the President's or Dean's List are required to wear the Academic Wreath and stars when wearing the Blue Dress "B", Blue Dress "D", and Service "C" uniforms. **Academic wreaths will not be worn on uniforms at MCJROTC inspections or functions. Wreaths will not be worn if a cadet is not currently on the President's or Dean's List.**

(2) **Pilots Wings.** Only those wings earned and issued through the Academy Aerospace Program are authorized to be worn while in uniform. They are placed $\frac{1}{8}$ " below the Academic Wreath, and $\frac{1}{8}$ " above the ribbon bar. Pilots' wings will not be worn on uniforms at MCJROTC inspections or functions.

(3) **Marksmanship Badge.** Cadets are authorized to wear one marksmanship badge representing the classification earned during their most recent range qualification. The marksmanship badge will be worn $\frac{1}{8}$ " above and centered on the left breast pocket. Marksmanship badges will not be worn with medals on the blue coat.

(4) **Club/Organization Pins.** Club/organization pins will only be worn on the khaki shirt/blue coat. The National Honor Society pin will be worn $\frac{1}{8}$ " above and centered on the academic wreath. Club pins (Rotary Interact, Key Club, etc.) will be

worn on the left breast pocket, vertically centered between the lower point of the pocket flap and bottom of the pocket. Club/organization pins will not be worn on uniforms at MCJROTC inspections or events.

(5) Recruiting Ribbon. The recruiting ribbon can only be worn if the recruitment can be verified by the admission department and credited to that Cadet. Once notification from admissions has been received by operation, operations will enter it into the cadet records management system and award the ribbon to said cadet.

(6) Wreath and Stars. Wreaths and stars can only be worn if the cadet is currently on the academic Dean or President's list for that previous semester. Only one subsequent award can be worn if the award was attained again during the second semester of that year. One single star will be worn in the middle of the wreath. No more than two devices are authorized for wear simultaneously on the uniform at any time. The cadet must decide which two badges he desires to wear.

8. Wearing of Ribbons and Awards

a. Ribbons and badges authorized and procured through the MCJROTC program will be issued through the Academy Operations Chief. They will not normally be worn during the school day. Ribbons and badges will be worn for prescribed events and are authorized for wear on leave and liberty.

b. Precedence. Ribbons will be worn in the precedence listed below with the senior ribbon on top and to the wearer's right:

- (1) Legion of Valor Bronze Cross for Achievement
- (2) MCRA Outstanding Unit Award
- (3) American Legion Bronze Medal for Scholastic Excellence
- (4) American Legion Bronze Medal for Military Excellence
- (5) Sons of the American Revolution JROTC Bronze Medal
- (6) Daughters of the American Revolution JROTC Bronze Medal
- (7) Military Order of World Wars Bronze Medal
- (8) Military Officer Association of America Medal
- (9) President's Award/Outstanding Cadet
- (10) Commandant of Cadets Award/Officer Leadership Award
- (11) Senior Marine Instructor's Award
- (12) Drill Instructor's Award
- (13) Veterans of Foreign Wars JROTC Bronze Medal
- (14) Daedalian JROTC Achievement Medal
- (15) Women Marine Association Ribbon
- (16) Noncommissioned Officer Association Medal
- (17) Military Order of the Purple Heart Medal
- (18) Navy League Youth Medal
- (19) Reserve Officers Association Medal
- (20) Naval Reserve Association Medal
- (21) American Veterans JROTC Medal
- (22) National Sojourners Medal
- (23) Scottish Rite JROTC Medal
- (24) Outstanding Cadet Ribbon
- (25) Student Leadership Ribbon
- (26) Officer Leadership Ribbon
- (27) Noncommissioned Officer Leadership Ribbon
- (28) Civic Service Ribbon
- (29) Best Drill Cadet Ribbon
- (30) Distinguished Scholastic Achievement Ribbon
- (31) Arts and Academic Ribbon
- (32) Distinguished Military Training Ribbon
- (33) Physical Achievement Ribbon
- (34) Superior Marksman Ribbon
- (35) Athletic Participation Ribbon
- (36) Longevity and Fidelity Ribbon
- (37) Distinguished Conduct Ribbon
- (38) Best Squad Ribbon
- (39) Color Guard Ribbon
- (40) Drill Team Ribbon
- (41) Band/Drum and Bugle Team Ribbon
- (42) Rifle Team Ribbon
- (43) Orienteering Ribbon
- (44) Recruiting Ribbon

c. Other Awards. All other awards will be worn after the listed JROTC awards in order of precedence. These awards must be approved by the Commandant of Cadets prior to being worn.

9. Distinguishing Patches.

a. The Marine Corps JROTC patch will be worn on the left sleeve of the blue coat and khaki shirt. A service-tape with “MCJROTC” will be placed over the left breast pocket of the camouflage utility jacket.

315. Personnel & Room Inspections/Room Regulations

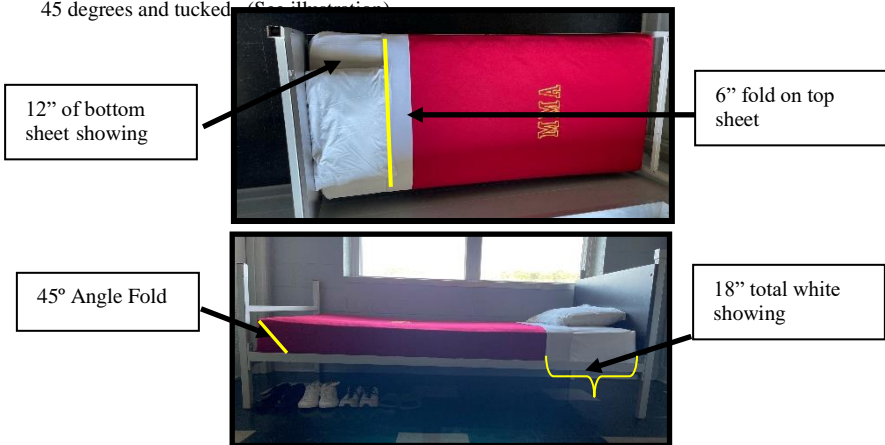
1. Company Inspections. A company area is subject to daily inspections conducted by Military Department personnel. Each cadet’s room will be checked as well as the common areas and the police area immediately surrounding the company area.

2. Health and Welfare Inspections. Searches of rooms, personal effects, book bags, and persons will be conducted at the discretion of the Commandant of Cadets and the Company Drill Instructors to ensure the health and welfare of all cadets.

3. Personnel Inspections. Cadets are expected to maintain a high state of personal appearance and are subject to daily inspections at all formations and functions.

4. Room Regulations

a. Racks. Racks will be made daily, including periods of liberty. Each rack will have two sheets, one pillow with pillowcase, and one MMA blanket. They will have a standard 6-inch fold of the top sheet and blanket, 12 inches from the top/head of the rack. Corner folds of the blanket and sheet at the top and bottom of the bunk will be 45 degrees and tucked (See illustration).



b. Laundry Bags. Laundry bags will be displayed at the end of each rack. They will be wrapped one time around the leg of the rack and fastened with a laundry pin. The wrap should be done in such a fashion as to allow a constant opening for the insertion of dirty clothes. The white laundry bag will be placed on the left leg and the colored laundry bag will be placed on the right leg.

c. Desks. Desks will be placed side by side opposite the wall lockers. Contents in drawers and on shelves will be stowed neatly and kept free of trash and dust.



d. Books. Books will be placed on the shelf provided. Books and notebooks will be placed in a neat, orderly manner starting with the larger books on outboard ends and graduating down in size to smaller ones inboard. Books will be placed on end with the binding facing outward. (See illustration)



e. Wall Lockers. Each cadet will be assigned one wall locker for his uniforms, equipment and personal items. Items placed in the wall locker will be kept neat and orderly and will be displayed in accordance with the wall locker diagram. WALL LOCKERS WILL BE LOCKED WHEN THE ASSIGNED CADET IS NOT PRESENT IN THE ROOM. (See illustration)



f. Sinks and Cabinets. Sinks and cabinets will be kept neat and clean. Shaving gear, toiletry items, etc. will be kept inside the cabinet or wall locker, not on the sinks or on top of the cabinets.

g. Towels. Two MMA issued white towels will be displayed on wall mounted towel bars next to the sink. Towels will be folded in half lengthwise, with the single fold to the left. Each cadet will display two towels, with the cadet's name clearly marked at the bottom. (See illustration)



h. Rugs. The placing of rugs or carpets within rooms is prohibited except in those rooms above the Drill Instructor's quarters. Additionally, rugs may be placed in the rooms occupied by Cadet Officers and Staff Noncommissioned Officers.

i. Windows and Blinds. Windows will remain closed at all times. Each window should have a set of blinds that will be dusted daily. Blinds will be at half-mast from reveille to taps. Windowsills should be cleaned daily and kept free of all items. The window glass will be kept clean.

j. Miscellaneous

(1) Room Doors. All room doors will be locked between taps and reveille and unlocked and open between reveille and taps.

(2) Room Name Card Display. Name cards will be displayed in the holder provided outside each individual room. The top name will be the cadet assigned to the left rack in the room, the bottom name will be the cadet assigned to the right rack.

(3) Personal Audio Equipment. Items such as radios, iPod/MP3 players (without video and videogame capability) are authorized but may only be used during periods of liberty or at the discretion of the Company Drill Instructor. When utilized, they will be kept at a volume level so as not to be heard outside of the room in which it is located. Headphones are authorized and their use is encouraged to avoid disturbing roommates. Only small systems that do not restrict the use of the desk for study purposes are allowed. "iPods" and similar devices will not be worn/utilized when in any type of uniform, to include during periods of liberty and physical training/activities.

(4) Prohibited Electrical Items. Any device that may be used to play electronic games, access cellular/digital communications, and or display video are prohibited during the school week. This includes but is not limited to "iPod Touch", tablet computers, personal computers, DVD players, scanners, and all video game players. Televisions, hot plates, coffee makers, space heaters, microwave ovens, and toasters are not authorized in individual cadet rooms. This listing is not all-inclusive. Company Drill Instructors will provide additional guidance to their cadets as necessary on approved/unapproved items for cadet use. Pod style coffee makers and electric kettles are authorized only with Drill Instructor approval.

(5) Room Decorations. Cadets are not authorized to display any items in their rooms other than a framed photograph (no larger than 8" x 10") on their desk. However, all cadets can have one (1) poster/flag (approved by their Company Drill Instructor), no larger than 4'x 6' on the wall in their room in addition to the framed photograph.

(6) Civilian clothes, perishable food items, and luggage will not be stored or kept in cadet rooms. Personal luggage may be stored in the Company Baggage Room during the school year at the "risk" of the individual cadet.

(7) Matches, lighters, candles, incense burners and any other type item(s) that result in an open flame/fire are strictly prohibited in cadet rooms, additionally, devices such as scents will not be used at any time, only spray fragrance or plug in type air fresheners will be employed No wax scents will be authorized.

(8) The use of drones and radio-controlled airplanes by cadets are unauthorized at all times (except under the instruction of the quad copter teacher) aboard the campus due to the proximity to the airport.

316. Conduct in The Cadet Mess

1. Authority. The Commandant of Cadets has full authority over conduct in the Cadet Mess.

2. Responsibility. Responsibility for the conduct of each company while in the Cadet Mess rests with the Company Drill Instructor and the Cadet Company Commander.

3. Rules of the Cadet Mess

a. Conversation. Conversation at the table and throughout the mess will be courteous and at low levels. Conversation between cadets seated at separate tables will be minimized. Excessive noise of all types will be avoided.

b. Decorum. All members of the mess will always maintain gentlemanly decorum in the mess. They will not touch or bump into one another or transfer food from one cadet's plate to another.

c. Serving Line. Cadets will stand in a single file facing forward. All cadets will join the mess line as a Company. Apart from the Cadet Battalion Staff, and those cadets assigned mess detail, no cadets are allowed in the galley area or behind the serving lines.

d. Removal of Mess Items. Cadets will remove no Mess Hall items, tableware, or food from the Cadet mess.

e. Weekends and Holidays in the Cadet Mess. Except for announced special events, the evening meals on Saturday and Sunday, and brunch on Sunday will not be formal.

f. Table Manners. Members of the Corps of Cadets are "gentlemen" and their table manners should reflect proper conduct. Cadets will avoid leaning over the table or leaning back in their chairs. They will keep their elbows off the table and will chew slowly with their mouths closed. Cadets will use a knife and fork to cut meats and use the fork to place food in their mouths. Hands should never be used to handle food except for such things as corn on the cob, fried chicken, sandwiches, pizza, etc. Cadets will never reach in front of others but will ask for what they need in a pleasant fashion. They will pass items as others may need them. They will leave their place at the table in neat appearance. When taking trays, plates, and accouterments to the waste disposal area, they will do so as orderly and neatly as possible. Cadets should observe the rule of, "Take what you want, but eat what you take."

i. Food Delivery. Food deliveries aboard the Academy to cadets during the school year are prohibited.

317. Physical Fitness Requirements

1. Conduct of Test. All cadets will take the Marine Corps Junior Reserve Officers' Training Corps Physical Fitness Test (MCJROTC PFT) a minimum of two times during each academic year, normally in the 2nd and 3rd academic quarters. Failures will be retested until a passing score is attained. The results of the MCJROTC PFT

will be entered in each cadet's record book and training record. Only the physical fitness test as described in current MCJROTC directives will be utilized. Cadets will be tested in the areas of crunches, pull-ups/push-ups, and a one-mile run.

2. Retesting. Cadets who fail to meet the minimum requirements will be required to retake the test within two weeks. Failure to make a minimum score on the third testing will result in an "unsatisfactory" marking for Physical Fitness. Cadet officers, staff noncommissioned officers and noncommissioned officers that do not meet the minimum standards may be reduced in rank.

3. Awards. The MCJROTC Physical Achievement Award will be awarded annually to those cadets who participate in both semi-annual MCJROTC PFTs and achieve the specified minimum scores for their age.

4. Reference. The United States Marine Corps Training and Education Command Letter of Instruction for Marine Corps Junior Reserve Officers' Training Corps Physical Fitness Test will be used as the reference in the proper manner of execution of the events and the method of scoring. These are provided to each company and will be posted on the Company bulletin board.

318. Relationships Among Cadets

1. Cadets will conduct themselves in a professional manner at all times.
2. No cadet will be subjected to performing personal servitude for any other cadet.
3. No cadet will interfere with any other cadet's academic preparation for class or execution of a military duty.
4. Physical abuse, sexual harassment, ridicule, or personal degradation of another cadet regarding race, ethnicity, or religion is strictly prohibited.
5. When engaged in academic or athletic competition, all cadets are considered to be equal and there is no need for seniority among them, except as determined by the coach or staff sponsor of that activity.
6. Financial dealings between cadets is prohibited unless authorized by drill instructor.
7. Intimate physical relations on campus are strictly prohibited.

319. Responsibilities of Cadets & Plebes

1. Cadets will:
 - a. Set the highest example for plebes at all times and assist in every way possible with their assimilation into the Corps of Cadets.
 - b. Never haze, impose on or require personal services from any plebe.
 - c. Never speak to a plebe except in the line of duty or while involved in athletic events.
 - d. Never enter a plebe's room without invitation or require a plebe to enter his room unless he is in the execution of his duties as a leader in the plebe's chain of command.
2. Plebes:

- a. Respect the seniority of the Corps of Cadets and attempt to emulate their good example.
- b. Will have no leave or liberty unless approved by the Commandant of Cadets.
- c. Will address all cadets as “Sir” and will stand at attention when speaking to them.
- d. Will remain in their assigned room while in the barracks unless directed otherwise by appropriate senior personnel.

320. Introductory Training

1. Introductory Training is the primary means of molding the plebe into a cadet. It is imperative that the plebes, cadets, staff, faculty, and parents understand the purpose, objectives, and organizational structure of the system. Introductory Training encompasses training in subjects required to produce a basic cadet who functions effectively on campus, is knowledgeable in General Military Subjects, and practices those personal traits inherent in Marine Military Academy Cadets. This training is conducted in an intensive four-week syllabus.

2. Authority. The Commandant has authority over the plebe system and will supervise its conduct.
3. The basic objectives of introductory training are as follows:
 - a. Objectives applicable to Plebes:
 - (1) To teach plebes pride, integrity, honor, and self-discipline.
 - (2) To train plebes in the concept of selfless service for the good of the Corps of Cadets.
 - (3) To ensure that plebes understand that personal responsibility and self-discipline go hand in hand.
 - (4) To instill in the plebes the importance of being a good follower in order to become a good leader.
 - (5) To teach efficient time management within the demanding schedule.
 - b. Objectives applicable to Cadets:
 - (1) To inspire plebes by setting the example.
 - (2) To stress a positive approach.
 - (3) To encourage cadets to handle leadership challenges relating to subordinates.
 - c. Relations Between Plebes and Cadets
 - (1) The relationship will be formal at all times.
 - (2) Conversation and corrections will be carried out in a military manner.
 - (3) Shouting and use of profanity are prohibited, as it is a poor example and demonstrates poor leadership.
 - (4) Cadet leaders may only touch plebes to make minor adjustments in position, and to adjust uniforms and equipment.
 - (5) Cadet leaders will not damage any personal item belonging to a plebe or cadet by throwing it on the deck. This includes items stored in the plebes wall locker. A cadet may not remove or throw another plebe or cadets linen from their rack for any reason.
 - d. Transition from Plebe to Cadet
 - (1) All cadets new to the academy will be plebes from their first day of school until recognition day. Recognition day as announced by the president, as

recommended by the commandant will be approximately 30 days following the first day of school.

321. The Cadet Guard

1. Authority. The Cadet Guard will conduct itself under the direct supervision of the Commandant of Cadets, and under the duty supervision of the Commandant of Cadets, Operations Chief, Academy Staff Duty Officer, Provost Marshal (if assigned), and the Cadet Battalion Commander.

2. Purpose. Throughout the academic year, the Cadet Guard will ensure the safety, security, good order and discipline of the Academy and the Corps of Cadets. The Cadet Guard will ensure that the daily schedule is adhered to and all Cadet Regulations are enforced, as well as carry out any special duties and instructions.

3. Composition of the Guard

a. Cadet companies will be tasked with the responsibility of assigning cadets to normal and special duty watches. The Cadet Guard will normally consist of the Cadet Duty Officer of the Day, Cadet Staff Duty Officer, Cadet Activities Center Watch, Color Detail, and the Cadet Company Duty Noncommissioned Officers.

b. Other watches or posts may be established as necessary. They include, but are not limited to, sentries for academic buildings, special fire or security watches, parking or traffic control, EPD supervision, roving patrols, and gym/swimming pool watch.

4. Duties of the Guard. The guard force will carry out the orders and instructions contained in current MMA orders and directives, as well as any special orders for their post or watch.

a. Cadet Officer of the Day (COD). This duty is assigned to Cadet officers (C/2dLt-C/Capt). Duty hours are at 1200 until all cadets have returned or 30 minutes after liberty expires, Saturday and Sunday. The CODs for the weekend are posted by the operations chief or his designated representative at 0730 on Saturday. He will be in the Cadet Activity Center from 1230- until all cadets have returned or 30 minutes after liberty expires on his day of duty. The COD will wear the Blue Dress "D" uniform unless directed otherwise.

b. Cadet Staff Duty Officer (CSDO). This duty is assigned to Cadet staff noncommissioned officers (C/SSgt-C/1stSgt). Tour of duty, place of duty and uniform requirements are the same as for the Cadet Officer of the Day. Cadets assigned this duty will report to the Operations Chief at 1200 on Saturday for posting. The Cadet Staff Duty Officer assists the Cadet Officer of the Day in the execution of his duties.

c. Cadet Activities Center Watch. This duty is assigned to one Cadet NCO (C/Cpl-C/Sgt) and one Cadet (C/Pvt-C/LCpl) from the Duty Company. Tour of duty is from 1245 until the CAC closes on Saturday and Sunday. The uniform for cadets assigned this duty is Blue Dress "D". cadets assigned CAC Watch will: monitor cadets watching the movie; ensure that the theater is in a good state of police and secured properly upon completion of the movie; monitor cadets that are using any of the game equipment, computers, or telephones; ensure the CAC area, especially in

the vicinity of the Snack Bar is policed properly; and perform other duties as prescribed by the SDO, COD or CSDO.

d. Color Detail. This duty is assigned to three cadets from the duty company. At least one of these cadets will be a Cadet NCO (CCpl-CSgt). They will be responsible for raising and lowering the Colors daily. Monday through Friday, the Color Detail will report to Coleman Hall (Operations) no later than 0810 and will raise the Colors at the morning battalion formation. On Saturday and Sunday, the Color Detail will raise the Colors at 0820. Colors will be lowered at sunset or when instructed by the SDO. The Cadet Color Detail will wear the prescribed uniform of the day unless directed otherwise due to inclement weather or training commitments.

e. Cadet Company Duty Noncommissioned Officer. This duty will be assigned to a Cadet noncommissioned officer in each company. Their duty will be to maintain fire and general safety, as well as good order and discipline, in their company area. Additional duties will be assigned by their Drill Instructor as appropriate. This post will be manned from 1830-2130 Monday through Friday, and during liberty hours on the weekends. The uniform will be Service "C".

f. Duty Company. Cadet companies will be assigned as the Duty Company on a rotating basis. This assignment will be for the period of one week, during which they will be responsible for filling the billets of the guard force, as well as performing other special requirements as directed by the President, or Commandant of Cadets.

322. Medical Emergencies/Academy Fire Bill

1. Medical Emergencies and Non-emergencies. In the event of a medical emergency (unconsciousness, head injury, neck or back injury, serious fracture, etc.), the Academy Medical Department will be called immediately. Once Medical is on scene, a decision will be made if the cadet needs an ambulance, transportation to the hospital via an MMA vehicle, or transportation to sickbay. The Drill Instructor of the injured cadet will notify the Commandant of Cadets, who will in turn notify the President. Once medical personnel arrive, they will assume control of the situation. As soon as the medical condition has been determined, the cadet's family will be notified. For non-emergencies where the cadet is ambulatory, the cadet will be escorted to sickbay for treatment.

2. Academy Fire Bill

a. Responsibility. The Director of Facilities, acting as the Academy Fire Marshal has overall responsibility for fire safety.

b. Fire Drills

(1) Academic Buildings and Classrooms. The Dean of Academics/Counselor will establish and post appropriate evacuation routes in all Academic buildings as well as individual classrooms. A minimum of one unannounced fire drill will be conducted each semester. Results of these drills will be submitted to the Academy Fire Marshal.

(2) Barracks. Drill Instructors will establish and post appropriate evacuation routes for their barracks. A minimum of one unannounced fire drill will be conducted each semester.

c. The barracks are equipped with an automatic fire alert system (smoke detector). These systems will not be tampered with. The Academy Fire Marshal is responsible for periodic testing and inspection of these fire alert systems, as well as ensuring adequate numbers of operational fire extinguishers are available in each building.

d. Conduct of the Fire Plan. In the event of an actual fire, the following actions will take place:

(1) The person discovering the fire should immediately alert any occupants in the building by shouting “**FIRE**”, and then notify the senior person in that building whom will in turn call the fire department (911).

(2) Evacuation of buildings will be carried out in an orderly manner by the most direct routes. Doors and windows will be closed if possible, to aid in controlling the fire.

(3) No cadets will remain in a building to assist in extinguishing the fire unless directed to do so by a staff member.

(4) As soon as practicable, a muster should be conducted to determine that all persons are accounted for and have been safely evacuated.

e. Notification. Upon discovery of a fire, the following phone calls will be made by the individual discovering the fire as soon as possible:

During Working Hours:

Fire Department – #911

Academy Fire Marshal - #247

Commandant of Cadets - #600

After Working Hours:

Fire Department - #911

MMA Staff Duty Officer - #245

323. Miscellaneous Information

1. Personal Money. Cadets will have no more than thirty dollars in their possession unless while in a leave status. Amounts in excess of thirty dollars will be turned in to the Company Drill Instructor for safekeeping.

2. Terminology. The following is a partial listing of terms used at the Marine Military Academy:

- ACADEMY OFFICER:** All Marine instructors, faculty, or staff member
- ASHORE:** Any place off academy grounds.
- AYE AYE SIR:** I understand and will obey.
- BARRACKS CAP:** Military frame cap with brim and grommet,
- BASE:** The Academy campus.
- BLUES:** The dress blue uniform.
- BILLET:** A position or job assignment.
- BOONDOCKS:** The wilderness.
- BOOT CAMP:** Recruit training-plebe period.
- BULKHEAD:** A wall.
- CADET OFFICER:** Cadet above the rank of Cadet sergeant major.
- CADET STAFF NCO:** Cadet sergeant major & first, gunnery and staff sergeants.
- CADET NCO:** Cadet sergeants and corporals.
- CAMMIES:** Camouflage utility uniform.
- CARRY ON:** Continue with what you were doing.
- CHARLIES:** Green Service Uniform
- CHOW:** Food.
- CHOWHOUND:** A hearty eater.
- CHOW DOWN:** Eat.
- CHIT:** A receipt or authorization paper.
- CLOSED CALL TO QUARTERS:** (CCQ) Restriction to barracks, or as DI's allow, study with cadets in other companies.
- CMC:** Commandant of the Marine Corps.
- COC:** Commandant of Cadets.
- CG:** Commanding General-President of the Academy.
- CO:** Commanding Officer.
- COLORS:** The US Flag
- CORRECTIVE ACTION:** Action taken against a cadet for breaking rules. Issued by a cadet officer, staff NCO or NCO.
- COVER:** A cap or hat.
- COVERED:** To wear a cap or hat
- DECK:** Indoors, a floor. Outdoors, the ground.
- DOPE:** Information.
- DI:** Drill Instructor.
- DOC:** Navy corpsman.
- EPD:** Extra police duty.
- ED:** Extra duty.
- EX O:** Executive Officer. Principal assistant to commander, and next in command.
- FIELD HAT:** Hat worn by DI's.
- GALLEY:** Kitchen.
- GEDUNK:** Location to acquire ice cream, candy or pogeey bait.
- GRUNT:** Infantryman.
- GUNG HO:** (Gung hao) enthusiastic, esprit de corps; work together.
- GUNNY:** Gunnery sergeant.
- HALYARD:** Rope to raise a flag or sail.
- HATCH:** A door.
- HEAD:** A toilet or restroom
- LADDER:** Stairs.
- LEAVE:** Vacation.
- LIBERTY:** Authorized time-off ashore.
- LIBERTY LIST:** List of cadets authorized liberty.
- MESS:** A meal or meal time such as 1st Mess, 2nd Mess, etc.
- MESS HALL:** Dining facility
- NON-RATED:** Cadet lance corporals, privates first class and privates.
- OFFICE HOURS:** Disciplinary hearing conducted by the company commander, DI, Commandant or President.
- OLD MAN:** The commanding officer.
- OVERHEAD:** Ceiling.
- PADRE:** The chaplain.
- PARADE DECK:** Parade ground.
- PLEBE:** New cadet, boot.
- POGEY BAIT:** Candy.
- PORT HOLE:** Window.
- QUARTERDECK:** Where important visitors are received.
- QUARTERMASTER:** (QM) The supply officer.
- RACK:** Bed.
- S-1:** Administrative officer and section.
- S-2:** Intelligence officer and section. (Provost marshal or security officer at MMA).
- S-3:** Operations officer and section.
- S-4:** Logistics officer and section.
- SACK:** Bed.
- SCOOP:** Information.
- SCUTTLEBUTT:** 1. Gossip. 2. Drinking Fountain.
- SEA LAWYER:** Pretends to know loopholes in orders
- SEA STORY:** Not quite the truth,
- SECURE:** 1. To lock up. 2. Stop. 3. Make safe.
- SHORT TIMER:** Not long to go.
- SICKBAY:** Dispensary.
- SICKBAY COMMANDO:** Rides the sick list to avoid duty.
- SKINNY:** Information.
- SKINNY SHEET:** Written information.
- SKIVVIES:** Underwear.
- SMI:** Senior Marine Instructor
- SOP:** Standing Operating Procedure.
- STAIR WELL:** Stairs or steps inside a building; Aboard ship called a Ladder or Ladder Well.
- TWO-BLOCK:** Run the flag to the top of the mast, or a field scarf to the top of the collar.
- UNDER ARMS:** Carry a rifle or sword: wear a cartridge or fair-leather belt.
- WALL LOCKER:** Clothing storage locker or closet.
- WORD:** Orders and information.

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Chapter 4: Academic Policies

401. Student Services

1. College Placement Office. Our highly talented Director of College Guidance manages the College Placement Office. The “College Room” provides all placement information and communications necessary for the cadet to facilitate his college goals, military plans and/or career path goals. This office is open to all cadets after the academic class day. Cadets will occasionally be scheduled to attend college or recruitment briefings given by college admission officers and/or service recruitment personnel. Aptitude and interest assessments for all cadets are conducted to assist cadets with career guidance. College and career-related testing and preparation is provided to all cadets by our Director of College Guidance. (SAT, ACT, PSAT, AP, TSI, TOEFL and ASVAB.

2. Academy Counselor. The Academy Counselor is available to the cadets for guidance. After consultation with MMA’s medical staff and the cadet’s parents, the cadet may also be referred to off campus counseling. These referrals will be accomplished by scheduling an appointment with the aforementioned personnel. The counselor will work closely with the drill instructors and teachers to ensure the emotional well-being of all cadets. Cadets may be referred to the counselor by any member of the Academy staff, or a cadet may make an appointment to see the counselor either directly with the counselor or through his drill instructor.

3. Official School Documents

a. Transcripts. The Registrar is the only source for official transcripts. Unofficial transcripts are so marked; official transcripts are embossed by the Registrar. Official transcripts will only be sent to an official address, such as another school or university or an Armed Forces representative. Transcript request can be done by phone, e-mail or in person in the Registrar’s Office. All transcript requests must clear the Business Office prior to processing. Cadets and parents must provide the name and full address of the institution to which a transcript is to be mailed. If a college lists an application deadline, it is important that the Registrar or Director of College Guidance be provided the deadline date and the college application fee, if one is required. Please allow a minimum of one week for processing.

b. Letters of Recommendation. It is the responsibility of the cadet to seek letters of recommendation. The Director of College Guidance will provide assistance in obtaining the letters from MMA staff and faculty.

4. Library and Learning Center

a. The Library and Learning Center facilities are available Sunday through Thursday to all cadets for research, study, and recreational reading. Specific times vary and may be obtained from the library staff or Academic Office.

b. Cadets may use the library during the academic day with approval from both the teacher and librarian. If approved, the cadet is to report directly to the library. No more than one student may be sent to the library from an academic class without prior approval from the librarian.

c. Cadets using the library for research will be briefed by their teacher concerning specific procedures to follow. All instructions required from the library staff should be arranged for in advance. For lengthy research projects, a list of subjects being researched and the names of the cadets working on each project should be provided to the Library Staff.

5. Cadet Supplies

a. Consumable Supplies. Basic school supplies may be purchased in the Academic Office. All supplies will be charged to the cadet's account.

b. Teachers will provide the Academic Office a listing of cadets to be charged for consumable materials such as workbooks, paperback books, and all other required materials. The cost of these materials will also be charged to the cadet's account.

c. Textbooks. Textbooks must be purchased by cadets through the Academy. Textbooks are the property and responsibility of cadets. Textbooks may be resold to used book vendors at the end of the year.

6. Standardized Testing

a. All seniors and PGs will take the SAT or TOEFL (international cadets). It is recommended that seniors and PGs take the ACT. The Dean of Academics must approve exceptions to this policy. All underclassmen will take the PSAT/National Merit Scholarship Qualifying Test during the first semester and all Juniors will take the ACT during the second semester. Cadets are encouraged to take SAT before their senior year. The Academic Office will publish test dates as they are scheduled.

b. Fees for all tests will be charged to cadet accounts and billed to parents.

402. Diploma Information

1. The Marine Military Academy currently issues three levels of diploma. It is the intent of the Academy to have all cadets achieve the minimum standards for the two highest diploma categories. Those students wishing to apply for the "Non-Standard Diploma", the lowest level diploma, must have written permission from their parent/guardian and they must petition the Dean for approval of this option.

MINIMUM DIPLOMA REQUIREMENTS:

Non-Standard Diploma (22 credits total)

English I, II, III, and IV

Technical Writing (may be waived by the Dean)

Algebra I, Geometry, and Math Elective

2 credits of science to include 1 of Biology, Chemistry, or Physics

United States History and either World History or World Geography

Government and Economics

Health

Speech

1 credit of computer technology

7 ½ credits of electives (Military Science included) include 1 ½ credit from core subjects

Standard Diploma (26 credits total)

English I, II, III, and IV

Technical Writing (may be waived by the Dean)

Algebra I, Algebra II, Geometry, and Pre-calculus

Biology, Chemistry, Physics, and either Environmental Science, Physics AP, or Chemistry AP

World History, World Geography, United States History

Government and Economics

Health

Speech

1 credit of computer technology

Foreign Language I and II

5½ credits of electives (Military Science included)

Distinguished Diploma (26 credits total)

English I, II, III, and IV

Technical Writing (may be waived by the Dean)

Algebra I, Algebra II, Pre-calculus, and Calculus AP

Biology, Chemistry, Physics, and Physics AP or Chemistry II AP

World History, World Geography, United States History

Government and Economics

Health

Speech

Computer Science

Foreign Language I, II, and III

4 ½ credits of electives (Military Science included)

The cadet must have taken at least 2 Advanced Placement courses and have scored a 3 or better on at least 1 AP Exam.

403. Core Courses

The Dean is the final authority for core course determination.

English: All courses

Mathematics: All courses except Fundamentals of Math and Pre-Algebra

Science: All courses except Integrated Physics & Chemistry, and Aerospace I & II

History: All courses

Foreign Language: All courses

Computer Science: All courses except Business Computer Applications

Electives: Speech

404. Advanced Placement Program / Concurrent/Dual Enrollment

1. Advance Placement.

a. The Advanced Placement Program is a cooperative educational endeavor between secondary schools and colleges and universities. For students 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 students who have applied themselves successfully.

b. Due to the rigors of an Advanced Placement course, cadets are encouraged to register for no more than two Advanced Placement courses.

c. Any cadet that has met the prerequisites for a regular level course is eligible for the corresponding AP level course.

1. Concurrent/Dual Enrollment.

a. 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 application before given deadline. Courses must be approved by the Dean.

b. 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.

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

405. Course Credit

1. All credits earned from an accredited institution prior to initial enrollment at the Marine Military Academy will be accepted.

2. Credit may be earned by alternative means only with prior approval from the Dean. The Dean will require the parent/guardian to sign a letter requesting approval of alternative coursework in spite of the Academy's recommendation against it. After initial enrollment at the Marine Military Academy, no more than 20% of the credits may be earned by alternative means.

3. Credits by Exam. Credit by Exam is discouraged and will not be allowed under most circumstances. The Dean, prior to cadet enrollment in the testing program, must approve exceptions to this policy (the Dean must approve the taking of the exam, the conditions for its administration, and the source of the exam). In order to receive credit, a minimum score of 90 must be earned. Under no circumstances will more than two credits earned by Credit by Exam count towards graduation requirements. All costs incurred for the administration and scoring of the exam must be paid by the cadet.

4. Correspondence Courses. Credits earned through correspondence programs will normally not be accepted in partial fulfillment of diploma requirements. The Dean, prior to cadet enrollment in the correspondence program, must approve exceptions to this policy. Under no circumstances will more than two credits earned through a correspondence program be counted towards graduation requirements.

406. Scheduling

1. The Registrar, Director of College Guidance, and Dean work together to develop each student's class schedule. Scheduling disputes will be mediated by the Dean.

2. The Director of College Guidance and Registrar will develop an individualized graduation plan for each student. This plan should be viewed as a "graduation contract". The graduation plan will be followed at all times. Any deviation from the

graduation plan requires a signed request from the parent and approval from the Dean. The cadet's Drill Instructor will be notified of all schedule changes.

3. All cadets must take English, Mathematics, and Science each year they are enrolled.
4. Honors courses are available in most subjects. Enrollment in an Honors course is reserved for those students that have a teacher recommendation. Exceptions to this policy must be approved by the Dean.
5. A 9th grader may take Algebra II only if he has earned an 80 or higher in Algebra I. A 9th grader that makes below a 75 in Algebra I will be encouraged to retake the course the following year.
6. A cadet that has earned an 85 or higher in both Algebra I and Algebra II may enroll directly into Pre-calculus.
7. Enrollment in an English course will not be allowed unless credit for the prerequisite English course has been earned.
8. Students will not be allowed to Add/Drop after the third Monday of each semester. With approval from the Dean and a signed request from the parent/guardian, students may withdraw from a course. Students who are removed from an Honors or AP course and placed in the corresponding regular level course will be given credit for the regular course only.
10. Schedule changes will not be based solely on student/teacher incompatibility. It is the responsibility of the cadet and the Registrar to inform parents of schedule changes. The parents must be consulted prior to any change of schedule that impacts the graduation plan of the cadet.

407. Classification

- 7th grade successful completion of the 6th grade course requirements
- 8th grade successful completion of the 7th grade course requirements
- 9th grade successful completion of the 8th grade course requirements
- 10th grade successful completion of at least 5 high school credits to include English I
- 11th grade successful completion of at least 10 high school credits to include English II
- 12th grade successful completion of at least 17 high school credits to include English III and the cadet must be able to satisfy all graduation requirements by the end of the regular academic year.

408. Grading System

1. Grade Scale

# Grade	Letter Grade	Regular Grade Points	H/AP Grade Points
93-100	A	4	5
84-92	B	3	4
75-83	C	2	3
70-74	D	1	2
<69	F	0	0

2. 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.

3. In the event a course is retaken, all grades earned 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.

409. Class Rank, Honors and Awards

1. The 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.

2. 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.

3. Valedictorian/Salutatorian. In early May, the Dean will inform those seniors who are on the Valedictorian/Salutatorian eligibility list of their status and direct them to prepare a five to seven-minute speech approved by the Dean. The Valedictorian and the Salutatorian selection will be based on Quality Points. A minimum of two consecutive years of enrollment at MMA are required to be eligible for Valedictorian and Salutatorian. The Valedictorian and Salutatorian will be informed of their status after class ranking results.

4. Top Cadet in Class. The top cadet in class will have the highest quality points total in his class for the two semesters of the academic year just completed; both semesters must have been completed at MMA.

5. President's and Dean's List. The Grade Point Average (GPA) for the President's and Dean's List includes all academic courses and Military Science. Cadets achieving a GPA of 3.75 or above for the semester just completed are placed on the President's List. Cadets achieving a GPA of 3.50 to 3.74 for the semester just completed are placed on the Dean's List. Cadets placed on the President's List will be awarded a gold wreath to be worn as part of their uniform. Cadets placed on the Dean's List will be awarded a silver wreath to be worn as part of their uniform. A cadet who has earned a wreath and whose GPA falls below the level that warrants its wearing will not wear that wreath until his GPA returns to the appropriate level. A

cadet whose GPA reaches the President's or Dean's List level in the last semester of the academic year will wear the appropriate decoration during the first semester of the succeeding year. Seniors on the Dean's List or President's List for the first time in their last semester will receive their wreath at the Academic Awards Ceremony prior to graduation. Cadets remaining on the President's List for two semesters in succession are awarded the gold star. Cadets remaining on the President's and Dean's List for two semesters in succession are awarded the blue star. Cadets remaining on the Dean's List for two semesters in succession are also awarded the blue star. Cadets may continue to wear their stars even if they come off the President's or Dean's List in later semesters.

6. Awards

a. The top cadet in subject is selected for this award in each academic department. Teachers submit their nominations to the Dean via the Department Chair. The Dean and Department Chair make the final selection based on the cadet's overall contribution to the department and his GPA in the department's courses.

b. The Rolls Royce Trophy for Excellence in Aerospace Education is awarded to the top cadet in the Aerospace program. The recipient of this award is selected by the Aerospace Instructor. The criteria used are classroom performance, attitude, improvement, and flying skill.

c. The Daughters of the American Revolution Award is presented to the winner of the DAR Good Citizen Essay Contest.

d. The National Merit Scholarship Qualifying Test Award is presented to cadets who score in the 99th percentile of the PSAT and then validate that performance with SAT score.

e. The Dean's Award and Plaque are presented to the senior who has been at the Academy for three or more years and who has shown the greatest overall improvement over those years in their total Quality Points.

f. The President's Volunteer Service Award. In 2003, the President's Council on Service and Civic Participation founded the President's Volunteer Service Award to recognize the important role volunteers in American's strength and national identity. This award honors individuals whose service positively impacts communities in every corner of the nation and inspires those around them to act too.

f. President's Award for Educational Excellence. Founded in 1983, this award honors graduating middle school and high school students for their achievement and hard work. A student receiving this award has maintained a 3.5 GPA and scored in the top 25% of the Nationally normed achievements tests (PSAT, SAT, ACT).

410. Academic Operations

1. Tutorial and Extra Instruction Programs. Cadets with a 74 or below in any class will be required to attend mandatory tutorials, on the designated subject day, in the class. Failure to attend a tutorial period will result in disciplinary action. The tutorial schedule will be published at the beginning of each year. The office will publish a tutorial list each Thursday with failing cadets grouped by the subject failed. The only releasing authority from tutorial is the formal weekly tutorial report. Cadets with a

69 or below will attend Saturday mandatory tutorials. Cadets who are passing their classes may attend tutorials any day.

2. Homework. All teachers will utilize the “Homework Program”. If a cadet fails to turn in an assignment, the teacher must make the appropriate entries into the “Homework Program” by 1700 of the academic day and award a zero for the assignment. The cadet will be required to complete the assignment. The teacher must also indicate the deficiency on the weekly report.

Cadets who continuously do not turn in homework should be reported to the Dean of Academics for appropriate action.

3. Attendance

a. Cadets who are tardy or absent must be reported by the teacher using the attendance program. Each teacher may specify their own tardy policy for their classroom as long as it requires, at the minimum, that cadets are in the classroom when the tardy bell rings. Teachers will inform their cadets of their policy and strictly enforce it. Cadets that have five consecutive unexcused absence days will be considered for dismissal. Cadets who accumulate more than eight unexcused absences in a single semester will not receive credit for the course. Absences due to MMA sponsored events will not count against a cadet. Petitions for exceptions to this policy due to extenuating circumstances should be directed to the Dean. Only in the most extreme cases will exceptions be made.

b. Only if a cadet’s unexcused absence is reviewed by the Dean and found to be an excused absence, will the cadet be allowed to make up work missed.

4. Field Trips

a. Teachers must inform parents in writing that their account will be billed or inform the DI in writing that the cadet will have the cost of the trip deducted from the cadet’s pay-call. Trip and vehicle requests must be turned in for approval no later than five school days prior to planned departure.

b. While field trips can enhance the learning process, teachers must keep in mind the potential negative impact when cadets are required to be absent from other classes. This is especially true when a cadet is required to miss a class in which he is either doing poorly or failing. The information and/or experience gained from a field trip must contribute significantly to the cadets’ overall understanding of the material being taught. A teacher should not schedule field trips consistently on the same day of the week or, whenever possible, during the same time of the day.

411. Athletic/Extracurricular Eligibility

Any cadet who is failing any two classes on two consecutive formal grade reports (weekly, quarterly) is not eligible to participate in extracurricular activities or athletic events. Ineligibility will last until he is passing on the next formal grade report. Each semester stands alone regarding eligibility. The cadet will be informed of his grade status by one or all of the following: Dean, Commandant, Athletic Director, coach/sponsor, failing teacher, and/or Drill Instructor. Travel will not be approved for any cadet who is failing two classes on two consecutive formal grade reports. All members of the faculty and staff are expected to support the cadet in achieving success and enforce the “no pass-no play” policy.

412. Exam Policy

All courses must have comprehensive Quarter Exams that constitute at least 20% of the grade for that grading period. Exams should adequately and accurately assess the mastery of objectives as specified in the course curriculum guide. Cadet attendance is mandatory.

413. Academic Conduct

1. MMA Order 61-0 the Right Guide, must be read and understood by all cadets and MMA employees. The Right Guide will be the primary document of reference when dealing with cadet discipline. All cadet violations of the Right Guide occurring in an Academic setting must be reported to the Dean of Academics/Counselor within one workday.

2. Academic Misconduct. The Marine Military Academy seeks to promote and ensure academic honesty and personal integrity among cadets and other members of the Academy. Academic honesty is defined broadly and simply – the performance of all academic work without cheating, lying, stealing, or receiving assistance from any other person or using any source of information not appropriately authorized or attributed. No cadet shall knowingly perform, attempt to perform, or assist another in performing any act of academic misconduct. The following acts by a cadet are examples of behavior constituting academic misconduct:

a. Plagiarism. Plagiarism is the use of someone else's materials or ideas as if they were their own. Plagiarism includes but is not limited to the following acts when performed without fair attribution:

(1) Directly quoting all or part of another person's written or spoken words without quotation marks, as appropriate to the discipline.

(2) Paraphrasing all or part of another person's written or spoken words without notes or documentation within the body of the work.

(3) Stating an idea, theory or formula originated by another person.

(4) Repeating information, such as statistics, which is not common knowledge, and which was originally compiled by another person.

(5) Purchasing (or receiving in any other manner) a paper or assignment, which is the work of another person, and submitting that paper or assignment as the student's own work.

b. Unauthorized assistance. Giving or receiving assistance in connection with any examination or other academic work which has not been authorized by the faculty member that gave the assignment. Examples of prohibited behavior include, but are not limited to, the following when not authorized:

(1) Copying, or allowing another to copy, answers to an exam or assignment.

(2) Transmitting or receiving, during an examination, information which is within the scope of the material to be covered by that examination.

(3) Giving or receiving answers to an examination scheduled for a later time.

(4) Completing for another, or allowing another to complete for you, all or part of an assignment.

(5) Unauthorized use of an electronic device.

c. Lying/Tampering. Giving any false information in connection with the performance of any academic work or in connection with any proceeding under this policy. This includes, but is not limited to:

(1) Giving false reasons for failure to complete academic work.

(2) Altering any academic work after it has been submitted.

(3) Altering a grade, lab, or attendance record.

(4) Damaging MMA property in order to alter or prevent the evaluation of academic work.

(5) Submitting for academic advancement an item of academic work which has previously been submitted for academic advancement, unless done pursuant to authorization from the faculty member supervising the work or containing fair attribution to the original work.

d. Theft. Stealing, taking, or procuring in any other unauthorized manner information related to any academic work.

e. Any behavior which constitutes academic misconduct is prohibited even if it is not specifically listed in the examples described above.

f. If a cadet is charged with a violation of this policy, the faculty member shall permit the cadet to complete all required academic work and shall evaluate and grade all academic work of that cadet without taking the alleged violation into account. That faculty member should, however, take any action reasonably necessary to collect and preserve evidence of the alleged violation and to maintain or restore the integrity of the assessment environment. The faculty member should present the facts of the incident to the Dean of Academics/Counselor within one workday. After an investigation consequence will be assigned, and parents will be notified.

g. Disturbance. Any cadet action that results in preventing or hampering the ability of the teacher to teach or anyone, including themselves, from learning will result in disciplinary action. Any cadet action that may result in the injury of themselves or another will result in disciplinary action. This includes those actions that are not intended as malicious.

h. Disrespect. A cadet must:

(1) Be courteous to all staff and faculty members;

(2) Address teachers as Sir or Ma'am;

(3) Raise their hand to speak in class;

(4) Not interrupt an individual who is speaking;

(5) Respect all other cadets;

(6) Be on time to class;

(7) Come to class with completed homework and required supplies;

(8) Be alert during class.

414. Safety Procedures

1. Staff and faculty must place the safety of themselves and their students first. All activities must be planned with safety as the primary consideration.
2. Cadet, faculty, and building safety is the priority in academic spaces. Cadets are expected to walk between classes and in the buildings. Cadets observing an unsafe act or situation must alert a faculty member instantly. Fighting is expressly forbidden. Cadets who are observed not immediately reporting fights or unsafe acts are considered as guilty as the offending parties.
3. In case of fire, fire drills, or other emergencies or drills, the fire alarm will be sounded in one long series of tones. At the signal, all building occupants will evacuate the building quickly and quietly in single file by class. Teachers will brief their students on evacuation routes as posted in their rooms and hallways. The class leader for each class will assist the faculty member in evacuation according to the posted evacuation diagrams. All cadets will muster by class with their teacher once clear of the building. Teachers must be prepared to move their classes as directed. Cadets are forbidden to ignite any substance in any academic space and offenders will receive harsh punishment in accordance with the Right Guide and local law.

415. Right Guide Use

Cadets are expected to use the Right Guide as their daily academic planner.

Chapter 5: Information for Parents

501. How Parents Can Support Their Cadet:

1. Parents can be most helpful by expressing confidence in their cadet's maturity and in the Marine Military Academy program. Cadets can manage most problems and inquiries themselves with the help of teachers and staff. The confidence and coping skills they develop from successfully confronting problems on their own serve them well when they graduate. When they exercise poor judgment, the Academy provides a "safety net" to help them correct and learn from their mistakes. Any significant problems in this area will be fully communicated to you either through your cadet's teacher or his Company Drill Instructor.
2. Letters, "care" packages of goodies or inexpensive gifts, notes or funny cards help cadets feel they are connected to home and family. Cadets want to be informed about what goes on at home and with the family. Should an emergency arise that you think should be communicated to your cadet personally, please feel free to call your cadet's Drill Instructor or the Commandant of Cadets for help.
3. Even the most mature and independent cadets want the support and attention of their parents/guardians. They may forget to report their successes, but they will almost certainly let you know when they have problems or feel blue. Usually, they expect parents to do little, but they welcome sympathy and support.
4. You are liable to hear at least a few complaints about various matters because the Marine Military Academy is neither "just like home" nor their old school. The source and frequency of such complaints are likely to vary depending on factors such as tests and academic due dates. Also, beware of generalizations. Issues are often black or

white to teenagers, and comments like “everyone got an “A” but me,” for example, are probably an exaggeration.

502. Typical Cadet Concerns

“I’m Scared.”

What It Really Means: New school jitters are universal. Add the element of living at school and the jitters are compounded dramatically. Chances are your teenager will reach out for assurance from you just before it’s time to leave for school or during the first few weeks after school has started.

How Can You Help: Being a good listener is always important. Cheerful notes and reminders are usually well received, and a supportive atmosphere at home should keep things on an even keel. Making the transition to a new school offers both risks and opportunities. Leaving family and friends, arriving at a new school and adjusting to a new way of life can be scary. You can help by emphasizing that opportunities and growth can occur in accepting risks and meeting the challenges in a new situation. Special family dinners, shopping together for school items and just talking about the Academy and the excitement of joining a new community can be reassuring. Perhaps planning a “Back to School” party with old and new friends, if they are in the area, would work for you. A positive, enthusiastic attitude will help your cadet get off on the right foot at MMA.

“I Don’t Fit In.”

What It Really Means: Even the most self-confident teenager worries about being liked. For the boy who has moved away, even temporarily, from the comfortable familiarity of family and neighborhood friends, popularity is an important issue. Feeling a part of the community is very important; fearing you won’t fit in is natural at first. Even returning cadets have this fear.

How You Can Help: Acknowledge the need to feel accepted and listen to your cadet’s concerns. Being “new” is a scary experience. Suggest that your cadet give the situation a little time and consider sharing the concern with the cadet’s Drill Instructor or another cadet. After all, everyone at the Academy was new once and just hearing this from a peer may give your cadet that important feeling of connection.

“It’s Like Living in a Goldfish Bowl.”

What It Really Means: It requires effort and patience to learn to live with 50 or 60 other people. While your cadet will enjoy making new friends, some of the stress of close communal living may be difficult at first. Cadets may initially find it difficult to accept living by rules established for safe and effective community living.

How You Can Help: Encourage your cadet to look for the best in other people and new situations. Tolerance of differences for the way things are done and the way people behave, along with the realizations that there is rarely, if ever, only one “right” way, will make school life more enjoyable and interesting. At the same time, suggest that your cadet find some “time out” minutes and places to escape group life to spend some needed energy just on himself. It is good and sometimes necessary to rejuvenate the social aspects of one’s personality in solitude.

“I’m Making A’s (Or D’s). I Have Merits (Or Demerits). I Have an Awards Ceremony (or Office Hours).

What It Really Means: Your cadet wants you to be involved, to know how they are doing – good and bad. They want your support and understanding.

How You Can Help: Be involved and participate. Attend Parents Weekend, parades, athletic events, and similar occasions as your time permits. Contact the Drill Instructor, teachers or the Commandant if you have questions or concerns. You are always welcome on our campus to support your cadet and the Academy.

“I Want to Come Home.”

What It Really Means: Homesickness tries even the most experienced cadet at some time during the year. It comes, but mostly it goes, and should be looked upon as a positive and natural response. Your son misses loved ones and home and would like to touch base from time to time with what is familiar.

How You Can Help: First, never let your cadet’s homesickness make you feel guilty. Every family situation is unique, yet there are some factors which are common to us all. In deciding to seek the best education possible for your cadet somewhere different, your family’s horizons have been stretched. Take time to listen to your cadet and provide ample reassurance of your love and support. Emphasize that feelings of homesickness are natural and will pass. Encourage conversations about what is especially enjoyable at MMA. Emphasize the positive! Letters are wonderful, photos a welcome bonus and surprise “care” packages are invaluable boosters. Keep in touch with your child.

“They’re Not my Parents. They Can’t Tell me What to do.”

What It Really Means: If being a member of a new school family is an adventure for your son, just think of what it’s like to be a surrogate Mom or Dad” It’s no small task. The Drill Instructor and his wife, along with the rest of the staff and faculty will have to handle your cadet’s growing pains just as you do at home. We will be required to say “no” on occasion and then face the inevitable resentment and anger. And while there will be times they won’t believe it, we will always have your cadet’s best interests at heart. We want cadets to grow up to be strong and independent, but we want them to do so safely and in a way that has a positive impact on the functioning of the entire Academy community.

How You Can Help: You are and should always be your son’s advocate, but you can help us help your cadet by conveying an understanding of our position as authority figures. Your appreciation of the responsibility we have to your cadet and to you will pave the way for a strong and beneficial relationship in this “in loco parentis” situation.

“I’m Bored.”

What It Really Means: The cadets who make the best adjustment to MMA and to the challenges of the rigorous college preparatory program are those who accept MMA as their second home. To be happy at the Academy, they must be involved. Involvement develops friendships as quickly as it develops a positive self-image, and it is the best way to stay busy and happy.

How You Can Help: Encourage your cadet to be a participant, instead of only an observer. Participation will make your child a more integral part of the community, which will be reflected in a stronger sense of belonging and self-esteem. While the Marine Military Academy stresses the importance of academics, we hope you will encourage extracurricular participation even if you see average academic progress. Students need to feel positive about themselves in many arenas and academic success often follows success in other areas. Please communicate with us, however, if you see conflicts between extracurricular activities and academics. You can strengthen

this bonding by becoming involved with the Academy as well. Mark special events and attend Academy functions, read the newsletter, be active in the Parents Group. Your presence is important to us and you are always welcome.

“I Love it Here! – I Hate it Here! – I Love it Here!”

What It Really Means: The ups and downs of daily life continue at MMA just as they would at home. Cyclical swings in moods are affected as much by adjustments to a new situation as they are by the weather or academic and extracurricular schedules. From November through March the days are shorter and sometimes colder, and the academic challenges are generally at their peak – a combination that can feed cabin fever and blue moods. Mood swings are also common around holidays, when students are happy to be going home but anxious about it at the same time.

How You Can Help: Remember key times when mood swings are probable:

1. The first few weeks of school, particularly when everything is new.
2. Immediately before a grading period ends and the reality of a grade report is just around the corner.
3. The beginning of a new term when it can look like there is no end in sight.
4. Exam weeks as students learn to deal with the demands of the testing situation.

Overall, it is important to remember the lifelong benefits your son’s experiences with his independence will provide. These experiences, as in life, are not always easy or fun, but they do provide your cadet, in his struggle toward success, the opportunities to learn skills essential for his growth. As recommended, being a good listener and allowing your son to “vent” his frustrations is vital. Often it may sound like he wants you to take care of his problems for him. This is normal, learned from childhood behavior. However, he is leaving childhood behind, and you can help him toward self-reliance with “what” and “how” questions, such as: “What are your options?” or “How are you planning to handle this issue?” This sends him the message that he is responsible for, and more importantly, in control of his successes and failures, both of which he learns from, and builds confidence through.

Appendix A

THE MARINES' HYMN

From the Halls of Montezuma
To the shores of Tripoli,
We fight our country's battles
in the air, on land, and sea.
First to fight for right and freedom,
And to keep our-honor clean,
We are proud to claim the title
Of United States Marine.

Our flag's unfurl'd to every breeze
From dawn to setting sun,
We have fought in every clime and place
Where we could take a gun.
In the snow of far-off northern lands
And in sunny tropic scenes
You will find us always on the job
The United States Marines.

Here's health to you and to our Corps
Which we are proud to serve;
In many a strife we've fought for life
And never lost our nerve.
If the Army and the Navy
Ever look on Heaven's Scenes,
They will find the streets are guarded
By United States Marines.

THE MARINE'S PRAYER

Almighty Father, whose command is over all and whose love never fails, make me aware of Thy presence and obedient to Thy will. Keep me true to my best self, guarding me against dishonesty in purpose and deed and helping me to live so that I can face my fellow Marines, my loved ones and Thee without shame or fear. Protect my family. Give me the will to do the work of a Marine and to accept my share of responsibilities with vigor and enthusiasm. Grant me the courage to be proficient in my daily performance. Keep me loyal and faithful to my superiors and to the duties my country and the Marine Corps have entrusted to me. Make me considerate of those committed to my leadership. Help me to wear my uniform with dignity, and let it remind me daily of the traditions which I must uphold. If I am inclined to doubt, steady my faith; if I am tempted, make me strong to resist; if I should miss the mark, give me courage to try again. Guide me with the light of truth and grant me wisdom by which I may understand the answer to my prayer.