



New Orleans Military and Maritime Academy

425 O'Bannon Street
New Orleans LA 70114
504-227-3810

Cadet - Parent Handbook August 2017

Col Schlafer, Commandant
Dr. Cecilia Garcia, Principal
Mrs. Alexis Long, Assistant Principal
Ms. Jamie Hutson, Dean of Students
Mr. Tony DeFrates, Dean of Students

The New Orleans Military and Maritime Academy (NOMMA) does not discriminate on the basis of race, religion, color, national origin, sex or disability in providing education or providing access to benefits of education services, activities, and programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

ABSENCES

When a cadet is absent or tardy from school, the parent/guardian should send a note to the school office explaining the reason for the absence upon the cadet's return to school. All notes must include: the date of the note, the name of the cadet, the date of the absence(s) or tardy, the specific reason for the absence(s) or tardy and the parent's signature. Cadets are expected to attend school every day; however, parents should not send a cadet to school when ill. If a cadet is absent for three consecutive school days due to illness, it is recommended that the parent seek medical attention for the cadet. Please refer to SEAT TIME requirements related to school attendance. While records are maintained to determine excused and unexcused absences as they relate to school truancy, SEAT TIME requirements do not differentiate between excused and unexcused in totaling attendance for Carnegie Units.

Excused absences allow the student to make up the missed work and the absence is counted against the attendance requirement. An example is personal or family illness documented by a parent's or doctor's note. Unexcused absences allow the student to make up the missed work for up to 70% credit and the absence is counted against the seat time attendance requirement. Examples of unexcused absences include an absence without a parent's note or skipping school. Absences during suspensions allow the student to make up missed work for up to 70% credit and the absence is counted against the seat time attendance requirement.

ARRIVAL AND DISMISSAL

All cadets are expected to arrive at school before 7:35. Cadets arriving at 7:35 or later are tardy. When arriving late to school, cadets must go to the office with a note from the parent explaining the reason for his/her late arrival. Excessive unexcused tardiness to school or to any class will result in disciplinary consequences. See the NOMMA discipline policy beginning on page 53.

Cadets arriving before school are only authorized to wait for school to begin in the cafeteria. Cadets may arrive as early as 6:00 am. Cadets arriving after 7:05 AM should report directly to their first hour class or the cafeteria for breakfast. Only cadets eating breakfast will be allowed to be in the cafeteria from 7:05- 7:30.

If your cadet must leave school before the end of the day, please send a note with him/her on the day that he/she must leave early. The parent must go to the school office and sign the cadet out. Parents may not go directly to the classroom. For the safety and welfare of our cadets, teachers cannot release cadets to anyone without office authorization. Office authorization will be given only to parents and other adults listed on the current medical emergency card.

Parents who transport their child after school should arrive promptly at dismissal time 3:05 PM. In case of emergency, the school office should be notified. Cadets are only authorized to wait for pickup in the front of the school, on O'Bannon Street. Cadets not picked up by 3:30 will be required to go back into the school building to wait for his or her ride. For the welfare of all cadets, cadets are only permitted to wait for pick up inside the school building.

ATHLETICS

New Orleans Military and Maritime Academy is a member of the Louisiana High School Athletic Association (LHSAA) and as such, cadet athletes must meet LHSAA eligibility requirements to participate in athletic events. These requirements are provided annually to cadets in the athletic handbook. In addition to LHSAA regulations for participation, NOMMA does not permit participation in athletic or extra-curricular events to any cadet with a failing grade in any class on a report card. Academic probation includes non-participation from practice and competitions. NOMMA staff members are ready to support athletic competition in the following sports: baseball, basketball, cross country, rugby, soccer, softball, track and field, and wrestling. Additional sports may be added based on cadet interest and staff ability to support.

All team and athletic practices start after 3:45 PM in order to allow all students to attend tutoring. Cadets participating in athletics or team activities should attend tutoring or go to the designated team homework areas between the end of school and beginning of practice.

Students participating in athletics or other team and club activities are required to use a locker to store equipment and/or bags. Cadets are not permitted to carry sporting equipment or bags not made out of mesh/see through material from class to class.

For more information regarding NOMMA athletics, contact Athletic Director, Mr. Danny Garbarino, dgarbarino@nomma.net.

BACKPACKS/BOOKBAGS

Backpacks and book bags must be mesh or clear, see-through material. Mesh backpacks must be of neutral colors, according to MARADMIN 695/11 Authorized bags will be:

- Black/Brown/Tan or a combination of the three
- Olive Drab/Camouflage

Backpacks must be mesh or see through and have minimal logo representation (manufacture tags/logos in subdued colors no larger than 5 inches long by 2 inches wide) and must be worn over both shoulders while in uniform. Gym/duffel and computer bags will be carried by hand and not placed over the shoulder at any time. Female cadets will NOT carry a purse while in uniform.

Students are not permitted to carry any bag that is not made of a mesh or clear, see-through material while on campus. Gym/duffel bags must be stored in a locker while on campus. Flowers, balloons, stuffed animals, blankets, etc. are not permitted and will be confiscated and held in the office until a parent picks them up.

According to *New Jersey v. T.L.O.* the U.S. Supreme Court determined that schools only need reasonable suspicion and not probable cause to search students. School officials have the right to search any purse, baggage, or package if reasonable suspicion exists.

CAFETERIA SERVICES

Breakfast and lunch are served daily. Breakfast is served from 7:00 to 7:25. The cost to purchase breakfast is no more than \$1.20* and the cost to purchase lunch is no more than \$2.95*. Exact cost for cafeteria services will be published at the beginning of the school year. Reduced breakfast costs \$.30* and reduced lunch costs \$.40*. The Child Nutrition Program requires annual submission of lunch applications to receive Free or Reduced meals. Cadets are not allowed to charge for meals when they do not have funds to purchase breakfast or lunch. All food and drinks must be consumed in the cafeteria. Money may be added to meal accounts for pre-payment of cafeteria services at www.mealsplus.com. *cost of meal service is subject to change.

CHAIN OF COMMAND

There is a specific chain of command within NOMMA for overall school functioning and within the cadet leadership ranks. While our school is unique as a school-wide JROTC program, the chain of command is very similar to other schools with a superintendent over the school district and a principal over the school. The NOMMA Superintendent is called the Commandant of the Academy. The Commandant is involved in NOMMA organizational issues such as finance, facilities and construction; and as a hearing officer for situations at the appeal process level. The school principal is the head of the chain of command within the school and is the instructional leader. All school staff report to the school principal and all programs within the school come under the jurisdiction of the principal.

There is also a Cadet chain of command within NOMMA for matters pertaining to the MCJROTC program. NOMMA Cadets earn rank advancement based on academics, leadership, conduct and character. Rank advancement and leadership billet assignments come with extra privileges and responsibilities within assigned classes, grade-level and school-wide activities. Regardless of rank, all cadets are required to treat each other with respect and dignity. Cadets of lower rank are expected to obey instructions from higher ranking cadets in the performance of school norms and procedures, such as during formations, inspections and daily routine at the start and end of classes. Below reflects a partial list of the leadership and chain of command positions bestowed upon deserving cadets:

Cadet Battalion Commanding Officer
Cadet Battalion Sergeant Major
Cadet Company Commander
Cadet Company First Sergeant
Cadet Platoon/Class Commander
Cadet Platoon/Class Sergeant
Cadet Squad Leader

COMMUNITY SERVICE

New Orleans Military and Maritime Academy requires all students to complete a minimum number of hours of community service each year. Only service hours that include a supervising adult signature and email or phone number will be eligible for service credit. Community service hours are collected and documented by each cadet's Marine Instructor. Below is the minimum number of hours required for earning a Community Service Diploma Endorsement:

9th grade - 20 hours	10th grade- 20 hours
11th grade - 20 hours	12th grade - 25 hours*

*Senior cadets must complete a mandatory 25 hour community service senior project. The Senior Project must be completed in one specific community service category as outlined by project requirements distributed by the Marine Instructor. The Senior Project is a graduation requirement. Any senior that does not complete the Senior Project requirement will not meet NOMMA graduation requirements and will not graduate.

COPIES OF RECORDS

A person who requests copies of NOMMA records for a purpose other than official NOMMA business transactions shall pay the actual cost of reproducing those records. Cost for the first page shall be \$ 1.00 and each additional copy shall be \$.50 per page. One transcript of a cadet's grades will be provided without charge, at the time of graduation with each additional copy provided at a cost of \$ 5.00 each. Mailing costs are extra fees for any record request.

CREDITS/GRADE PLACEMENT

Grade level designation is determined at NOMMA by credits earned:

Freshmen (9th) 0 - 6 credits
Sophomore (10th) 7 - 12 credits
Junior (11th) 13 - 20 credits
Senior (12th) 21 credits (24 required for graduation)

Refer to the grading policy for requirements for awarding credit. Half credit is not awarded for any class.

CREDIT RECOVERY

Cadets are offered an opportunity to make up course work if a failing grade is earned in a class. The credit recovery is offered in an online format. Please contact a school counselor for details regarding credit recovery.

DECORUM FOR ADDRESSING ADULTS AND MILITARY INSTRUCTORS

All NOMMA Cadets will address staff members and any other adults as Sir or Ma'am or by their titles and military rank (e.g. Good Morning Dr. Garcia, Yes, Gunnery Sergeant...No, Master Sergeant).

DELIVERY OF PHONE MESSAGES DURING THE SCHOOL DAY

Phone messages to cadets from parents will be delivered only at the end of the school day to avoid disruption of classes. In cases of emergencies, the parent can speak with SgtMaj Browder who will ensure the message is delivered.

Students are not permitted to use classroom phones during the school day unless to make arrangements for a way home after school tutoring or practice. Use of classroom phones is at the teacher's discretion. Students may use a designated phone in the office to make after school arrangements and must document all calls made on a phone log.

DIRECTORY INFORMATION

Federal Law requires NOMMA, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your cadet's education records. However, NOMMA may disclose appropriately designated "directory information" without written consent, unless you have advised NOMMA to the contrary. The primary purpose of the directory information is to allow NOMMA to include this type of information from your cadet's education in certain school publications. Examples include: the annual yearbook, honor roll or other recognition lists, graduation programs, sports rosters.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be released to outside organizations without a parent's prior consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. If you do not want NOMMA to disclose directory information from your cadet's educational records without your prior written consent, you must notify the principal of NOMMA in writing within two weeks after registration each school year.

DISCIPLINE POLICY

NOMMA does not administer corporal punishment but does follow a progressive discipline plan. See page 39 for the disciplinary policy.

DRESS CODE FOR SPECIAL EVENTS

Whether in school uniform, attending a formal event, special event, or attending school functions in the summer/after school, NOMMA cadets are expected to maintain a standard of appropriate grooming and attire. School uniform standards are referenced under the UNIFORM heading,

Dress code expectations for formal events, proms and balls are as follows: male cadets in a tuxedo, suit and tie, or dress blues. Tennis shoes or casual shoes are not appropriate for formal events. Female cadets must wear dress blues or a formal dress knee length or longer. Strapless dresses are not permitted. Straps must be a minimum of ½ inch wide. Dress necklines must not expose breasts or cleavage in the front and cannot fall below mid back in the back. Dresses with cutouts are not permitted (lace, mesh or illusion fabric cut outs are not permitted). Midriff, lower back and side skin may not be exposed and must be concealed at all times. All undergarments must be concealed. Slits in dresses may not extend higher than the knee. Guests of cadets are expected to follow the same NOMMA dress code and must be high school students.

The dress code expectations for non-uniform events, dress down days, or school functions are as follows: t-shirts (no tank tops) and slacks/skirts/jeans (no shorts). Clothing must be free of holes, profanity, sexual, or drug references. Skirts must be knee length and slacks/skirts/jeans must be belted. No sweat pants, capris, leggings, cut-

offs or athletic type bottoms permitted. Pants must be hemmed to fall naturally at the ankle. No hoodies, tops with hoods, hats, pajamas, bare midriffs or halter tops. No shower shoes or flip flops permitted and sandals must have a back strap. Anyone wearing inappropriate clothing will receive disciplinary action, be sent home and/or not allowed to participate, and will not receive a refund.

DRIVING PRIVILEGES

Cadets must complete a driving and parking permission form prior to driving on campus. The form must be completed annually. A driver's license (not a permit), proof of insurance with the cadet's name clearly stated, and \$10.00 are needed along with the signed permission form before the approval is processed. Cadets will receive a parking permit and must display it while parking on campus. Cadets will be allowed to park in an assigned parking space in the designated cadet parking areas. Cadets will be assigned a space either in the parking lot closest to the levee or in the parking lot beside the cafeteria, near the levee. Failure to follow procedures will result in the revocation of the parking permit. Please note that all other areas in or near Federal City, including the Subway Restaurant parking lot, are not approved parking areas and cadets are not allowed to park there during the school day. Parking in unauthorized areas may result in vehicle booting or towing at the owner's expense according to Algiers Development District policy.

A parent or guardian must contact the school via e-mail, note or a phone call to allow a student with driving privileges to check out during school hours.

EMERGENCY INFORMATION

Please ensure emergency contact information is updated at all times. In the event that it becomes necessary for NOMMA staff to obtain emergency care for your cadet, all attempts will be made to contact you directly or your emergency contact person. If we are unable to reach you one or one of your contact numbers, the nurse will seek assistance from emergency medical professionals. NOMMA assumes no financial liability for expenses incurred because of the accident, injury, illness and/or unforeseen circumstances.

ENROLLMENT INFORMATION/REGISTRATION OF NEW CADETS

The following documents are needed for registration:

1. An original or a certified copy of the cadet's birth certificate
2. Cadet's current immunization records
3. Proof of residence in Louisiana such as a current telephone bill, utility bill, or lease agreement
4. Testing records
5. Withdrawal form from previous school (if applicable)
6. Most recent report card
7. Proof of custody/guardianship if applicable
8. IAP or IEP if applicable

FIELD TRIPS AND COMPETITIVE ACTIVITIES

Any cadet who is a participant or spectator at an event related to NOMMA is expected to follow the Cadet Code of Conduct. All participants must remain within NOMMA Dress Code and Grooming Standards at all times. Cadets will not be allowed to participate in field trips or athletic/MCJROTC competitions if they earned an out of school suspension or an F during the previous grade reporting period.

Sponsors shall verify that each cadet submits a permission form signed by the parent/guardian prior to leaving on the trip. If the parent refuses to give permission, the cadet does not participate. Sponsors and chaperones are entrusted to support and enforce the rules and regulations as outlined in the cadet handbook including dress code requirements.

FIRE DRILLS/ SAFETY DRILLS

Fire Drills are conducted so that cadets and staff are prepared in the event of a real fire. When an alarm is sounded, all cadets should immediately leave the area as directed by the teacher and proceed to the designated exit. They should walk in an orderly manner to the safety zone; they should turn and face the building while remaining in line, follow directions of teachers, instructors, and security personnel, and assist teachers in gaining accountability of all students as expeditiously as possible. In case of an obstructed fire drill in which an exit is blocked, the cadets should then proceed to the nearest, safe, alternate exit.

Destructive Weather/Tornado sheltering drills will be conducted at the discretion of the Academy's Leadership; however, students and staff will participate in at least one tornado sheltering response drill annually.

Armed Intruder Drills will likewise be conducted at the discretion of the Academy's Leadership; however, all Staff will participate in at least one simulated armed intruder response drill annually.

FEDERAL CITY

While planning continues for the re-development of Federal City, there are currently several vacant buildings on the compound. All buildings, including the vacant buildings on the Federal City compound are off-limits to NOMMA Cadets. Entering a vacant building is considered trespassing, which is a crime in Louisiana.

FRIDAY EARLY CHECK OUT PROCEDURES

Due to Friday Formation, cadets needing to dismiss early on Fridays must be picked up before 1:30.

FOOD ALLERGIES

Any cadet who suffers from food allergies should contact the school nurse. The nurse will determine, on an individual basis, a medical plan based on doctor's orders.

GRADE REPORTING/ PROGRESS REPORTS

NOMMA has four grading periods. Report cards are issued each nine weeks. Progress reports are also issued mid-nine week period. Cadets with disabilities will receive progress reports related to goals and objectives specified on their IEPs. Report cards and progress reports are mailed home. Please refer to the school calendar for dates of grade report and progress report mailings. It is the responsibility of parents or guardians of cadets to inform the administrative office when mailing addresses change.

GRADING POLICY/PROCEDURES

Letter Grade	Numerical Grade	Quality Points	Honors/Advanced Placement QP
A	93 – 100	4.0	5.0
B	85 – 92	3.0	4.0
C	75 – 84	2.0	3.0
D	67 – 74	1.0	2.0

Grading Procedures:

1. The above scale shall be adhered to for all subject areas.
2. Cadets will earn nine major grades (test, project, essay, lab, etc.) and nine other grades (homework, quiz, etc.) each semester. Participation grades are not awarded.
3. The following weights will be applied: 60% tests (and/or projects, essays, labs, etc.); 40% class work/homework/quiz participation.
4. State of Louisiana End-of-Course tests will serve as the final exam and will account for 20% of the final course grade in Algebra I, Geometry, English II, English III, Biology, and US History.
5. In determining semester averages, numerical averages will be used to assign a letter grade. Only letter grades will be shown on the report card.
6. The lowest F issued is 60.
7. In determining semester and final grades, numerical averages are converted to letter grades; quality points are averaged to determine semester and final grades. The Quality Point Range in the chart above is used in assigning letter grades for the semester and final grade and for awarding Carnegie credits. Half credit is not awarded.
8. The semester exam will count as 20% of the semester grade and will appear on the report card as a separate grade.
9. To earn a Carnegie unit in a full-unit course, a cadet must earn a minimum of one quality point as a final grade and must pass Semester 2. Half credit is not awarded.
10. Cadet conduct and participation is not considered when computing the semester grade.
11. High school attendance of 160 days per year is required to receive Carnegie units on a yearlong block schedule. Cadets must attend 80 days in A block classes and 80 days in B block classes. Cadets cannot miss more than 14 days of school. Credit is not awarded to students not meeting seat time requirements.

GROOMING AND PERSONAL APPEARANCE STANDARDS

Personal appearance and wearing the uniform is a significant part of a cadet's MCJROTC grade. Cadets are required to comply with MCJROTC GROOMING AND PERSONAL APPEARANCE STANDARDS as stipulated in Marine Corps Order 1533.6E. Grooming standards are covered in this section; MCJROTC uniform standards are covered in the section titled, "MCJROTC Uniform Standards." The grooming regulations apply to the military and NOMMA civilian uniforms, except as noted for some female hair regulations. Grooming and personal appearance standards are expected to be followed daily and at all NOMMA events (i.e. graduation, prom, dances, sporting events, and extracurricular activities).

Cadets who refuse or repeatedly fail to adhere to the prescribed grooming and personal appearance standards will receive disciplinary action according to NOMMA discipline policy.

1. All cadet haircuts/hairstyles, for both male and female cadets will be checked every day, during inspection, and will contribute toward an exam grade.
 - a. Haircuts and hair styles are not permitted to be faddish or eccentric. Mohawks, derivations of Mohawks and cuts or styles with shaved or designed portions of the scalp are not permitted. Braids and/or derivations of braids, including locks and twists, may be permitted for females only if hair is firmly secured according to the LONG HAIR regulations per MARADMIN 622/15.
 - b. No designs are allowed to the hair, one straight part in the hair is authorized. Two or more parts on the scalp are not authorized.
 - c. Hair must be a natural color, coinciding with the eyebrows.
 - d. Shaving/slashing of eyebrows is NOT authorized.
2. Male cadet grooming and haircut standards:
 - a. Marine Corps regulations state that hair will be neat and closely trimmed on the sides and back, graduated from zero (0) length at the hairline in the lower portion of the head to the upper portion of the head; and will not be over three (3) inches in length fully extended on top of the head.
 - b. Sides and back trimmed so that the hair is evenly graduated from zero at the hairline to the top of the head. Hair cannot touch the ears and will be tapered (or faded), not blocked. See the diagram below for the difference between tapered and blocked hairline. (If

- you can pinch and hold on to hair at the neck, sideburns and ear hairline, then it is too long.)
- c. Sideburns will not go below the top of the ear orifice (place your index finger in your ear, your sideburns cannot go below the top of your finger).
 - d. The hair on the top of the head will not exceed 3 inches. It will be washed and neatly combed.
 - e. Locks, twists, sculpting or spiking hair is not authorized.
 - f. Male cadets will be clean-shaven daily. Mustaches are the only facial hair authorized for male cadets. Mustaches must be trimmed so that the hair does not fall below the top edge of the upper lip and does not extend past the comers of the mouth. Beards of any kind are NOT authorized.
 - g. Blocked Nape versus Tapered Nape (or, blocked neck edge versus tapered neck edge). A blocked nape refers to cutting the hair straight across in a definite line where the hairline meets the back of the neck (the nape). It is sometimes also referred to as "squaring off" the nape. A tapered nape, or fade, refers to a gradual decrease in the length of hair at the back of the head to zero at the neckline, following your natural hairline. Both are shown in the illustration below for comparison. The tapered, or faded, nape is the ONLY style of haircut for MCJROTC.



blocked nape

INCORRECT



tapered nape

CORRECT

3. Female cadets hair standards:
 - a. Wear their hair so that it does not fall below the bottom edge of collar.
 - b. Female hairstyles must be neat and conservative in appearance and must not interfere with the proper wear of all uniform headgear.
 - c. Hairpins will be hidden and no other items are allowed in the hair.
 - d. Bangs, if worn, **MAY NOT FALL INTO THE LINE OF SIGHT**, may not interfere with wearing of headgear, and must lie neatly against the head.
 - e. Examples of hairstyles considered to be faddish or exaggerated and thus not authorized for wear in uniform are (this list is not all-inclusive); locks and twists (not including French rolls/twists), hair sculpting (eccentric directional flow, twists, texture or spiking), buns or braids with loose hair extending at the end, multiple braids that do not start at the top of the head, hair styles with severe angles, and loose unsecured hair (not to include bangs) when medium/long hair is worn up.
 - f. Female Cadet Hair Requirements

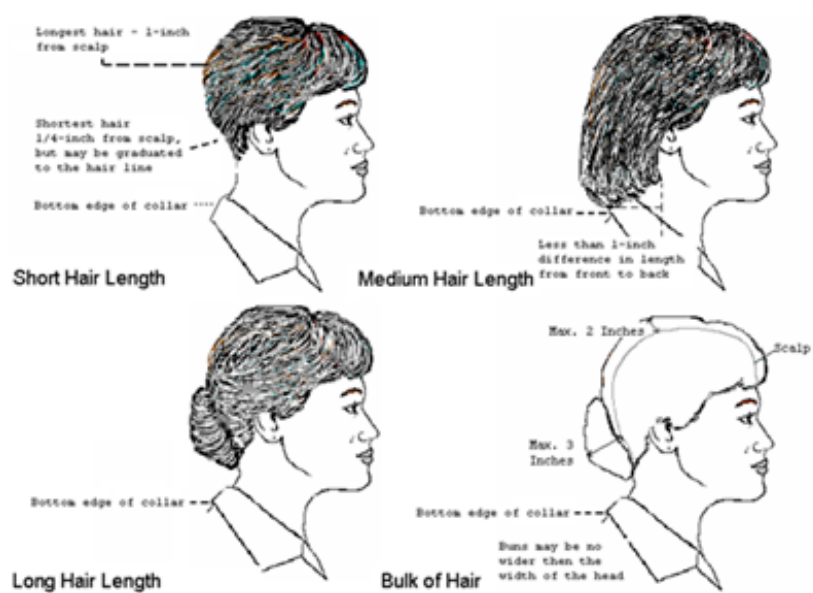
Short and medium length hair does not extend past the bottom edge of the uniform collar. Graduated hair styles are accepted, but the length from the front to the back may not exceed one inch difference in length. Bangs **MAY NOT FALL INTO THE LINE OF SIGHT**, may not interfere with the wearing of headgear, and must lie neatly against the head.

Hair that extends beyond the collar's edge will be neatly and inconspicuously fastened or pinned tight to the head. No portion of the bulk of the hair may exceed 2 inches except for a bun, which may extend a maximum of 3 inches from the scalp and may be no wider than the width of the head. Hairstyles will be symmetrical (no side buns, etc.) and will not interfere with the proper wearing of headgear.

Hair sculpting (eccentric directional flow, texture or spiking), buns or braids with loose hair extending at the end are not authorized.
 - g. **SHORT HAIR** extends no more than 1 inch from the scalp, may be **NO SHORTER** than 1/4 inch, and may be evenly graduated. Bangs, if worn, **MAY NOT FALL INTO THE LINE OF SIGHT**, may not interfere with wearing of headgear, and must lie neatly against the head.
 - h. **MEDIUM HAIR** does not extend past the uniform collar, is longer than 1 inch in length, and may fall naturally. Graduated hair styles are accepted, but the length from the front to the back may not

exceed on inch difference in length. Bangs MAY NOT FALL INTO THE LINE OF SIGHT, may not interfere with the wearing of headgear, and must lie neatly against the head. No portion of the bulk of the hair as measured from the scalp, may exceed 2 inches.

- i. LONG HAIR extends beyond the collar's edge and will be neatly and inconspicuously fastened or pinned tight to the head. Female cadets may not wear a ponytail. No portion of the bulk of the hair may exceed 2 inches except for a bun, which may extend a maximum of 3 inches from the scalp and may be no wider than the width of the head. Hairstyles will be symmetrical (no side buns, etc.) and will not interfere with the proper wearing of headgear. Bangs MAY NOT FALL INTO THE LINE OF SIGHT, may not interfere with wearing of headgear, and must lie neatly against the head.



4. Jewelry: Cadets are NOT authorized to wear earrings or spacers in the MCJROTC utility uniform. Only Females are authorized to wear earrings (no larger than the 1/4 of an inch in diameter, one on each ear lobe) in the NOMMA uniform. Cadets are not authorized to wear facial or body piercings (retainers and spacers are not permitted); No other jewelry will be visible above or around the neck. Watches are

the only authorized jewelry allowed on the wrist. Watches must be inconspicuous; not overly large and may be brown, black, tan, gold or silver. One ring on each hand is allowed, but not to be worn on the thumb. Hair accessories are not authorized.

5. Shaving/slashing of eyebrows is NOT authorized.

GUIDANCE SERVICES

NOMMA provides a comprehensive guidance program to meet our cadets' needs. The school counselor is an integral part of the total educational program and helps cadets in their educational, career, personal, and social development, with goals being success in school and in life.

HOMEWORK DETENTION

Cadets can be assigned afterschool detention when they fail to turn in assigned homework. Homework is an integral part of the cadet's coursework. NOMMA is a college-preparatory school; accordingly, failure to complete assignments not only affects his/her grades at NOMMA, but also has a negative impact on the cadet's scores for the EOC, ACT and SAT tests. This detention is intended to insure that the cadet completes and receives information necessary to continue to advance in his/her studies and develops the learning habits that will help the cadet succeed in college.

The detention begins promptly at 3:10 and will conclude at 3:45 PM. Failure to arrive promptly at 3:10 will result in the detention getting reassigned. Parents will receive written communication from the assigning teacher in advance of the detention so that transportation can be arranged.

HOMEWORKNOW

To provide another means of communication for parents, NOMMA teachers utilize the www.HOMEWORKNOW.com website. On this website teachers will post upcoming assignments, projects and tests so that parents can monitor cadet assignments. Parents may contact teachers directly from www.HOMEWORKNOW.com.

INCLEMENT WEATHER/HURRICANE DAYS

In the event that school must be closed due to severe weather, the announcement of such closing will be made on local television and radio stations as well as on the NOMMA website and official NOMMA Facebook page. The School Administration will release this information to the stations early enough in the morning to alert parents of the school closing prior to cadet leaving home for school.

INTER-AGENCY COOPERATION

NOMMA shall seek to improve communication, coordination and collaboration between schools and agencies serving children; shall foster cooperation regarding the sharing of data; and shall work in cooperation with other schools/ districts/ communities/ regional planning boards to facilitate the successful re-entry and transition of youth formerly in state custody into their diverse school/community settings in order to encourage the continuation of education and their access to other needed services in order to prevent recidivism.

LOCKERS

Cadets in grades 10-12 may rent a locker for a non-refundable \$5.00 annual locker rental fee. All cadets participating in athletic or team activities are required to rent a locker to store equipment. The only 9th grade cadets allowed to rent a locker are those who participate in team or athletic activities and have been approved by the team sponsor to rent a locker. All lockers without locks and unassigned lockers will be sealed after the first week of school. No one is allowed to access the lockers during class or lunch time. Lockers may be used between 7:15 AM and the beginning of first hour, before homeroom, in between classes, before and after lunch, and at the end of the day. It is the student's responsibility to check that the lock it is properly secured when closed. Remember, if you lose anything from your locker, you are responsible and will be expected to pay for any school property in your locker. NOTE: School administrators may hold periodic inspections of lockers and any illegal material will be seized and proper charges will be filed with the legal authorities. Any locks placed on lockers other than the school issued lock will be cut off the locker and disciplinary action will be taken.

MAKE-UP WORK

Cadets shall be permitted to make-up assignments and tests without penalty after an excused absence, except in cases of unexcused absences, truancy and suspension. It is the cadet's responsibility to request missed work from the teachers. If a cadet has an unexcused absence or has been suspended as a disciplinary action, the cadet shall be expected to make up missed work and may earn a maximum possible grade of 70. Work will not be provided during an out of school suspension. Time allowed to complete make-up work will be determined by the course teacher. A failing grade will be entered until the makeup work has been completed according to the teacher's timeline.

MEDICATIONS

Cadets are not permitted to carry prescription or over the counter medications. Any medication left over at the end of the school year must be picked up or it will be discarded. Medication orders must be renewed at the beginning of each school year.

Over the counter medications:

Parent permission is required before the following over-the-counter medications, Acetaminophen, Ibuprofen, Antacid, Diphenhydramine (Benadryl), etc. can be given to cadets. Parents must provide a note to the nurse and cadets must turn the medication into the nurse for distribution as needed.

Prescription medications:

For daily or routine medications, a medication permission form must be completed and on file in the Office before any medication is administered. Whenever possible, medication should be scheduled at times other than during school hours. All medication must be delivered by the parent/guardian in the original container and labeled with the cadet's name. No more than a thirty (30) school day supply of the medication for a student shall be stored at the school.

Prescription medication must be in a pharmacy or manufacturer labeled container with full prescription instructions on the label. Self-administration of medication may be allowed under certain circumstances, but only after consultation with the school nurse, i.e. Asthma Inhalers, Epinephrine Auto Injectors, Migraine medication. For short-term medications, i.e., those requiring administration for ten school days or fewer, the pharmacy-labeled container may be used in lieu of a MD order.

NATIONAL HONOR SOCIETY

The National Honor Society, founded in 1921, is the nation's premier organization established to recognize outstanding students. The focus of the organization is to promote scholarship, service, character and leadership among its members. The NOMMA Chapter of the National Honor Society is an invitation-only organization open to members of the sophomore, junior, and senior classes who meet the minimum requirements of having a GPA of 3.5 or above and maintain an impeccable discipline record. Satisfaction of the minimum requirements does not automatically ensure a cadet of membership in the National Honor Society. Cadets who earn the required GPA but do not exhibit leadership and character qualities as described in the NHS handbook will not be admitted to the National Honor Society. The final decisions for eligibility are made by the principal in consultation with the Administrative Council. Members are required to meet all five of the constitutional obligations which include maintaining standards, attending meetings, participating in a chapter service project, performing additional services according to their own talents and interests which includes peer tutoring, and paying annual chapter dues. Members in good standing at the time of graduation will wear a decoration of recognition and will be designated in the graduation program as NHS Members.

ORGANIZATIONS

Clubs and organizations covering many topics of interest may be offered to allow cadets the opportunity to grow and develop socialization and leadership skills. All clubs and organizations must be curricular focused and have an approved school sponsor. Membership in these clubs, subject to scholastic qualifications, is open to all cadets. Cadets in leadership positions and cadets who participate in extracurricular activities, on or off campus, are subject, at all times, to school and association policy regarding participation.

PARENT/SCHOOL COMMUNICATION CONFERENCES

NOMMA believes in cultivating an environment of close communication between parents and teachers. Parents are encouraged to provide their input and support as teachers and parents work together to help cadets learn. Parents should plan to meet with their cadet's teachers and Marine Instructor during the school year, to hear about not only their cadet's

achievements but also to work to resolve any problems or concerns that may arise. Parents may make appointments to meet with teachers by contacting the school counselors. Tuesdays and Thursdays are designated dates at NOMMA for parent after-school meetings. Meetings can be scheduled at 3:10 and 3:45 and should be directly arranged through the counselors.

PARENT CONCERNS

When parents have concerns regarding the school program and/or their cadet's success at school, they should make an appointment to meet with the appropriate staff member to discuss the concern. This person is usually the cadet's teacher, but in some cases it might be the school counselor or other staff members. If after meeting with the appropriate school staff members and the concerns have not been resolved, the parent should make an appointment to meet with the assistant principal.

PARENT/COMMUNITY INVOLVEMENT

NOMMA is committed to parental involvement and family strengthening. As set forth in R. S. 17:406.1, effective approaches to involving families more fully as partners in the process of their children's learning require the participation and coordination of numerous state and local, public and private agencies shall be encouraged.

PROHIBITED ITEMS

Cadets may not bring any item on campus that is a distraction in the educational environment. This includes but is not limited to blankets, flowers, and toys (e.g. fidget spinners, card games, and stuffed animals.)

RECORDS

NOMMA shall provide for the transfer of cadet school records upon written request by any authorized person on behalf of an education facility operated within any correctional or health facility or, for children in the custody of the state, an education facility operated within any other state-approved facility, whether within or outside the state of Louisiana,

where such cadet has become enrolled or is seeking enrollment. The transfer of such records, whether by mail or otherwise, shall occur not later than 10 business days from the date of receipt of the written request. If the cadet has been expelled, the transferred records shall include the dates of the expulsion and the reason(s) for which the cadet was expelled.

No education record of any cadet may be withheld as the result of lack of payment of any fine, debt, or other outstanding obligation. A cadet or his or her parent(s) may inspect the education record of the cadet in accordance with the federal Family Education Rights and Privacy Act. Any cadet seeking admission to NOMMA who has been suspended or expelled from any public or nonpublic school within or outside the state of Louisiana shall provide information on the dates of any suspensions or expulsions and the reason or reasons for which the cadet was suspended or expelled.

ROTATION

One hour of the instructional day at NOMMA is a block of time devoted to remediation or acceleration of cadet core content skills. NOMMA staff utilizes benchmark assessments to determine content skill strengths and weaknesses. Based on the benchmark assessments, cadets may be grouped in small groups for additional instruction. The groupings are not intended for additional homework time or based on failing course grades. The groupings are based entirely on benchmark assessments, particularly in the End of Course content courses.

SAFE SCHOOL PLANNING

NOMMA has established and shall maintain grade-appropriate programs of alcohol, drug and substance prevention, education, information and counseling as provided in R.S.17:404. NOMMA has established a plan, in accordance with Sec. 4114, of the Elementary and Secondary Education Act, for keeping the school safe and drug-free that includes appropriate and effective school discipline policies that prohibit disorderly conduct, the illegal possession of weapons, and the illegal use, possession, distribution, and sale of tobacco, alcohol, and/or other drugs; has established security procedures at school and while cadets are on the way to and from school; has established prevention activities that are designed to create and maintain safe, disciplined, and drug-free

environments; has established a crisis management plan for responding to violent or traumatic incidents on school grounds; and has established a Code of Cadet Conduct (and as also required by R.S. 17:416.12 and R.S. 17:416.13) for all cadets that clearly states the responsibilities of cadets, teachers, and administrators in maintaining a classroom environment that allows a teacher to communicate effectively with all cadets in the class; allows all cadets in the class to learn; allows all cadets and school employees to be treated respectfully; has consequences that are fair and developmentally appropriate; considers the cadet and the circumstances of the situation; and, is enforced accordingly.

SATURDAY SCHOOL-WIDE DETENTION

Students may be assigned a Saturday school-wide detention intervention for class 1-3 infractions including but not limited to: tardy to school, tardy to class, dress code violations, failure to wear your ID, or failure to serve a detention assigned by a teacher. Saturday school-wide detentions are assigned by the dean of students. If a student receives a Saturday school-wide detention, he or she must report to the designated room at 8 a.m. on the designated Saturday. Saturday school wide detentions will be 4 hours. Breakfast and lunch are not served during Saturday school-wide detention. Failure to report to school-wide detention may result in an out of school suspension and a mandatory parent conference.

SEAT TIME

High school attendance of 160 days per year is required to receive Carnegie units on a yearlong block schedule. Cadets must attend 80 days/class sessions in A block classes and 80 days/class sessions in B block classes. Each class attendance is evaluated individually in determining the seat time requirement to award Carnegie units. Students cannot miss more than 14 days from school or 7 class sessions from A day or B day classes. Late arrivals and early dismissals are included in calculating class attendance. Both excused and unexcused absences are included when calculating seat time.

SELLING OF ITEMS BY INDIVIDUALS

Permission from the principal is required prior to any sales on campus. Selling any items (including candy) without permission is a class 3 infraction and a suspendable offense.

SENIOR SUSPENSION POLICY

Any cadet committing a suspendable offense (out of school) during the second semester will NOT be allowed to participate in the Graduation Ceremony.

SOCIAL EVENTS

All social events scheduled by NOMMA shall be approved by the school principal. NOMMA approved adult chaperones must be present at these functions. Cadets who fail to conduct themselves properly or are in violation of NOMMA Dress Code and Grooming Standards at any social event will be asked to leave and will be subject to Cadet Code of Conduct. All extracurricular activities (sponsored by or held in the school) are considered to be learning experiences and must be controlled by school personnel.

SPECIAL PROGRAMS

If a cadet experiences learning or behavioral difficulties, the parent should contact the cadet's counselor to discuss options for accommodations, modifications and/or interventions that may help facilitate the cadet's educational progress. The parent may also contact the Counselor to learn about services available for cadets identified as having a disability as well as NOMMA's procedures for screening, evaluation and provision of support services to eligible cadets.

At any time a parent may request an evaluation for special education services. Within a reasonable amount of time, the NOMMA school staff must decide if the evaluation is needed. If the evaluation is needed, the parent will be notified and asked to provide written consent for the evaluation. The NOMMA staff must complete the evaluation and report within 60 calendar days from when the consent is received. The results of the evaluation will be explained and a copy of the report will be given to the parent.

If it is determined that an evaluation is not needed, the NOMMA staff will provide the parent with a written notice as to why the cadet will not be evaluated. This notice will include a copy of the parent's rights if they disagree with the findings of NOMMA.

The designated person to contact regarding options for a cadet experiencing learning difficulties or a referral for special education is the cadet's teacher, school counselor, or administrator.

Cadets with Learning Difficulties

Qualifying cadets may receive special education services such as:

Speech/Language Therapy; Physical Therapy; Occupational Therapy; Adapted Physical Education; Counseling; Social Work Services; Assistive Technology; Specialized Health Services; Special Education Instruction; Special transportation

A variety of services are available for cadets with special needs. You may consult with the NOMMA Counselor if you have questions about the range of special education services that are available to NOMMA cadets.

Cadets with Special Transportation Requirements

Cadets who's IEPs include the need for special transportation shall be provided the transportation, as well as any other associated services required. The school shall provide the driver with all relevant transportation needs, as described in the IEP as well as parent contact information. The driver shall communicate bus arrival/departure times with the parent and special education teacher. The parent will also receive the bus dispatch number to discuss any concerns or emergencies, if necessary. In case of an emergency or delay and the parent is unavailable to receive the student at the designated time after school, the driver will return the cadet to NOMMA. Any transportation concerns should be communicated to the special education and or/transportation administrator.

Section 504

No qualified disabled cadet shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any service program or activity.

Sign Language Interpreter

NOMMA in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Individuals with Disabilities Education and Improvement Act of 2004 and will provide qualified sign language interpreters for all Deaf and Hearing Impaired cadets who require these services in connection with district activities. Contact NOMMA for more information.

TARDY POLICY

Cadets are expected to arrive to school on time daily. When cadets arrive after 7:35 am, they are considered tardy to school and must sign in at the front office before going to class. A doctor's or parent note is needed to excuse tardiness to school. Cadets who are frequently tardy to school will receive disciplinary action according to NOMMA's discipline policy.

Cadets are expected to arrive to class on time. When cadets arrive to class after the tardy bell has rung they are considered tardy to class and will receive disciplinary action according to the teacher's classroom management plan. After four instances of being tardy to class, a discipline referral may be issued and disciplinary action may be taken according to NOMMA's discipline policy.

TECHNOLOGY/INTERNET SAFETY POLICY

It is the policy of New Orleans Military and Maritime Academy to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Access to Inappropriate Material

To the extent practical, technology protection measures (or "internet filters") shall be used to block or filter internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed

obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the New Orleans Military and Maritime Academy online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the New Orleans Military and Maritime Academy staff to educate, supervise and monitor appropriate usage of the online computer network and access to the internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of New Orleans Military and Maritime Academy or designated representatives.

The New Orleans Military and Maritime Academy or designated representatives will provide age-appropriate training for students who use the school's internet facilities. The training provided will be designed to promote the school's commitment to:

The standards and acceptable use of Internet Services as set forth in the New Orleans Military and Maritime Academy's Internet Safety Policy;

- a. Student safety with regard to:
 - i. safety on the internet;
 - ii. appropriate online behavior, on social networking websites and in chat rooms
 - iii. cyber bullying awareness and response.

- b. Compliance with the E-rate requirements of the Children's Internet Protection Act

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the school's acceptable use policies.

CADET AND PARENT AGREEMENT FOR THE ACCEPTABLE USE OF THE NOMMA COMMUNICATIONS SYSTEM

Cadets may be given access to NOMMA's electronic communications system for educational purposes. The electronic communications system includes the following: NOMMA's network, servers, computer workstations, applications, databases, library catalog, online resources, internet access, email and any other technology designated for use by cadets.

With this opportunity comes the responsibility of proper use. Inappropriate use will result in the consequences listed below, which may include the loss of the privilege to use these educational tools.

Internet access is part of NOMMA's electronic communications systems. It is possible that in the course of completing classroom assignments that cadets may come across possibly objectionable material. While NOMMA uses filtering technology and protection measures to restrict access to such material, it is not possible to absolutely prevent such access. It will be the cadet's responsibility to follow the rules for appropriate and acceptable use.

RULES FOR APPROPRIATE USE

1. Cadets must only open, view, modify, and delete their own computer files, unless they have specific permission from a teacher or staff member to do otherwise.
2. Internet use at school must be directly related to school assignments and projects.
3. Cadets may be assigned an individual account and must only use those accounts and passwords that they have been granted permission by NOMMA to use. All account activity should be for educational purposes only.
4. All cadets must assume personal responsibility to behave in an ethical manner even when technology provides them the freedom to do otherwise.

INAPPROPRIATE USES

1. Using NOMMA's electronic communications system for illegal activities.
2. Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or other security measures. This includes the use of a proxy server or any other means to bypass security monitoring.
3. Sharing your username or password with others or borrowing someone else's username, password, or account access.
4. Purposefully opening, viewing, using, or deleting files belonging to another person without permission.
5. Electronically posting personal information about yourself or others, such as addresses, phone numbers, pictures, etc.
6. Downloading or plagiarizing copyrighted information without the permission of the copyright holder.
7. Intentionally introducing a virus or other malicious program's onto NOMMA's system.
8. Electronically posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
9. Wasting or abusing school resources through unauthorized system use.
10. Gaining unauthorized access to restricted information or network resources.

CONSEQUENCES FOR INAPPROPRIATE USE

1. Suspension of access to NOMMA's electronic communications system.
2. Revocation of NOMMA's electronic communications system account(s);
3. and/or other appropriate disciplinary or legal action in accordance with the Cadet Code of Conduct and applicable laws.

STATEMENTS OF COMPLIANCE

Each homeroom teacher shall, on the first day of school each school year, provide information to and answer any questions from cadets relative to the statement of compliance as provided by New Orleans Military and Maritime Academy Administration.

Each parent/guardian must sign a statement of compliance committing to do all of the following: ensure that his child attends school daily, except for school absences; ensure that his child arrives at school on time each day; ensure that his child completes all required homework assignments; and attend all required parent and teacher or parent and principal conferences.

TELECOMMUNICATIONS DEVICES

1. Cadets may carry cell phones and/or paging devices to and from school.
2. Upon entering the school, all pagers and cell phones must be set to the “Off” or non- operational mode and turned in to school staff. Cell phones will be returned at the end of the school day.
3. Cadets may not carry or operate cell phones or pagers within school buildings.
4. Cadets may not wear or operate a smart watch or other messaging device within the school building.
5. Any cadet openly carrying or operating a cell phone, smart watch or electronic communication device in a school building will be subject to having that item confiscated by NOMMA Administrative or Security Staff.
6. Such confiscated devices will be treated as contraband and will be delivered to the principal’s office.
7. The principal’s office will retain such devices for a minimum of 10 schools days or until the end of the semester.
8. Confiscated cell phones or other devices will only be returned to parents.

TITLE IX

NOMMA constantly works to ensure a quality educational program to all cadets by preparing individuals to develop to their fullest potential as citizens of New Orleans and our society as a whole. Instructional programs are provided to help meet the physical, intellectual, and emotional needs of cadets, and to provide opportunities that will give cadets a mastery of the basic skills or learning, thinking, and problem solving. All cadets’ needs shall be met without discrimination on the basis of gender.

Cadets, parents, or any person who believes that a violation of Title IX prohibitions against discrimination and/or harassment on the basis of sex

may have occurred will report such allegations to the principal for resolution.

TUTORING

After school tutoring is provided in all subjects each Monday, Wednesday and Friday afternoon. Cadets must report promptly for tutoring by 3:10 and tutoring concludes at 3:45.

UNIFORMS

Cadets wear the Marine Corps uniform 4 days per week. The complete uniform is issued during orientation. Because this is the official Marine Corps uniform, NOMMA cadets are required to adhere to the uniform, personal appearance, and grooming standards as set forth by the Marine Corps in MCO 1533.6E. Cadets receive instruction on these standards during orientation as well as information regarding the appropriate wearing of the Marine Corps Uniform.

The non-military, or civilian uniform, which is worn on Wednesday's is available for purchase from our uniform vendor Poree's at 3630 MacArthur Blvd. Suite C-B New Orleans, LA 70114. The civilian uniform consists of

- A white oxford shirt (long or short sleeved) with the NOMMA emblem. Undershirts must be white and free of markings or designs. Senior cadets may wear the senior oxford shirt designated by the class sponsors and approved by administration.
- A red tie for the male cadets and red tab tie for the female cadets
- Solid black shoes (any style). The black shoes must be completely black, no other colors on the shoe (including the sole) and black laces.
- A solid black belt
- Solid black socks
- Belted khaki pants (see below for more information regarding purchase of khaki pants) or khaki colored skirt for female cadets

Female cadets may wear a khaki skirt. The skirt must be within one inch from knee length and worn with a belt, if appropriate. Female cadets may wear their hair down with the NOMMA uniform. Extravagant weave or hairstyles are not permitted. Hair dye is not authorized. Female cadets may accessorize their hair with a black hair tie or a plain black headband.

Female cadets are authorized to wear one earring in each ear lobe with the NOMMA uniform. The earring must be a polished gold or silver ball, no more than 6mm (about ¼ inch) in diameter. Piercings are only authorized to be worn in the ear lobe, not in the cartilage or upper ear portions. Male cadets are never authorized to wear earrings or other piercings. Piercings not on the ear lobe, including facial piercings are never permitted. Retainers and spacers MAY NOT be worn to hold the place of piercings.

Female cadets' fingernails may be NO LONGER THAN ¼ INCH FROM THE TIP OF THE FINGER. Female cadets may wear clear nail polish, a French manicure, an American manicure, or polish within the red spectrum (to include pinks and burgundies) with the NOMMA uniform and service uniform, not the utility military uniform. Shades of purple, orange or nude are NOT authorized. Male cadets are not permitted to have nail polish or long fingernails. Male cadets must have neatly trimmed, short nails.

Cadets may wear one inconspicuous ring on each hand, but no rings are authorized for wear on the thumbs. Inconspicuous watches are authorized in the NOMMA uniform. Watch bands must be silver, gold, black, tan or brown.

NOMMA sweatshirts, sweaters, and jackets are available for purchase. The sweater and sweatshirt may be worn indoors. The NOMMA jacket is not authorized for wear indoors. Cadets are not authorized to wear any other garments with the NOMMA uniform; this means no hoodies, jackets, or over shirts will be allowed.

Purchase of Khaki Pants

If you're shopping by brand, the easiest recommendation is to look for the Dickies logo. Dickies is carried by WalMart, Sears, Target, and Academy Sports, among others. Only choose Dickies in a khaki color. Navy, dark blue, or black are not permitted. Pants must be hemmed to fall naturally at the ankle.

The following are acceptable descriptors of appropriate Khaki pants:

Classic	Double knee
Flat front	Pleated front
Straight leg	Boot leg

When shopping for Dickies, for both male and female pants, AVOID the following:

Stretch	Twill
Skinny leg	Low rise waist
Cargo pants/ pockets	Cell phone pockets
Drawstring	

TARGET

If shopping at Target, Cherokee brand: Avoid cargo pockets and skinny pants. The color should be “Pita Bread”. They carry options like Ebony, Xavier Navy, and Oyster, which are not NOMMA appropriate.

WALMART

If shopping at WalMart, DO NOT consider the Faded Glory brand. WalMart pants with the Dickies logo are acceptable. Most of their selections are less than \$20 and they usually have many styles to choose from. You must still follow the advice above.

SEARS

If shopping at Sears, only shop for the Dickies logo. Sears carries two brands called “At School” and “Classroom Uniforms” that have what they call a Khaki, but IT IS NOT NOMMA appropriate. The NOMMA khaki is more of an olive color than it is brown or tan. At School and Classroom Uniform pants are too “brown”.

ACADEMY SPORTS

If you do not choose the Dickies logo brand, you may consider the Austin Trading Co. line of pant from Academy Sports. They have a variety of khaki pants that NOMMA considers appropriate for the Wednesday uniform. Please be aware that Austin Trading pants also come in black, gray and navy, but NOMMA only considers the khaki color to be appropriate. DO NOT choose “ankle pants,” “skinny ankle pants,” or anything with cargo pockets or “convertible legs.” You may select pants labeled flat front, pleated front, or straight leg.

PLEASE NOTE: Stores like H&M, Forever 21, and Zara do not carry pants that NOMMA considers uniform appropriate.

Students who are designated homeless per the McKinney-Vento Act will receive assistance with uniform, school supplies, and tutoring. Please contact the school counselor for more information.

MCJROTC UNIFORM STANDARDS

- a. Cadets will be issued a Marine Corps uniform during orientation week. Uniforms are issued on a recoverable basis to cadets at no cost to the cadet. Uniforms are issued free of charge as long as they are returned in serviceable condition when a cadet graduates or withdraws from NOMMA. Cadets are responsible for the care and cleaning of the uniform they are issued. Cadets will be evaluated everyday on their ability to properly wear both the Military and civilian uniforms.

Cadets who refuse or repeatedly fail to wear the uniform correctly will receive disciplinary action according to NOMMA discipline policy.

- b. Wearing the uniform is a significant part of the cadet's MCJROTC grade. Unless cadets are in the civilian uniform, cadets will be required to wear the MCJROTC uniform. The SMI/MI will prescribe which uniform is the uniform of the day. Cadets are required to know uniform wear assignments and will wear the prescribed uniform accordingly. The uniform cover (cap) is a required part of the uniform; cadets must maintain accountability for their cover and are required to wear it at all times when outdoor and in uniform. The MCJROTC uniform will be worn to and from school, and throughout the day while at school. Changing out of uniform for physical education or extracurricular activities is required. Cadets are only permitted to wear Physical Training (PT) gear during sessions in JROTC classes. Cadets are inspected in their uniform several times each month, and because this is a graded event, if a cadet fails to make up the uniform inspection within 5 school days, he or she will receive a failing grade for uniform inspection. Three failing uniform inspection grades during a marking period may result in the failure of the MCJROTC Leadership Education class for the marking period. Additionally, Cadets are required to follow all grooming standards in order to pass

inspection. Grooming standards are detailed in the section titled “grooming and Personal Appearance Standards.” Required grooming and uniform standards will be taught during orientation at the beginning of the year, in the MCJROTC classes, and reinforced throughout the year as needed. This information can also be found in the cadet guidebook.

- c. Federal law imposes certain restrictions on the wearing of a military uniform. Cadets are given detailed instruction on when, where, and how to properly wear the MCJROTC uniforms. It is important to note:
 - Cadets may only wear the MCJROTC uniform while at school and directly traveling to and from school.
 - Cadets may not wear the uniform in any other building including any type of store, restaurant, or doctor’s appointments whether accompanied by a parent/guardian or not. This is also true for any building in Federal City including the Federal City Fitness Center, Subway restaurant and the outdoor basketball court.
 - Cadets can change out of their uniform before leaving school if they need to make a stop before reaching home.
 - The consequence for all off campus uniform violations is an Out of School Suspension.
 - Unauthorized use of and the improper wearing of the issued uniform will result in disciplinary action.
- d. Cadets are expected to keep the uniform clean, pressed, and in good repair. Seasonal Service Uniforms and Dress Blue Uniforms require dry cleaning whereas the Utility Uniform and t- shirts may be laundered. Cadets needing items dry cleaned must turn in their uniforms to Supply NLT 7:15am on the first and third Fridays. They will be available for pick up 12 days later on Wednesday. A uniform at the cleaners DOES NOT excuse a cadet from inspection.
- e. Jewelry: Cadets are NOT authorized to wear earrings or spacers in the MCJROTC utility uniform. Only Females are authorized to wear earrings (no larger than the 1/4 of an inch in diameter, one on each ear lobe) in the NOMMA uniform. Cadets are not authorized to wear facial or body piercings (retainers and spacers are not permitted); No other jewelry will be visible above or around the neck. Watches are the only authorized jewelry allowed on the wrist. Watches must be inconspicuous; not overly large and may be brown, black, tan, gold or silver. One ring on each hand is allowed, but not to be worn on the thumb.

- f. The MCJROTC instructional staff will be able to fit most cadets without the need for all alterations. The Marine Corps will pay for major alterations to the uniform.
- g. An integral part of the MCJROTC program is to develop a sense of personal responsibility. If the issued uniform or parts of it are lost, damaged, or stolen, the cadet will be held responsible for the monetary reimbursement to the U.S. Marine Corps of all/any items lost/damaged/stolen at the current uniform replacement cost. Costs are payable by check or cash to NOMMA's front office at which time the Cadet will be issued a receipt which should be presented to the Supply Office for the issue of the new gear.
- h. Cadets attending NOMMA can expect to wear the following uniforms:
 - School Uniform (Freshmen-Senior)
 - Green MARPAT digital Utility (Freshmen-Senior)
 - Physical Fitness Uniform [green shorts/t-shirt or green sweat pants/shirt] (Freshmen-Senior)
 - Marine Corps "Bravo" (Junior-Senior)*
 - Marine Corps "Charlie" (Sophomore-Senior)*
 - Marine Corps Dress Blues (Freshmen-Senior)**

*Selected Freshmen and Sophomores that achieve academic and behavior excellence may be issued the Marine Corps Bravo or Charlie uniform.

**Cadets on the Drill/Color Guard teams, serving in key leadership positions, and identified band or choir members will be issued the Marine Corps Dress Blues.

UNIFORM GUIDELINES

Uniform	Utilities	Service / Blues	NOMMA
Hair	USMC Regulations		USMC regulations, Female hair may be worn down.
Hair Decoration	NO		
Watches	Yes, must be inconspicuous. Black, brown, tan, or gold/silver tone		
Bracelets	NO		
Necklaces	Yes, must be tucked under the t-shirt. May not be visible.		
Rings	Yes, one on each hand. Must be inconspicuous. Nothing on the thumb.		
Lipstick*	NO	Yes, shades of red only. No purple or orange.	
Nails*	Clear polish, American or French manicure. Fingernails shall not extend more than 1/4 inch past the fingertips.	Yes, shades of red, American or French manicure, clear polish. Fingernails shall not extend more than 1/4 inch past the fingertips.	
Eyeliner* Mascara* Makeup* and Fake Lashes*	Yes, may not be "faddish" or "eccentric." Must be natural in appearance.		
Earrings* **	NO	Yes, one per ear, small, polished, yellow gold color, ball or round stud. In blues, gold or pearl studs, not to exceed 6 mm (1/4 inch). Only in the earlobe.	

*Applies to female cadets only. Male cadets are not authorized to wear in uniform or civilian attire

** Ear lobe piercings are the ONLY authorized piercings; nose, eyebrow and other types of ear or body piercings are not authorized.

VALUABLES/PERSONAL PROPERTY

Cadets are responsible for the care and custody of personal items. NOMMA cannot assume responsibility for items lost or stolen while at school. NOMMA recommends that valuable items such as cameras, jewelry, money, expensive clothing, etc., be left at home.

VISITING TEACHER/ Child Welfare and Attendance Supervisor/Families in Need of Services (FINS) Officer

It is the duty of all staff at NOMMA to cooperate fully with the visiting teachers or supervisors of child welfare and attendance. NOMMA shall make available to visiting teachers or supervisors of child welfare and attendance, FINS officers, and Truancy Assessment and Service Centers such information as will assist them in promoting the regular attendance and school adjustment of these children.

Visiting teachers, or supervisors of child welfare and attendance (pursuant to R. S. 17:235), and FINS officers, shall cooperate fully with the state departments of social services, labor, and health and hospitals, and with other state and local agencies, including interchange of confidential and privileged information; cooperate fully with juvenile and family court authorities, training and correctional schools, law enforcement officers; and make such referrals and conduct such investigations as seem necessary for the enforcement of school attendance laws, including interchange of confidential and privileged information.

WITHDRAWAL FROM SCHOOL

If it is necessary to withdraw a cadet from school, please notify the school at least 24 hours in advance by either sending a note or by calling the school office. Your child will receive a withdrawal form, report card, and their personal belongings when leaving. Any outstanding cafeteria or library charges should be cleared prior to the withdrawal of a cadet. All military uniforms and school issued items such as laptops and textbooks must be returned to NOMMA.

DISCIPLINE AND BEHAVIORAL EXPECTATIONS

Cadet Creed

I am a Junior ROTC cadet. I will always conduct myself to bring credit to my family, country, school, and the corps of cadets.

I am loyal and patriotic. I am the future of the United States of America.

I do not lie, cheat, or steal and will always be accountable for my actions.

I will always practice good citizenship and patriotism.

I will work hard to improve my mind and strengthen my body.

I will seek the mantle of leadership and stand prepared to uphold the Constitution and the American way of life.

May God grant me the strength to always live by this creed.

Daily Cadet Conduct

Cadets arrive on time for class; greet the instructor on the way into class.

Cadets contribute to the class with appropriate answers to questions.

Cadets wear appropriate clothing.

Cadets strive to improve themselves continuously.

Cadets honor their word.

Cadets demonstrate initiative by doing things without being told to.

Cadets remain loyal to their families, fellow cadets and cadets, their school and their community.

Cadets treat others with dignity and respect regardless of race, religion or gender.

Cadets take care of each other.

Cadets wear their uniforms proudly and with distinction.

Cadets maintain appropriate military haircuts.

Cadets do not smoke or wear hats on school grounds.

Cadets respond to adults with a "Yes, or No Sir or Ma'am."

Cadets do not lie, cheat or steal.

Cadets use appropriate language and do not curse or swear.

Cadets do not use drugs.

Cadets offer suggestions to improve the system.

Cadets maintain a can-do attitude.

Cadets respect public and private property.

Cadets respect public laws and regulations.

Five General Orders

Be at the right place, at the right time, with the right materials.

Follow the orders of the faculty, staff, and cadet leaders appointed over me.

Refrain from loud and boisterous behavior.

Engage in no public display of affection.

Remain in uniform at all times.

POSITIVE BEHAVIOR INCENTIVES AND SUPPORT SYSTEM

In order to assure classroom management using positive behavioral supports and effective disciplinary tools, NOMMA will identify data-driven academic, career and technical, discipline/behavioral performance results in the School Improvement Plan (SIP) NOMMA will establish and use a school-based leadership team to meet on a regularly scheduled basis to review data and guide the positive behavior process. This leadership team shall, to the extent possible, include representatives of the school administration, both regular and special education teachers, parents, guidance counselors, and school bus operators (It may also include other groups, e.g., food services workers).

Each teacher at NOMMA shall develop lesson plans and teach expectations across each school setting by providing direct instruction on expected behaviors at the beginning of the school year and reinforced throughout the year for all cadets. NOMMA shall design programs for cadets with special needs so that the cadets are challenged and engaged in school curriculum, and are appropriately placed so they remain in school rather than being suspended/expelled or becoming drop-outs.

The PBIS system is designed to provide an effective environment for teaching and learning, as well as improve life-long skills for the family and the community. Family support is the key factor for success of a positive behavior support plan. NOMMA is committed to this program.

In addition to the merit system, the school will also enforce a demerit system. Cadets of NOMMA must be held to high standards of behavior and conduct. Notwithstanding the duty and responsibility of each teacher to manage their respective classrooms, the administrative compliance program is an additional tool available to ensure the highest standard of conduct for our cadets.

The goal of the administrative compliance program is to reinforce positive behavior and take corrective action for negative

behavior/conduct. As well, cadets are expected to uphold the highest standards of ethical conduct. They are expected to respect each other, the Academy staff, the building, and its contents.

The academy shall establish a compliance guideline that rewards positive behavior and addresses misbehavior. These guidelines will form the bases of the Academy merit/demerit systems which will include the following:

Uniform/Appearance Standards	Uniform Cycle
Academic Standards	Merit/Demerit System
Physical Training Requirements	Cadet Rank Structure
Activity Participation Requirements	Chain of Command
Positions and Responsibilities	Cadet Promotion Criteria

MERIT/DEMERIT PROCESS

All administrative compliance infractions will follow a three-step approach and will be documented with written counseling via the principal or JROTC officer, signed by the cadet, and a copy retained in the cadet's file. The steps are as follows:

1. Gather facts to determine the validity of the alleged violation.
2. Notify the cadet of the infraction noting appropriate correct behavior or conduct.
3. Apprise cadet of appropriate corrective incentives for repeat violations.

The compliance program includes the awarding of merits and demerits that may impact promotion status within the Corps of Cadets, participation in extracurricular activities, and special details. The principal may levy a behavioral consequence against a cadet. A cadet may refute merits or demerits in writing to the principal, who shall review the alleged infraction and determine the appropriate award. Cadet rebuttals shall become part of their JROTC file.

MERITS

Positive reinforcement through the awarding of merits for exceptional and/or extra effort is the cornerstone of the military administrative compliance program. Any member of the academy staff, whether instructional or non-instructional, may complete a memorandum for record to the principal or commandant detailing a cadet action that deserves extra attention.

The JROTC Officer or designee will, at a minimum, periodically conduct a written counseling session with each cadet detailing the positive behavior for which a cadet is being recognized. Accumulated merits may result in significant positive consequences. Possible outcomes include, but are not limited to:

- Letter of Commendation
- Cadet of the Quarter/Year
- Cadet NCO of the Quarter/Year
- Early Promotion
- Plaque/Awards/Medals/Coins
- Field Trips
- Special Uniforms and/or Uniform Accoutrement
- Banding

DEMERITS

Just as positive behavior earns merits, incorrect or improper behavior results in demerits. Penalties for accumulated demerits may include a combination of the following:

- Written Counseling
- Extra Military Instruction (EMI)
- Loss of Privileges
- Reduction of Rank
- Denial of Promotion

EXTRA MILITARY INSTRUCTION (EMI) (Assigned by JROTC Staff)

Cadets may be sanctioned with EMI. This step is designed to correct behavior before actions are referred to the Cadet Code of Conduct. Three types could be issued:

- Cadets with constant school uniform or grooming infractions and a demonstrated inability to maintain proper uniform may be inspected throughout the day by their JROTC instructor or Cadet Leaders, over and above the normal inspection schedule. This will ensure that the cadet maintains the correct uniform during the entire day.
- Cadets often tardy or who cut classes can be mandated to report to the dean of students or designee on a particular

schedule for a prescribed amount of days. Failure to report as scheduled will be considered insubordination and subjected to detentions/suspensions.

- Cadets with general school misbehavior issues that would call for detention could serve after-school EMI, during which a cadet would receive 45 minutes of additional JROTC instruction.

PEER JURY

(For implementation when cadets reach Junior and Senior year status). To empower cadets and create another avenue to help with discipline, peer juries will be created at the academy to work with first-time or low-level offenders. These cadets will, with the supervision of an adult, impose consequences on the offender. They shall also have the power to recommend higher levels of corrective incentives to the administration. However all consequences and recommended incentives must comply with the academy's disciplinary matrix for infractions.

ADMINISTRATIVE REFERRALS

All Cadet Code of Conduct violations (class 1-3) that cannot be corrected by the Merit/Demerit or EMI systems or classroom interventions given by the teacher will be forwarded to the dean of students and principal.

CADET CODE OF CONDUCT COMPONENTS

Cadets will conduct themselves with dignity, self-respect, as well as respect for others and the defined rules of the Academy. All misbehavior, disorder, or negligence listed as offenses will be dealt with appropriately, Offense not specifically listed will be treated as “conduct of immoral or unethical nature” or “conduct detrimental to good order and discipline” of the Academy as the circumstances dictate.

Appropriate and Inappropriate Cadet Behavior:

Cadets are expected to conduct themselves in a responsible manner and to respect the rights and property of others. All rules involving appropriate and inappropriate behavior apply equally to the classroom, hallways, school campus, school buses, bus stops, and to all school

functions. This applies to events occurring at school or school sanctioned events off campus.

Classroom Management Systems:

The individual teacher will manage his/her classroom. This classroom management system will be explained to parents and cadets at the beginning of the school year and when a new cadet enrolls.

Before a discipline referral is written to the dean of students, teachers will follow their own classroom management plan. This plan includes interventions that are meant to change inappropriate classroom behavior. Teachers' classroom management plans are included in their syllabus and discussed with cadets at the beginning of the school year. Some infractions are serious enough to warrant a discipline referral on the first offense.

Conduct on the School Bus:

Cadets are to comply with the directives of the bus driver and bus monitors for their own safety. They are to avoid any behavior that might be a distraction to the bus driver or injurious to others. NOMMA conduct and discipline rules apply to daily transportation, field trips, and all extra- curricular and curricular trips. If a cadet accrues three bus referrals, a parent conference will be initiated by the administration. Once completed, future infractions on the bus will result in the cadet's removal from the bus and revocation of buss privileges. Revocation of bus privileges may occur after any offense or infraction based on the severity of the infraction.

Conduct on the RTA Bus:

In addition to following all NOMMA rules and expectations of conduct, cadets are to comply with the directives of the bus driver for their own safety. Cadets are expected to avoid any behavior that might be a distraction to the bus driver or injurious to others. NOMMA purchases monthly RTA bus passes for cadets riding the RTA. If a cadet's behavior while utilizing the RTA is reported to the school as inappropriate, whether on the bus or at the RTA bus stop, NOMMA has the right to discontinue a cadet's bus pass and revoke the cadet's bus pass privileges until further notice. As an outside entity, the RTA has the right to refuse service or remove a cadet from the bus at any time.

CADET CONDUCT TO AND FROM THE ACADEMY

Cadets on the street or on public transportation are in the public eye. As Cadets are required to wear the Marine Corps Utility Uniform to and from the Academy, many citizens and military personnel are aware that they belong to the New Orleans Military Maritime Academy and the expectation of compliance to the Marine Corps grooming standards. Cadets must behave in a manner that is reflective of the Academy. Cadets must observe all laws, respect the property of others, and show courtesy to and consideration for others. Whenever it is possible to do so, Cadets should be willing to assist those who have experienced some misfortune or distress. Additionally, Cadets have rights as citizens and are encouraged to report violations of Cadet Rights to school authorities so that your trip to school is safe and respectful. Cadets awaiting the arrival of RTA buses should remain on the side of the road; not in the street or horse playing while in uniform. Cadets are reminded that when RTA buses arrive at the end of the school day, they should be boarded in an expeditious and orderly manner. At all times cadets must respect the personal dignity and property of others.

- a. Walk on the sidewalk, or side of the road. Respect lawns, gardens and shrubbery of all property.
- b. Do not damage the property of others or loiter on porches, lawns or in front of the Marine Corps Support Facility gate and surrounding property.
- c. Do not cluster in groups which might block the passage of people using the sidewalk, driving or crossing the street.
- d. Do not throw food, bottles, wrappings or trash on the lawns, porches or gardens of our neighbors and the surrounding area.
- e. Do not engage in representative activities, particularly those involving students from other schools.
- f. Do not trespass or enter any unauthorized building. This includes all buildings and property in Federal City.

Cafeteria Rules and Procedures:

Cadets are expected to follow the cadet code of conduct while in the cafeteria. Appropriate behaviors for the cafeteria include: No cutting in line; no loud talking or yelling; no walking around from table to table; keep your area clean; clean up after yourself; stand in line and move through the line in an orderly fashion and keep your hands to yourself; not cutting or saving seats; be respectful to cafeteria monitors and staff; follow all directions given. Cadets exhibiting inappropriate behaviors not

aligned with NOMMA code of conduct or appropriate cafeteria behaviors will receive disciplinary action. Students will also receive disciplinary action for using another student's ID card for the purpose of attaining lunch.

Before school students are expected to wait in the cafeteria until 7:05 before reporting to first hour classes. After 7:05 only students actively eating breakfast are allowed to stay in the cafeteria. Breakfast service ends at 7:25. The cafeteria closes at 7:30 and all students must report to first hour.

Consequences:

While every behavior cannot be identified or codified, the following delineates likely consequences based on referrals and disciplinary infractions. Parents should understand that if a certain behavior is not listed here, the behavior could still be sanctioned at the discretion of the teacher and/or administration. The NOMMA administrative leadership team will consider the nature of the offense and associated circumstances when making the final determination of sanction and may impose more severe consequences if deemed appropriate.

After-school Detention or Extra Military Instruction (EMI)

After-school detention (ASD) is an intervention for certain classroom behaviors. Cadets will have two days to serve an ASD either during the scheduled day or no later than the following day. All parents will be notified when the cadet receives an after school detention. They are to report directly to the assigned detention room and will follow the rules of the detention supervisor. No cadet will be allowed in detention after 3:10 p.m. After 3:10 p.m. the cadet will be considered late and will not be admitted. Cadets who fail to report for two consecutive days will receive one day of in school suspension (ISS) the following day.

Saturday Detention

Students may be assigned a Saturday school-wide detention intervention for class 1-3 infractions including but not limited to: tardy to school, tardy to class, dress code violations, failure to wear your ID, or failure to serve a detention assigned by a teacher. Saturday school-wide detentions are assigned by the dean of students. If a student receives a Saturday school-wide detention, he or she must report to the designated room at 8 a.m. on the designated Saturday. Saturday school wide detentions will be

4 hours. Breakfast and lunch are not served during Saturday school-wide detention. Failure to report to school-wide detention may result in an out of school suspension and a mandatory parent conference.

In School Suspension (ISS)/Chill Out

In school suspension/chill out are consequences that are given by the disciplinarian when a cadet receives their first 4th class referral or their first class 2 referral (See Consequences). In school suspension is designed to allow cadets the opportunity to reflect on their behavior and participate in a process to effect change in their behavior. Cadets are supervised during this time. They continue with their academics and a member of the school's guidance team may speak briefly with them.

There may be times a cadet has to be removed from the classroom environment due to disruptive behavior that prevents the teacher from teaching. When this occurs, the cadet will be removed from class. The disciplinarian may assign the cadet to ISS or call a parent to pick up the cadet. The ISS room is supervised and cadets are afforded the opportunity to redirect disruptive behavior. A staff member will then counsel the cadet regarding his/her behavior and set expectations for future behavior. The cadet may return to class at the discretion of the disciplinarian. Additional consequences may apply. If a cadet is sent to Chill-Out at any point during the period, they must remain in Chill-Out for the duration of that period. The disciplinarian will work with the referring teacher to determine if any further sanctions are warranted.

Out of School Suspension (OSS)

A cadet may be suspended in accordance to the discipline policy of NOMMA. Any cadet who is suspended from school cannot participate in any school activity or be present on school property. OSS will be given for class 3 offenses or a multiple of class 1 and/or class 2 offenses. Cadets may receive credit up to a 70% for work missed during suspension. It is the cadet's responsibility to get the work from the teacher and turn it in at a time determined by the teacher. In the event OSS is not feasible due to documented circumstances in the home, NOMMA will allow the cadet to serve OSS in school, or as an in school suspension. ISS will be documented as a full suspension.

**** After any OSS, a parent meeting with one of the Discipline staff (or a designee) must occur before the cadet re-enters school. Failure to appear will result in the cadet's remand to ISS until the parent comes for the conference.***

Positive Behavior Opportunities Class (PBOC)

Cadets may be referred to a positive behavior opportunities class. This class is designed to provide a service to the cadet through counseling and education that focuses on effecting change in the cadet's behavior. Cadets may be referred to this class by their parents, teachers, administrative team members, or when called for in the discipline matrix. (See Consequences).

Expulsion from School

The NOMMA leadership team will work closely with parents to prevent a cadet from being expelled. A class 4 offense is very serious. An accumulation of suspensions is, likewise, a serious matter. On the fourth suspension for any reason, a recommendation for expulsion can be made. The sanctions of expulsion and suspension are driven by state law (LA R.S. 17:416).

Procedures-Due Process

Every cadet at NOMMA has the right to full due-process procedures as they relate to the adjudication of discipline issues. Parents and cadets will be advised as to their options during the due process hearing.

Discipline Due Process for Cadets with Disabilities is provided under the heading Special Programs, sub section "Discipline Due Process and Procedures for Cadets with Disabilities"

The following is a brief description of the discipline procedures for cadets receiving referrals:

1. The teacher writes a referral using the discipline referral form. Specific information is required for that form to be processed, specifically, name of cadet, time, location, other cadets involved and the nature of the offense relating to that referral.
2. The referral is sent to the dean of students who then reviews the information given for accuracy and clarity. The dean of students then interviews the cadet(s) involved to ascertain the facts and circumstances regarding the incident. The discipline officer then informs the cadet(s) of the infraction in question and the possible sanction(s) that could be imposed. Depending on the incident, the cadet(s) will return or be taken to ISS.
3. The dean of students will investigate the matter and then report to the principal.

4. The dean of students confers with the principal to discuss the findings and to process sanctions if necessary.
5. The dean of students will contact the parent and inform him/her that a referral has been written, explain the process from that point and inform the parent that sanctions could be forthcoming.

Sanctions vary and can be held in abeyance at the discretion of the principal. Cadets are informed of outcomes the day this process begins no later than the day after the offense. Expectations for appropriate behavior are reviewed and reinforced. Parents will be contacted regarding the existence of a discipline referral and parents should contact the school for details regarding the referral, and be informed at that time of possible sanctions.

Interventions School-wide

Check In/Check Out/ (Tier 2 Response to Intervention)

Check In/Check Out is a Tier II behavior intervention plan designed to work with cadets who have continuing behavior issues. A school staff member will be selected to mentor a cadet in the plan. That staff member will meet with that cadet on a regular basis before school and after-school. Before school the two will process the behaviors expected during the day. The staff member will log what was discussed on a form that will be used at the end of the day. The cadet will carry that with him to class. Teachers will provide feedback on the form for the afternoon's check out.

Check In time: 7:30. Cadets will be allowed to enter school early to complete this action. Check out time: 3:00. Cadets will be monitored daily for 4 weeks and at that time the mentor, teachers, dean of students or assigned designee will meet to determine continued participation. Using the logs the mentor and the teacher will analyze the information and make a judgment regarding continued participation.

Positive Behavior Opportunities Class (PBOC)

Cadets may be referred to a positive behavior opportunities class. This class is designed to provide a service to the cadet through counseling and education that focuses on effecting change in the cadet's behavior. Cadets may be referred to this class by their parents, teachers, administrative team members, or when called for in the discipline matrix. (See Consequences).

Example Consequences Class 1-4:

Class 1 Infraction

1st Infraction = Teacher classroom intervention

2nd Infraction = Teacher classroom intervention

3rd Infraction = Teacher classroom intervention

4th Infraction = Referral/ EMI/ Behavior Plan/ After School Detention/ Saturday Detention. All subsequent infractions result in a referral to the dean of students

5th Infraction = Referral/ EMI/ Behavior Plan/ Saturday Detention/ ISS with referral to Behavior Interventionist

6th Infraction = Referral/Behavior Plan/ 2 Days ISS with referral to Guidance/parent conference

7th Infraction = Referral and 3 Days ISS Cadets will be placed on the Class 2 Infraction track

Class 1 infractions include but are not limited to the following actions and behaviors:

- Eating or drinking in any area other than the cafeteria
- Disrespect towards a cadet
- Excessive talking out in class
- Headphones/ear buds in uniform
- Inappropriate body language (rolling of eyes to a teacher, etc.) (Teacher/Staff discretion)
- Running in the school
- School/Classroom procedures not followed; (Teacher/Staff discretion)
- Spitting
- Throwing objects
- Failure to serve teacher's assigned detention will result in an automatic Saturday School Detention assignment.

Class 2 Infraction

1st Referral = 1 Day ISS/Saturday Detention

2nd Referral = 2 Days ISS with referral to Behavior Interventionist

3rd Referral = 3 Days ISS with referral to Guidance/parent conference

4th Referral = 1 day OSS with parent conference on return

5th Referral = 3 days OSS with parent conference on return

6th Referral = 5 days OSS with parent conference on return

7th Referral = 10 days OSS with recommendation for expulsion or referral to PBOC

Class 2 infractions include but are not limited to the following actions and behaviors:

- Aggressive verbal behavior
- Disrupting class
- Failure to get haircuts, hair color, or hairstyle violations
- Aiding and abetting or encouraging others to violate school rules
- Being in an unauthorized area without permission; which includes skipping class
- Failure to follow bus rules and procedures
- Failure to follow cafeteria rules and procedures
- Inappropriate behavior in assemblies or field trips
- Inappropriate physical contact (includes public displays of affection, kissing, hugging, holding hands, etc.)
- Inappropriate use of computer (includes playing games, going to unassigned web sites, using proxy servers, etc.)
- Throwing objects with intent to harm
- On campus uniform or grooming violation *
- Receiving 4th temporary ID
- Use of profanity and/or inappropriate public behavior (including obscene gestures/words)
- 4th tardy to class

*Cadets will be sent to ISS for uniform violations but may be readmitted once the uniform violation is corrected.

Class 3 Infraction

1st Referral = 1 day OSS with parent meeting on return and referral to Behavior Interventionist

2nd Referral = 3 days OSS with parent meeting on return and referral to Guidance

3rd Referral = 5 days OSS with parent meeting on return

4th Referral = 10 days OSS with recommendation for expulsion or referral to PBOC

Class 3 infractions include but are not limited to the following actions and behaviors:

- Bullying/cyber bullying
- Causing bodily harm requiring medical attention
- Cheating/plagiarism
- Computer violation
- Damage or destruction of property

- Damage or destruction of school or public property, including school calculators and laptops
- Damage or destruction of uniforms to include writing on boots, misuse of uniforms
- Disrespect for authority (throwing a tantrum, arguing, yelling, under breath comments, inappropriate tone, sarcasms toward a teacher, etc.)
- Engaging in any conduct that disrupts the school environment or educational process or endangers the safety of others
- Extortion, harassment of a sexual or non-sexual nature, or intimidation of a cadet, school employee, or other individual attending a school activity
- Failure to comply with instructions during fire, tornado or safety drills
- Fighting
- Forgery (to include but not limited to forging parent signatures or conduct logs)
- Integrity Violation i.e. lying, plagiarism, withholding the truth
- Leaving campus without permission; skipping school
- Off campus uniform violations (Includes not wearing cover outside)
- Possession of electronic cigarettes, tobacco, lighters or other smoking paraphernalia
- Recording a fight or other inappropriate behavior
- Sharing with others or posting inappropriate behavior to social media
- Solicitation or intent to sell products on campus without permission, including candy
- Stealing (to include possession of missing items)
- Verbal, non-verbal, or written (in person or through electronic communication) threat towards anyone
- Violation of fire regulation including pulling a fire alarm or using a fire extinguisher without the presence of a fire

Class 4 Infraction- Recommendation for Expulsion

- Bring/possess a weapon of any type or anything that resembles a weapon to/at school.
- Drugs: Possessing, distributing, selling, giving, loaning, or under the influence of controlled dangerous substance governed by the Uniform Controlled Dangerous substances Law, or any prescription drug not prescribed to the accused student, or any chemical substance that affects the central nervous system and produces stimulant, depressant, euphoric, or hallucinogenic effects to the mind or body.
- Sexual behavior: assault; engaging in sexually explicit acts, even when consensual including sharing sexually explicit materials
- Battery on a school staff member
- Battery on another individual that causes serious injury
- Battery on another person that involves use of a weapon or other dangerous implement
- Robbery of any individual on school property or at any activity of which the school has jurisdiction
- Burglary of school property or the personal property of individuals valued at \$500 or more on school property or at any activity of which the school has jurisdiction
- Well-documented and/or on-going commission of acts that threaten the safety or well-being of oneself or others including the bullying of students or school staff as outlined in LA Act 861 of 2012
- Possession of dangerous implements, or the use/display of any instrument appearing dangerous
- Conviction of a felony or conviction of an offense which, had it been committed by an adult, would have constituted a felony
- Well-documented and/or on-going use of any electronic device to repeatedly threaten, intimidate, or bully another student or to share sexually explicit material

Appeals

Any out of school suspension can be appealed to the Commandant. This appeal must be in writing from a parent or guardian and must be submitted prior to the beginning of the sanction period. Parents will be informed of this process prior to the sanctioning period. In the interim time of the appeal, the cadet may attend school but will be placed in ISS until the outcome has been determined. The Commandant serves as the hearing officer of last resort. The Commandant's decision on the appeal is final. The Commandant's appeal decision will be conveyed to the parent making the appeal request. No school work will be provided during an out of school suspension as per the school make-up policy.

An expulsion may be appealed to the Board of Directors. This appeal must be in writing and must be submitted prior to the beginning of the sanction period. Parents will be informed of this process prior to the sanctioning period. In the interim time of the appeal, the cadet may attend school but will be placed in ISD until the outcome has been determined.

Discipline Due Process and Procedures for Cadets with Disabilities

I. Overview of Procedural Safeguards

A. General. Disciplinary actions give cadets with disabilities extra legal protections when the discipline constitutes a change in placement. If a cadet violates the Cadet Code of Conduct, before consequences or punishment are imposed, the principal/designee must consider whether the cadet:

- Has an IDEA or Section 504 disability; or
- Is a cadet who is “thought to have a disability”

While all cadets may be disciplined, the placement of cadets with disabilities cannot be “changed” when the offense is directly related to his/her disability or when the IEP or Section 504 plan is not implemented, except in the case of emergency circumstances (drugs, weapons, significant bodily injury). See Section II for more information about emergency circumstances.

B. Determining Change in Placement. A change in placement is a legal term that applies to the situations described below. A cadet's school suspension that occurred in a LA local education agency (LEA) during

the same school year of transfer into another LA LEA “counts” and is added to any additional suspensions in the new school.

More than 10 Consecutive Days of Suspension, i.e., Expulsion

Any suspension that is for more than 10 consecutive days is considered to be a change in placement.

More than 10 Total Days of Suspension in One School Year. Option 1

A series of suspensions with days that total more than 10 total school days in a school year is a change in placement. The special education chairperson, with assistance and documentation from the administration/disciplinarian, monitors the number of days each cadet has been suspended. Cadets with disabilities who have not reached this 10-day threshold may be suspended under the procedures that apply to all cadets. In-school suspension and suspension from the bus may constitute a suspension to the extent they impact implementation of a student’s IEP. See additional information on the next page.

Additional Considerations. The following considerations apply to in-school suspension; a suspension or removal for a portion of the school day; and for suspensions from transportation.

a. **In-school Suspension.** An in-school suspension will not be considered as a suspension for the above purposes as long as a cadet is given the opportunity to continue to: appropriately participate in the general curriculum; receive IEP specified services; and participate with nondisabled children to the extent (s)he would have in the current placement. Any in-school suspension that does not meet this standard must be considered as a suspension for purposes of these procedures.

b. **Suspension/Removal for Portion of School Day.** Cadets sent home from school in the morning because of misconduct is considered to have a full-day suspension. Cadets sent home in the afternoon is considered to have a half-day suspension. These conditions apply unless the cadet’s BIP specifically calls for the cadet to receive a shortened school day when certain behaviors are exhibited. Note: The Student Information System allows only the entry of suspension for a full day; half days are not permitted. Thus, there may be a difference between a student’s actual total number of suspension days and the total recorded on the System. The student’s “actual” full time equivalent days of suspension, however, are relevant to the application of these standards. Schools are strongly encouraged to enter suspension data in “real time.”

Bus Suspension.

The following standards apply based on whether transportation is a related service on the IEP:

Bus Transportation Is IEP Service. When transportation is an IEP service, a cadet's removal from the bus is considered to be a suspension unless transportation is provided in some other way. In this case, transportation has been determined to be necessary for the cadet to access educational services.

Bus Transportation Is Not IEP Service. When transportation is not an IEP service, the cadet's removal from the bus is NOT considered to be a suspension. In this case the cadet/parent have the same obligations for the cadet to get to and from school as any nondisabled peers suspended from the bus. However, school officials should consider whether the bus behavior is similar to classroom behavior that IS addressed in an IEP and whether the bus behavior should be addressed in the IEP or through a BIP.

C. Determining Manifestation Determination & Services.

1. Manifestation Determination.

Within 10 days of any decision resulting in a change of placement the LEA representative, parent, and relevant members of the child's IEP Team (as determined by the parent and the LEA representative) must meet and determine whether the cadet's behavior is a manifestation of his/her disability using the Manifestation Determination form. The procedures below are used to make this determination.

a. Making the Decision

i. **Review Relevant Information.** The team participants review all relevant information in the cadet's file, including the IEP. If the IEP was not implemented, the team documents why it was not implemented and whether the failure to implement the IEP impacted the cadet's behavior.

ii. **Observe Behavior.** The team also reviews documentation of staff observations regarding the cadet's behavior. This should include an analysis of the cadet's behavior across settings and times throughout the school day.

iii. **Information from Parents.** The team reviews any relevant information provided by the parents.

b. Ask Two Questions to Determine Manifestation. The team must consider the two questions below to determine if a cadet's behavior was manifested by his/her disability.

i. Relationship of Behavior to Misconduct. Was the conduct caused by or directly and substantially related to the cadet's disability?

ii. Consider whether the behavior in question has been consistent and/or has an attenuated association with the disability:

- Consistent Behavior. Behavior that has been consistent across settings and across time may meet this standard.
- Attenuated Association. Behavior that is not an attenuated association, such as low self-esteem, to the disability would not have a direct and substantial relationship to the cadet's disability.

iii. IEP Implementation. Was the conduct a direct result of the school's failure to follow the cadet's IEP? If so, the principal must ensure that immediate steps are taken so that the identified deficiencies are remedied.

D. Behavior Is Manifestation of Disability.

If the relevant members of the IEP team answers yes to either question, then the cadet's behavior is a manifestation of his/her disability. In this case:

1. Return to Placement. Unless the IEP team agrees to a change of placement as part of the modification of the BIP, the school must return the cadet to the placement from which (s)he was removed. Note: this provision does not apply to cadets involved with weapons, drugs or serious bodily injury. (See Section II.)

2. FBA & BIP. The IEP team must conduct or review a functional behavioral assessment (FBA) and create a behavior intervention plan (BIP) addressing ways that the school can help the cadet with the conduct at issue. If the cadet already has a BIP, it must be reviewed and modified to address how the school can better assist the cadet with the conduct at issue. Note: If the FBA requires a new assessment of cadet behavior, parental consent is required.

E. Behavior is NOT Manifestation of Disability

1. Same Consequences. If the IEP team members agree that the cadet's conduct was not a manifestation of his/her disability, then the cadet may be subject to the same consequences as all cadets. If a parent disagrees with the team's decision that the behavior was not a manifestation of the student's disability or with the interim alternative educational services or location, the parent may request an expedited due process hearing to challenge this finding. If the Hearing Officer agrees with the parent, the student will remain in the school where the offense was committed unless the parent and the school agree otherwise.

2. Required Services. A cadet with a disability who is removed from his/her current placement must receive the following services beginning on the 11th day of cumulative suspensions during the school year.

The IEP team:

a. Identifies Services. Identifies and documents educational services the cadets will receive to enable the cadet to continue to participate in the general education curriculum, although in another setting (e.g., an interim alternative educational setting (IAES), etc.) and to progress toward meeting the goals set out in the cadet's IEP; and

b. Develops/Reviews FBA/BIP. Provides, as appropriate, an FBA and BIP services and modifications, which are designed to address the behavior violation so that it does not recur.

c. Considers Need for More Restrictive Services. May convene and modify the cadet's IEP. School personnel may consider any unique circumstances on a case-by-case basis when determining whether a change in placement, consistent with the requirements of this section, is appropriate for a cadet with a disability who violates a code of cadet conduct.

II. Weapons, Drugs or Serious Bodily Injury: Emergency Procedures

In circumstances related to a cadet's use of weapons, drugs or imposition of serious bodily injury, school officials may remove a cadet for 45 school days by following the procedures below.

A. Criteria for Emergency Removal.

1. Weapons. A cadet carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function under the school's jurisdiction.

A weapon is a device, instrument, material or substance animate or inanimate that is used for or is readily capable of causing death or serious bodily injury (excluding pocket knife with a blade of less than 2 ½ inches in length); firearms, including a starter gun; the frame or receiver of such a weapon; a muffler or silencer; any destructive device including any explosive incendiary or poison gas bombs, grenades, rockets, missiles and mines; does not include antique firearms.

2. Drugs. A cadet knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the school's jurisdiction;

A controlled substance is a drug or other substance in the Federal Code that does not include a substance legally used and possessed under the supervision of a licensed health-care professional.

Possession of alcohol and tobacco does not fall under "controlled substance." Therefore, the principal cannot move a cadet to an IAES for possession of these items under this section. Instead, the removal is subject to the procedural safeguards applicable to other types of misconduct.

3. Serious Bodily Injury. A cadet inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the State or an LEA. To comply with the law, a 45 school day emergency removal for serious bodily injury must be extremely serious, i.e., requiring medical treatment.

Serious bodily injury involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

B. Removal

The school may immediately remove the cadet for up to 45 school days to an IAES. Because drugs, weapons and serious bodily injury are so dangerous to a safe school climate, a school may remove a cadet under these circumstances for 45 school days regardless of whether the team believes that the behavior is a manifestation of the cadet's disability.

The 45 school days do not include those days the school is not in session, e.g., Spring Break. The IEP team may specify a removal for fewer days than the maximum 45 days.

C. Action during Removal. During the 45 school day period, the school must convene a meeting to determine whether the cadet's behavior is a

manifestation of his/her disability. (See Section I.C. above for more information about the manifestation determination process.)

1. Behavior IS Manifestation of Disability

a. FBA/BIP. As discussed above, the IEP team must conduct or review an FBA and create a BIP addressing ways that the school can help the cadet with the conduct at issue. If the cadet already has a BIP, it must be reviewed and modified to address how the school can better assist the cadet with the conduct at issue. Note: if the FBA requires a new assessment of cadet behavior, parental consent is required.

b. Reevaluation. The cadet may be referred for a reevaluation.

c. More Intensive Services. The IEP team may meet to consider more intensive special education services upon the expiration of the 45 day IAES or sooner.

2. Behavior is NOT Manifestation of Disability

a. Disciplinary Hearing. If all team members determine that the conduct was not a manifestation of the cadet's disability, then the 45 school day emergency placement may proceed to a disciplinary proceeding afforded to all cadets.

b. FBA/BIP. The cadet must receive, as appropriate, an FBA and BIP services and modifications, which are designed to address the behavior related to the disciplinary violation so that it does not recur.

III. Appeals

A. Reasons for Requesting an Expedited Due process Hearing

1. Parent Disagreement. Parents who disagree with the appropriateness of the alternative placement or remedial disciplinary setting or services may request an expedited due process hearing.

2. School Considers Cadet to be Dangerous. If a school has documented reasons to believe that keeping the cadet in his/her current school is substantially likely to result in injury to the cadet or to others, the school should request an emergency hearing for the purpose of transferring the cadet to an IAES for up to 45 school days. Note: this standard is not as high as serious bodily injury; it does not allow for an immediate 45 school day removal.

B. Authority of Hearing Officer

1. A hearing officer may:

a. Return the cadet to the placement from which the cadet was removed if the hearing officer determines that the removal did not comply with these procedures or that the cadet's behavior was a manifestation of the cadet's disability; or

b. Order a change of placement to an IAES for not more than 45 school days if maintaining the current placement of the cadet is substantially likely to result in injury to the cadet or to others.

2. The school may repeat its request for an expedited hearing if it believes that returning the cadet to the original placement is substantially likely to result in injury to the cadet or to others.

C. Expedited Due Process Hearing Procedures.

1. An expedited hearing must occur within 20 school days of the date the request is filed. The hearing officer must make a determination within 10 school days after the hearing

2. Unless the parents and school personnel agree in writing to waive the resolution meeting or agree to mediate the dispute:

a. A resolution meeting must occur within seven days of receiving notice of the hearing request; and

b. The hearing may proceed unless the matter has been resolved to the satisfaction of both parties within 15 days of receipt of the hearing request.

3. Evidence not disclosed to the other party three business days before the hearing is excluded, unless the parties agree otherwise.

Expedited due process hearing decisions are appealable to state or federal court.

D. Placement during Appeal of Discipline Decision

1. Weapons, Drugs or Serious Bodily Injury. The cadet remains in the IAES pending the decision of the hearing officer or until the expiration of the 45-day or code violation time period (if less than 45 school days), whichever occurs first, unless the parent and school personnel agree otherwise.

2. Behavior Not Manifested by the Cadet's Disability. The cadet remains in the IAES pending the decision of the hearing officer or until the expiration of the 45-day or code violation time period (if less than 45 school days), whichever occurs first, unless the parent and school personnel agree otherwise.

3. Behavior Is Manifested by Cadet's Disability but Belief Behavior is Substantially Likely to Cause Injury. The cadet remains in the placement (s)he was in at the time of the behavior in question unless the parent and school personnel agree otherwise.

IV. Cadets without IEPs or Section 504 Plans "Deemed to Have a Disability"

In some cases, a cadet without a disability will be deemed to have a disability. The criteria for making this determination and the applicable procedures relevant to such a finding are discussed below.

A. Knowledge of suspected disability (Thought to be a cadet with a disability)

There are certain circumstances that would indicate a school had knowledge that a cadet might (or is thought to) have a disability prior to the violation of the disciplinary violation.

The following three situations give rise to such legal evidence:

1. Evaluation Requested. The parent requested an evaluation.
2. Written Concern. The parent expressed concern in writing to the cadet's teacher or school administration about the cadet's need for special education and related services
3. Specific Concerns by Staff about Pattern of Behavior. The cadet's teacher or other school staff told school supervisory personnel of specific concerns about the cadet's pattern of behavior.

If any of the three factors above are present, then school officials consider disciplinary action as if the cadet has a disability.

B. NOT Deemed To Have Knowledge. This provision does not apply if:

1. Parent did not consent to an initial evaluation of the cadet
2. Parent refused special education and related services for the cadet or
3. The cadet was evaluated and was determined not to have disability.

If any of these three circumstances exist, the cadet may be subjected to the same disciplinary measures applied to those without disabilities engaging in similar behaviors.

The US Department of Education's comments to the IDEA states: a public agency will not be considered to have a basis of knowledge merely because a child receives services under the coordinated, early intervening services of the IDEA law UNLESS a parent or teacher of a child receiving early intervening services expresses a concern, in writing, to appropriate agency personnel that the child may need special education and related services.

C. School Personnel Have No Knowledge and Parent Subsequently Requests an Evaluation

If the parent requests an evaluation for a suspected disability after the cadet is sent to an IAES, the school must conduct an expedited evaluation at parental request. However, the cadet remains in placement, including an IAES, during the evaluation. If the cadet is found to have a disability, an IEP must be developed. The IEP team must then conduct a manifestation determination. If the behavior is manifested by the cadet's disability, the team reconsiders the cadet's placement in light of the new information

V. Referral to and Action by Law Enforcement and Judicial Authorities

A. Reporting Crimes. Nothing in this part prohibits school personnel from reporting a crime committed by a cadet with a disability to appropriate authorities or prevents State law enforcement and judicial authorities from exercising their responsibilities with regard to the application of Federal and State law to crimes committed by a cadet with a disability.

B. Transmittal of Records. School personnel reporting a crime committed by a cadet with a disability must ensure that copies of the special education and disciplinary records of the cadet are transmitted for consideration by the appropriate authorities to whom the agency reports the crime. Records must be transmitted only to the extent that the transmission is permitted by the Family Educational Rights and Privacy Act.

VI. Application of Section 504 and ADA

Generally, cadets with disabilities eligible for services only under Section 504/ADA (i.e., need related and supplementary aids and services only) are entitled to the procedural safeguards specified in this section.

An exception to this general rule applies to cadets with behavior that is not a manifestation of his/her disabilities. In this case, these cadets are entitled to those services normally available to nondisabled cadets who are suspended or removed pursuant to the school's Cadet Code of Conduct.

ANTI-BULLYING POLICY

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs people of their dignity, detracts from the safe environment necessary to promote cadet learning, and will not be tolerated by the faculty, staff, and administration of NOMMA. Cadets who bully another person shall be held accountable for their actions whether it occurs on the school grounds; off the school grounds at a school sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated bus stops.

Definition

Bullying is any behavior or pattern of behavior by a cadet, or a group of cadets, that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another child or group of children. Bullying also includes unacceptable behavior identified in this policy which is electronically transmitted. Bullying behavior can be a threat of, or actual, physical harm or it can be verbal abuse of the child. Bullying is a series of recurring actions committed over a period of time directed toward one cadet, or successive, separate actions directed against multiple cadets. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a cadet's ability to learn and the school's ability to educate its cadets in a safe environment.

Examples of "bullying" may include but are not limited to a pattern of behavior involving one or more of the following:

- Sarcastic "compliments" about another cadet's personal appearance.
- Pointed questions intended to embarrass or humiliate.
- Mocking, taunting, or belittling.
- Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person.

- Demeaning humor relating to a cadet's race, gender, ethnicity, sexual orientation, or personal characteristics/mannerisms.
- Blackmail, extortion, demands for protection money or other involuntary donations or loans.
- Blocking access to school property or facilities.
- Deliberate physical contact or injury to person or property.
- Stealing or hiding school belongings.
- Threats of harm to cadet(s), possessions or others and/or.
- Cyber-bullying.
- Gestures, including but not limited to obscene gestures and making faces
- Repeatedly and purposefully shunning or excluding from activities; and where the pattern of behavior as provided above is exhibited toward a Cadet, more than once, by another Cadet Or group of Cadets and occurs, or is received by, a Cadet while on school property, at a school sponsored or school related function or activity, in any school bus or RTA, at any designated school bus stop, in any other school or private vehicle used to transport Cadets to and from schools, or any school sponsored activity or event.

"Bullying" is conduct that meets all for the following criteria:

- Is directed at one or more pupils.
- Substantially interferes with educational opportunities, benefits or programs of one or more pupils.
- Adversely affects the ability of a pupil to participate in or benefit from the school's educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, pervasive, and objectively offensive as to have this effect.

Expectations of Conduct

Demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate bullying is expected of all administrators, faculty, staff, and volunteers. These individuals are expected to provide positive examples for cadet behavior.

Cadets are expected to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with

a proper regard for the rights and welfare of others. NOMMA will provide an atmosphere that encourages cadets to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as school and community property on the part of cadets, staff and community members.

NOMMA believes that the best discipline is self-imposed, and that it is the responsibility of staff to use disciplinary situations as opportunities for helping cadets learn to assume responsibility and the consequences of their behavior. Staff members shall apply practices designed to prevent bullying and encourage cadets' abilities to develop self-discipline.

Remedial Measures and Consequences

Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of bullying, and protect the victim of the act. Remedial measures will be applied in response to a credible Informal Report of bullying.

Examples of Personal Remedial Measures include:

- Temporary removal from the classroom or activity.
- Individual counseling to assist the misbehaving cadet to find a better way to solve a problem or meet a goal.
- Corrective instruction.
- Parent conferences.
- Participation in a peer support group.
- Restitution to the injured party.
- Implementation of a behavioral management plan, with benchmarks that are closely monitored.
- Referral to external therapy.

Examples of Environmental Remedial Measures include:

- School and community surveys to determine the conditions contributing to a bullying atmosphere.
- Adoption of systemic bullying prevention programs.
- Modifications of cadet schedules.
- Adjustments in hallway traffic.
- Targeted use of monitors (e.g., hallways, cafeteria, buses, locker rooms, restrooms).
- Professional development programs for staff.
- Whole-class instruction on anti-bullying strategies.

Corrective actions for a cadet who commits an act of bullying shall be unique to the individual incident and will vary in severity according to the nature of the behavior, the developmental age of the cadet, and the cadet's history of problem behaviors or pattern of bullying reports. Disciplinary consequences for bullying may, therefore, not necessarily conform to the "Infraction Consequences" for other class 1, 2, 3, and 4 infractions. Each formal complaint of bullying will be dealt with individually.

Consequences will be applied in response to a formal complaint of bullying that is substantiated. Remedial measures may also be applied in addition to disciplinary consequences.

Examples of Disciplinary Consequences:

- After-school detention
- In-school detention
- Out-of-school suspension
- Recommendation for an expulsion hearing
- Legal action

Complaints of Bullying, Investigation of Complaints, and Corrective Action Procedures

The Military/Maritime Academy requires the principal's designee, normally the Discipline Officer, to be responsible for receiving complaints alleging violation of this anti-bullying policy. All school employees are required to report alleged violations of this policy. All other members of the school community (cadets, parents, volunteers, and visitors) are encouraged to report any act that may be a violation of this policy.

Informal reports may be made anonymously via school-wide "bully boxes," but a formal report that could result in disciplinary action may not be based solely on the basis of an anonymous report. Informal, anonymous reports will be discussed in confidence with a guidance counselor, who will then decide if remedial measures are appropriate; or, if the severity of the bullying action(s) and the reliability of the report require a formal report and subsequent investigation.

The guidance department will institute and coordinate remedial measures for less severe incidents or not fully-substantiated reports of bullying. Any member of the leadership team may also direct or implement remedial measures. Informal reports and the school's response will be

documented using the "Informal Bullying Report" form. Guidance department and the leadership team members may, at their discretion, notify parents of either the complainant and/or the accused of an informal complaint of bullying.

Guidance counselors will refer more serious incident reports of bullying as formal reports to the principal's designee, the Discipline Officer for cadet affairs. Formal reports and the school's response will be documented using the "Formal Bullying Report" form.

The guidance department will not implement disciplinary consequences.

Formal reports may also be made by any member of the school community and may also be made directly to the principal. Formal reports may not be anonymous, but all efforts will be made to increase the confidence and trust of the cadet complainant. Any adult staff member may draft a formal complaint based on a verbal complaint of a cadet complainant.

Formal complaints shall set forth the specific acts, conditions, or circumstances alleged to have occurred that may constitute bullying.

Upon receipt of a formal report, the principal's designee will appoint an impartial adult staff member to serve as the investigating official. At this point, parents of the cadet complainant(s) and accused(s) cadets will be notified of the formal complaint.

The staff shall encourage cadets to support other cadets who walk away from these acts, constructively attempt to stop these events, or report them to an adult.

The principal's designee, usually the dean of students, will conduct follow-up interviews with all confirmed victims of bullying to ensure that the intimidating and/or harassing behavior has ceased. The investigating official shall investigate a written, formal report of bullying. She/he shall write a written report including all relevant information (interviews, witnesses, etc.) and an opinion as to whether or not an incident or incidents did occur. If a determination of bullying is reached, the investigating official will make a recommendation to the principal's designee of corrective action (remedial and/or disciplinary consequences). The principal's designee will communicate in writing to the complainant and the accused bully within five school days of completion of the investigation, stating:

- The findings of the investigation.
- Any corrective action planned by the school.

Corrective actions (remedial measures and/or disciplinary consequences) will be implemented as quickly as possible, unless the accused is appealing the imposition of discipline (i.e., expulsion) and the school is barred by due process consideration or a lawful order from imposing the discipline until the appeal process is concluded.

Additional Policy Provisions:

Cadets will annually be provided with age-appropriate information on the recognition and prevention of bullying. Cadets will annually be provided the procedures by which they may file an informal or formal complaint.

School staff will annually be provided copies of this policy and procedures for recognition, prevention, and reporting of bullying. Parents will annually be provided copies of this policy and procedures for recognition, prevention, and reporting of bullying. Both cadet complainants and cadet witnesses may have a parent or trusted adult with them, if requested, during any investigatory activities.

Anti-retaliatory provisions will be fully implemented, to wit: An act of reprisal or retaliation will be considered bullying; a formal complaint will be initiated with all subsequent required actions (remedial measures and/or disciplinary consequences). Falsely accusing another of bullying will also be considered bullying; an informal or formal complaint will be initiated with all subsequent required actions (remedial measures and/or disciplinary consequences). Since bystander support of bullying can support these behaviors, the school prohibits both active and passive support for acts of bullying. Cadets who actively or passively support acts of bullying may receive disciplinary sanction for a class 2 infraction, "aiding and abetting or encouraging others to violate school rules."