





# MOREHEAD HIGH SCHOOL "PANTHER BATTALION"

**CADET HANDBOOK** 

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### INTRODUCTION

- 1. The purpose of this handbook is to inform you about your responsibilities as a member of the Panther Battalion, JROTC program. This handbook supplements the Army JROTC Cadet Reference Handbook that you should have also received. You are expected to know and observe the policies and procedures outlined in this handbook and the reference guide. It will be to your advantage to read and become thoroughly familiar with its contents.
- 2. As a cadet, you should keep yourself informed and comply with all orders and regulations. When you encounter situations not specifically covered by regulations or instructions, you should use good judgment and common sense. If in doubt concerning the meaning of a directive or order, you should request clarification from your cadet leaders or instructors.
- 3. Cadets are responsible for maintaining and taking care of these handbooks. The success of the Corps of Cadets depends, in large part, on how each individual cadet accepts responsibility and performs his/her duties.

### CHAPTER 1

### **OBJECTIVES**

- 1-1. <u>Academic.</u> The mission of JROTC is to motivate young people to be better citizens. The instructors will teach and assist you with the following from this course:
  - a. Sharpening of your communication skills.
  - b. Promoting and encouraging citizenship through participation in community service projects.
  - c. Developing your leadership potential.
  - d. Strengthening your self-esteem.
  - e. Improving your physical fitness.
  - f. Providing incentives to live drug-free.
  - g. Promoting your graduation from high school and developing a solid foundation for career development.
- 1-2. <u>Leadership.</u> The following is expected of you:
  - a. Wear your uniform and insignia in accordance with Cadet Command Regulation 670-1 and recognize the insignia of other cadets and active duty military personnel.
  - b. Execute basic drill movements and positions as a cadet and as a member of their squad, platoon, company and battalion.

- Correctly, promptly, and proudly render the salute when and where it may be required or appropriate.
- d. Demonstrate your knowledge of Army customs and courtesies and conduct themselves in a socially mature and acceptable manner, whether in uniform or civilian clothes.
- d. Develop knowledge of and respect for constituted authority.
- f. Demonstrate knowledge of the procedures for honoring the American Flag, the National Anthem, and "To the Colors" when participating in military ceremonies.

# **GOVERNMENT PROPERTY**

After cadet orientation and completion and signing of the required in-processing forms, you will be issued a JROTC Army uniform. You and your parents both accept responsibility for the proper care of your uniform in accordance with established standards. The uniform and equipment must be turned-in at the end of the school year or whenever you withdraw from school, or when you are no longer a member of the Morehead High School Corps of Cadets (whichever occurs first). The uniform and equipment issued remain United States Government Property on loan to you.

- 2-1. <u>Text and Reference Books.</u> Army JROTC texts and reference books are available to you. You must pay for any texts, books or other government or school property lost, damaged or destroyed due to your negligence. Fair wear and tear will be considered in the computation of the amount owed. The school registrar will not release student grade reports and records if you owe for books, supplies, or uniform items.
- 2-2. <u>Responsibilities</u>. You must care for and properly maintain your uniforms, equipment, textbooks, and other JROTC supplies. Before any item of government property can be issued for long term use, you and your parents or guardians must understand that you both assume pecuniary liability for supplies, and must realize a higher value a personal trust that supplies and equipment will be returned in good condition by the due date.

### 2-3. Supply Discipline.

a. Purpose: The uniform represents the security of our nation and its highest ideals. Every person wearing the uniform must maintain this respect by insuring that his/her uniform is always correct, complete, and in good condition. The uniform must fit properly to be correct. An improperly fitting uniform degrades its appearance. There is no cost to exchange improperly fitted items. Parents are requested to help their sons and daughters obtain correct sleeve, trouser and pants length.

### b. Procedure:

(1) Alterations must be made according to Army standards. Female slacks cannot be pegged (meaning taken in along the leg inseam).

- (2) JROTC uniforms will be worn complete, and only for prescribed JROTC activities. Except for shoes and socks, uniform items will not be worn with civilian clothing.
- (3) All items issued will be turned-in when required. If you change schools or are dropped from enrollment at the end of the school year, the uniform must be returned or paid for by yourself or your parent. A hold will be placed on your records until all property is accounted for. The value of the uniform and accessories is approximately \$250.00.

### COURTESY

Courtesy is that quality of human association which enables people to live together in harmony. MILITARY COURTESY points out the need for mutual respect for and between comrades-in-arms, and it cannot be one-sided. It demands from you a polite and considerate behavior toward others and you should expect the same from them.

- 3-1. <u>Saluting.</u> The hand salute is a long established custom of exchanging a courteous greeting between individuals in military uniform. The salute is a greeting, a custom, and a mandatory courtesy that is exchanged outside when in uniform. Salutes are not required indoors, except for formal reporting, formations, and training. Salutes are not required when cadets are not in uniform.
  - a. All Colors not cased or folded will be saluted. The hand salute will be rendered during the raising or lowering of the U. S. Flag, the playing of the National Anthem or "To The Colors".
  - b. When in doubt, SALUTE. Remember, your conduct, manner and attitude reflect the image of the Panther Battalion and Morehead High School. Someone is always observing you, so do it right!
  - c. When meeting an officer, the junior ranking individual initiates the salute and holds the salute until the senior ranking person returns the salute.
- 3-2. <u>Titles of Respect.</u> Civilians are addressed by the title of Mr., Mrs., Miss, or Ms. Military persons are addressed by their rank. It is proper for cadets to use military grade, Cadet Sergeant, Cadet Captain, or by the title of Mr. or Miss and their last name. When in uniform, it is best to use cadet rank as a title.

### **CHAPTER 4**

### DRESS AND APPEARANCE

### 4-1. Uniform.

a. The appropriate uniform as prescribed by the training schedule will be worn on uniform days or special occasions. The normally designated day for wear of the uniform is WEDNESDAY of each week. You must wear the uniform all day on designated uniform days. If you have an excused absence on uniform day, the

uniform will be worn **the next day for makeup**. You will be given a grade on the day you wear the uniform. Each uniform grade counts as an exam grade. It is therefore, extremely important you wear the uniform in order to obtain a score each uniform day. Uniform grades count more than examination grades in JROTC. All teachers in the school understand this requirement and fully support the wearing of the uniform at our school.

- b. When in uniform, you must present a proper military appearance at all times. You **must** maintain uniform items in proper condition clean, neat, pressed, correct in design and specifications, and properly buttoned. Shoes will be shined and in good repair. Pens, pencils, handkerchiefs, combs, and picks will be concealed.
  - (1) All brass insignia and belt buckles will be polished to a high shine.
  - (2) Ribbons will be clean and not frayed, and worn in the proper order of precedence.
  - (3) Shades will not be worn in military formation unless medically prescribed.
- c. As is the custom in our school, **teachers** may permit cadets to remove coats when inside their classrooms. Ties will not be loosened or removed while wearing the coat. Coats must be put on and buttoned before cadets leave the classroom.
- d. You may only wear the uniform to special events outside of school activities when approved in advance by the SAI.
- e. Wear of the JROTC uniform is prohibited when taking part in a march, rally, or other public demonstration, which could bring discredit to the Army or the uniform.
- f. Uniform items that become torn, unserviceable, or ill fitting, may be exchanged for serviceable of better fitting items. If damage is caused by negligence, you will be required to pay for the item before a replacement is issued.
- g. You will be issued a uniform that has been dry-cleaned. When returning uniform items for exchange, you are expected to turn them in cleaned in the same manner you received it. Uniforms must be returned clean at the end of the school year or prior to withdrawing from JROTC. Clearing the JROTC Department and the school administrative office depends on the satisfaction of this requirement.

### 4.2. <u>Personal Grooming – Male.</u>

- a. Hair.
  - (1) Hair will be neat, clean, and cut to present a groomed military appearance.
  - (2) Hair should not touch the ears or shirt collar from the neck.
  - (3) Hair must not contain or have any foreign items attached to it.
  - (4) Sideburns should be neatly trimmed and tapered in the same manner as the haircut and should not extend below the bottom of the exterior ear opening.
  - (5) Your face should be clean-shaven. If a mustache is worn, it should not extend downward beyond the lip line of the upper lip, or extend sideways beyond a vertical line drawn upward from the corner of the mouth.

- b. Jewelry.
  - (1) You may not wear earrings or piercings of any type (including the tongue) with the uniform.
  - (2) You may not wear any type of necklace visible with the uniform.
  - (3) You may wear a wristwatch and/or an ID bracelet, but only one per wrist.

# 4.3. Personal Grooming - Female.

- Hair must be clean, neatly arranged, and styled to present an attractive feminine appearance.
  - (1) Hair must not be worn in an extreme or fad style such as cornrows, pigtails, or dog ears or in such a way that exceeds length or bulk standards.
  - (2) Hair must not exceed three inches in bulk or prevent proper wear of headgear.
  - (3) Hair must not be worn with ornaments such as ribbons, jeweled pins, etc. however, plain barrettes to hold the hair in place is appropriate.
- b. Cosmetics of all types must be used in a conservative manner and in good taste.
- c. Small conservative gold, white pearl, or silver colored round pierced or clip earrings may be worn. Earrings must fit tightly against the ear and will not extend below the earlobe (no hoop or loop earrings are allowed). Only one earring or healing post may be worn in each earlobe. You may not wear piercings of any type (including the tongue) with the uniform.
- d. Nail polish, if worn, must be conservative and in good taste. Extreme shades of nail polish such as purple, gold, blue, black, pink, green and white will not be worn.
- e. No necklace may be showing when wearing the uniform.
- f. Only one ring per hand and no bracelets may be worn with the uniform.
- g. No earrings or other jewelry may be worn with the Battle Dress Uniforms with the exception of one wristwatch or ID band, but only one per wrist.

### 4-4. Proper Wear of the Uniform.

- a. Wear your uniform proudly and properly. WEAR IT WITH PRIDE, CONFIDENCE, and RESPECT FOR WHAT IT STANDS FOR.
- b. Only issued items are to be worn. Never mix uniforms with another (ACU's with Class A, etc.,). Keep the uniform neat, clean, and pressed at all times.
- **c.** Wear your hat whenever outdoors. Never wear it indoors, except when in formation or under arms. Caps and berets should be carried in your hand when not being worn.
- d. Place and wear insignia properly. Wear only authorized insignia.
- e. Shoulder patches are worn one half inch below the shoulder seam, and centered.

- f. Keep your hands out of your pockets and keep all of your pockets buttoned.
- g. Male cadets should check their "gig" line frequently and line up the leading edge of the trouser fly and maintain a straight line down the front of their short sleeve uniform.
- Keep the shirttail tucked in all the way around.
- i. Avoid bulky items in the pockets of the uniform.
- j. Pens, pencils, combs, etc., must not protrude from pockets.
- k. Have a high shine on shoes and watch for extreme wear on the soles and heels. Shoes that are badly worn will be replaced at no cost to you.
- 1. Trim all loose strings and frayed places on the uniform before wearing.
- m. Check all buttons. If a button is missing or broken it must be replaced.
- n. Carry books and other objects in your left hand to keep your right hand free for saluting. Wearing of a wristwatch, ID bracelet and inconspicuous rings are permitted, but nothing else should be worn on hands or arms. There may not be any writing on the hands, arms, or visible parts of the body.
- o. Sunglasses (shades) may be worn except during formation. Sunglass cases will not be worn on the uniform.
- p. Male cadets must wear a plain white T-shirt with the uniform (optional for females). The T-shirt must be clean and have no pictures or printing on it. Males must wear a crew neck white T-shirt and if worn by females, the white T-shirt must be a V-type neck so the T-shirt cannot be seen.
- q. The nametag will be worn whenever the uniform is worn in public.
- r. Male cadets may only wear **black socks** (no white) and black shoes with the uniform. Females must wear black socks or dark tone stockings or knee-highs.

# 4-5. Wear of /Headgear.

- a. The U.S. Army Garrison Cap will be worn with the JROTC uniform outdoors.
- b. Cadets on Special Teams are authorized the Red Beret for wear.

# 4-6. Wear of Uniforms and Insignia.

Proper wear of the uniform and insignia are shown as an attachment to this document.

4-7. <u>Illegal Wear of Uniform and Insignia.</u> Any person within the jurisdiction of the United States who wears a uniform or distinctive part of a uniform of the armed forces; without authority, is subject to penalties prescribed by 18 US Code 702.

# ORGANIZATION, DUTIES AND RESPONSIBILITIES

- 5-1. <u>Missions.</u> The mission of the Panther Battalion is to motivate young people to become better Americans. All JROTC cadets at R. L. Paschal High School are members of the Panther-Battalion. They receive training to develop self-discipline, motivation and leadership to benefit the individual cadet and the entire student body of Paschal High School.
- 5-2. Cadet Battalion Organization.
  - a. The Panther Battalion is organized with a battalion headquarters and three companies (one per class period). Each company consists of a company headquarters, and two platoons (size dependent). Each platoon consists of three or four squads, whenever enrollment permits. Staffing for units will conform to guidance as prescribed in the Morehead High School Corps SOP.
  - b. Battalion Headquarters. The battalion headquarters will be formed as necessary to maintain command and control of the battalion. The headquarters will have the following positions as a minimum:
    - (1) Battalion Commander
    - (2) Battalion Command Sergeant Major
    - (3) Executive Officer
    - (4) Adjutant/S-1
    - (5) Security Officer/S-2
    - (6) Operations and Training Officer/S-3
    - (7) Supply Officer/S-4
    - (8) Public Affairs Officer/S-5
    - (9) Signal-Technology/S-6
  - c. Cadet Company Headquarters. Each company will be assigned only necessary personnel in order to exercise command and control of the two platoons, for JROTC activities. The company headquarters will consist of:
    - (1) Company Commander
    - (2) Company XO
    - (3) Company First Sergeant
    - (4) Guidon Bearer
  - d. Cadet Platoon. Each platoon will be assigned only necessary personnel in order to maintain command and control of the three or four squads, with a platoon leader, platoon sergeant and a squad leader.

# PROMOTIONS AND REDUCTIONS

# 6-1. General.

a. Authority for Promotions and Reductions

Officer and NCO promotions and reductions will be made by the Cadet Battalion Commander after being approved by the Senior Army Instructor.

- b. Cadet promotions will be based on MERIT and DEMONSTRATED LEADERSHIP ABILITY. Cadet leaders in the chain of command will base merit and ability on observations and evaluations. Cadet leaders at all levels are responsible to recommend deserving cadets for promotion, providing all prerequisites have been met. The following performance data will be used to determine qualification for promotion:
  - (1) Inspection scores on uniform days.
  - (2) Examination scores (JROTC).
  - (3) Merits/demerits on file.
  - (4) Participation in extra-curricular activities.
  - (5) Ribbons and awards earned since last promotion.
  - (6) Drill and leadership evaluations by SAI or AI.
  - (7) Demonstrated academic ability in all classes.
  - (8) Demonstrated good citizenship in all classes.
- c. Recommendations for promotion will be submitted to the Battalion Commander through the chain of command. The Battalion Commander may convene a Cadet Board of Review to evaluate cadet performance. The Battalion Command Sergeant Major is a permanent member of all enlisted boards and will convene boards as necessary or directed the Battalion Commander.
- d. Promotions from cadet basic through cadet Corporal are done by merit and a knowledge test.

# 6-2. PROMOTION GUIDELINES.

- a. In order to ensure the rank structure is held commensurate with ability and maturity, the following rank levels are recommended:
  - (1) LET 1: Cadets are eligible for recommendation for promotion to the ranks of Private, Private First Class, Corporal and **Sergeant**. All cadets newly enrolled must start at the rank of Basic unless they came from a Junior Cadet Corps program or other JROTC program.
  - (2) LET 2: Cadets are eligible for recommendation for promotion to the ranks of Staff Sergeant, Sergeant First Class and **Second Lieutenant**.
  - (3) LET 3: Cadets are eligible for recommendation for promotion to the ranks of Master Sergeant, First Sergeant, Second Lieutenant, First Lieutenant, and Captain.
  - (4) LET 4: Cadets are eligible for recommendation to the ranks of First Sergeant, Sergeant Major, Command Sergeant Major, Captain, Major, Lieutenant Colonel.
  - (5) All recommendations are guidelines that can be waived by the SAI.

b. Cadet Leadership School (JCLC): Juniors, Seniors and selected Sophomore cadets are eligible to apply for the Cadet Leadership school which is a preparatory course for promotion. This course must be completed before promotion to officer status (unless waived by the SAI).

# 6-3. ACADEMIC STANDARDS.

Cadets in Leadership positions **should** pass all school subjects with a 70 or above and maintain at least a 2.0 grade point average. Cadet leaders who fail a school subject, or drop below a 2.0 average, **may** be placed on probation for the remainder of the sixweek period.

6-4. PHYSICAL FITNESS STANDARDS. All cadets should maintain an acceptable standard of physical fitness and appearance in uniform in order to be eligible for promotion to any grade. Friday is the day designated for physical fitness training. Cadets must dress appropriately (PT uniform) for physical fitness on Friday's (i.e., no high heels, flip flops, dresses, etc.)

# 6-5. CONTINUING STANDARDS.

- a. Cadet officers and noncommissioned officer may be reduced in rank for violating school policy or the standards set forth in this directive or Cadet Code of Conduct.
- b. Conduct in all classes is expected to be consistent with the rules of good citizenship. The use of profane or abusive language will not be tolerated. The display of favoritism toward any person or group of persons is not an acceptable leadership trait.
- c. Recurring violations of school or JROTC policy can result in disenrollment from JROTC with a zero for credit.
- d. Cadets reduced from officer status are not guaranteed re-appointment to cadet officer status, even though the individual may take corrective action. The instructor staff will make this determination on an individual merit basis.

### **CHAPTER 7**

# **GRADING SYSTEM**

# 7-1. General.

- a. The grading system established herein is applicable to all cadets enrolled in JROTC. The system will incorporate the whole person concept including academic achievement and demonstrated performance within the JROTC Program.
- b. Grading periods and publication of six week and semester grades will be in accordance with the Rockingham County School's published schedule.
- c. Final term grades will be based on a computed average of academic scores and performance scores. Final semester grades will be determined by numerical averaging of the three six-week scores and a final exam

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- c. Final term grades will be based on a computed average of academic scores and performance scores. Final semester grades will be determined by numerical averaging of the three six-week scores and a final exam

# 7-2. Academic Grades.

- a. The academic grade will be computed using the score's you receive on uniform inspections, examinations, writing/oral assignments, merit/demerits and participation in parades and mandatory events.
- b. Uniform inspections will normally makeup 40-50% of your grade, dependent on other activities for the term.
- c. Examinations may be written, practical, or oral, or a combination of all three types. Examinations may be announced in advance or they may be unannounced quizzes. Exams will normally makeup 20-40% of the cadets' grade, depending on other activities for the term.
- d. Assignments, such as written or oral reports on selected books, articles, or other subjects deemed appropriate by the Senior Army Instructor may be part of your grade. This will vary by term and may or may not be a requirement each term. When required, it will makeup 10-20% of your grade, depending on other activities for the term.
- e. Merits or demerits may be added to or deducted from your grade. A maximum of 10% of your grade may be influenced by merits/demerits which also counts as the participation value.

# 7-3. <u>Performance Grade</u>.

- a. The issued military uniform must be properly worn on the designated uniform inspection days, for the entire school day, in accordance with the standards set forth in Chapter 4 of this Cadet Hand book. Wednesday will normally be designated as uniform day on the battalion training schedule. Changes will be made on occasion to accommodate the school calendar. Changes will be announced in class announcements and posted on the weekly training schedule (on bulletin board). You are responsible to check the training schedule each week to be certain of the correct day for wearing the uniform. Typical changes, which occur during the year, include Homecoming Parade, Veterans Day Parade, Christmas Parade and Annual Inspection. These activities are mandatory activities that are part of the required training and count for grades during that term. You must wear the uniform in order to pass this course. Should you miss the uniform day because of an absence, you must wear the uniform the next day on campus.
- b. An inspection will be conducted regularly on uniform day and the results incorporated into the uniform grade. Proper care and cleaning of the uniform is your responsibility and is considered in the inspection grade. The cleaning of uniforms must be done on days other than uniform day. A uniform in the cleaners IS NOT an acceptable excuse for not wearing the uniform. Cadet uniforms will be inspected for completeness and general appearance, proper shine and placement of insignia and brass items, shoes shined, and personal grooming. Standards as indicated in Chapter 4 will be used as a guide for the conduct of the inspection.

- c. A diagnostic Physical Training test (called Cadet Challenge) will be administrated once each year. All cadets are required to participate, however, the score will not be incorporated into the term grade. You can earn prestigious awards for outstanding performance on this test.
- d. The citizenship portion of your grade will be subjective and based on observations of attitude, motivation, responsiveness to authority, self-discipline, and participation in activities. The cadets conduct in other areas of school activities which reflect either a positive or negative manner, upon JROT'C, will be considered in this grade.
- 7-4. Makeup work. Cadets are responsible to determine what they missed during an absence, by reviewing the training schedule and talking to the instructor. A test not made up will be counted as a zero. Homework and class assignments are to be turned-in on the schedule prescribed by the Army Instructor. All makeup work must be completed and turned-in prior to the end of the six-week grading period.

# AWARDS AND DECORATIONS

# 8-1. Awards Program.

- a. The awards program is one, which intends to recognize the special achievements of deserving cadets. Awards can be earned by cadets who demonstrate scholarship/academic achievement, exceptional leadership ability, or for extra curricular performance. Each cadet is expected to know his/her job, complete their job without continuous supervision, use initiative, know and follow cadet standards, and maintain high standards of conduct.
- b. The cadet that demonstrates a desire to earn one or more awards establishes himself as a potential leader. A display of all JROTC awards and decorations can be found in the JROTC Armory. The requirements to earn each award are listed under the award.
- c. Awards are also given to recognize team and unit achievement.
- 8-2. Rank and Precedence. Cadet Command Regulation 145-2 establishes the rank and precedence for all JROTC awards. Listed below are the awards and the respective order of importance.

Medal for Heroism

Legion of Valor Bronze Cross for Achievement

Superior Cadet Decoration

National Sojourners Award

Military Order of World Wars

Sons of the American Revolution

Daughters of the American Revolution

The Retired Officers Association Award

American Legion Awards to Units

Daedalian Foundation Medal

U.S. Army Recruiting Command Award

American Veterans Award (Texas)

American Citizenship Award

Veterans of Foreign Wars

Tarrant County Veterans Council Award

Cadet Challenge Medal (per event/Male/Female)

N-I-1 Distinguished Cadet Award for Scholastic Excellence

N-I-2 Academic Excellence Award

N-1-3 Academic Achievement Ribbon

N-I-4 Perfect Attendance Ribbon

N-I-5 Student Government Ribbon

N-1-6 Leadership Education Training Ribbon

N-I-7 JROTC "A" Ribbon

N-1-8 Not Assigned

N-1-9 Cadet of the Year Ribbon

N-1-10 Cadet of the Month Ribbon

- N-3-1 SAI Leadership Ribbon
- N-3-2 Personal Appearance Ribbon
- N-3-3 SAI Proficiency Ribbon
- N-3-4 Drill Team Ribbon
- N-3-5 Orienteering Ribbon
- N-3-6 Color/Honor Guard Ribbon
- N-3-7 Rifle Team Ribbon.
- N-3-8 Adventure Team Ribbon
- N-3-9 Commendation Ribbon
- N-3-10 Good Conduct Ribbon
- N-3-11 Summer Camp Participation Ribbon
- N-3-12 USAR & NG Membership Ribbon
- N-3-13 Best Drill Squad Ribbon
- N-3-14 Best Drill Platoon Ribbon
- N-3-15 Not Assigned
- N-2-1 Varsity Athletic Ribbon
- N-2-2 Physical Fitness Ribbon
- N-2-3 JROTC Athletic Ribbon
- N-2-4 Not Assigned
- N-2-5 Not Assigned
- N-4-1 Parade Ribbon
- N-4-2 Recruiting Ribbon
- N-4-3 School Service Ribbon
- N-4-4 Community Service Ribbon
- N-4-5 Battalion Service
- N-4-6 Service Learning
- N-4-7 Excellent Staff Performance
- Bronze Lamp (Second Award)
- Silver Lamp (Third Award)
- Gold Lamp (Fourth Award)
- Expert Marksmanship Medal
- Sharpshooter Marksmanship Medal
- Marksman Marksmanship Medal
- JROTC Summer Encampment Badge

# REFER TO THE AWARDS CHART IN THE CLASSROOM FOR THE REQUIREMENTS TO EARN EACH AWARD.

# 8-3. Shoulder Cord Designations and Authorized Wear

- a. The following are the designations for the leadership and team cords:
  - (1) Solid White with three white ferrules-BN CDR
  - (2) Solid White with two white ferrules-BN XO
  - (3) Solid White with one white ferrule-BN CSM
  - (4) Red, Black and White-Panther Battalion Leadership Cord
  - (5) Solid Red-Drill Team
  - (6) Solid White-Color Guard & Honor Guard
  - (7) Solid Black-Raider Team
  - (8) Solid Buff-Rifle Team
  - (9) Physical Fitness Team-Grav

- (10) Cadet of the Month-Red and Yellow
- (11) NCO of the Month-Red/with gold
- (12) Cadet of the Year-Red/Black
- (13) NCO of the Year-Black/White

Leadership cords (both Corps and Battalion) will be worn on the left shoulder. If a cadet has a leadership cord and a team cord, the team cord will be worn on the right shoulder (if this cadet has more than one team cord, he/she has the option to pick which team cord to wear on the right shoulder). If a cadet wears just one team cord and does not have a leadership cord, then the cord should be worn on the left shoulder.

### **CHAPTER 9**

# MERIT / DEMERIT PLAN

Purpose. Merits are points earned by individual cadets that collectively reflect an image of the cadet battalion activities and functions. A cadets merit score standing is a measure of individual effectiveness in meeting the expected standards of conduct, competence, and discipline.

- 9-1. <u>Definitions</u>. Any cadet who performs a positive act or deed which exceeds the standard, may be rewarded with merits. Conversely, any cadet who by design, neglect, carelessness, or failure to attend class, complete assignments, follow instructions, act or behaves improperly, or generally fails to meet the high standards of conduct, performance, and discipline, can expect to accrue demerits.
  - a. Merits. Merits reflect actions that are significantly greater than the norm. These are positive points which are earned.
  - b. <u>Demerits</u>. Demerits are points accumulated for actions that reflect apathy, inconsideration, appearance, conduct, or disrespect. They reflect behavior or actions that are less than expected, and reflect in a negative manner on the cadet and unit. Demerits are minus points subtracted from a cadet's grade.
- 9-2. Merit System. The merit system is designed to be a positive approach to motivate cadets to succeed in life. The following merit system is in effect:
  - a. At the start of each term, you will have a zero balance of merits/demerits. You will not be able to carry forward merits/demerits from any past semester.
  - b. Merits will be added to your grade score at the end of the reporting period.

    Demerits will be subtracted from your grade score. A maximum of ten merits/demerits will be added or subtracted during any one grade period. Therefore, merits and demerits will enable you to raise or lower your grade by one letter grade. Each merit has a value of one point. In order to receive maximum credit for the term, you must earn ten merits.
  - c. If you receive excessive demerits, you will be counseled by your instructor on methods of achieving positive merits to offset the demerits.

d. Merits/demerits may be awarded by the instructor or your cadet leaders in your chain of command. The following areas of performance are recognized for the award of merits:

AREAS OF PERFORMANCE	<b>MERITS</b>
(1) Commendable performance of duty	1
(2) Unusual display of initiative	1
(3) Exemplary knowledge of subject	1
(4) Commendable performance at drill or in the classroom	1
(5) Personal action reflecting credit on JROTC and Paschal HS	2
(6) Assisting JROTC Instructor with a special project	2
(7) Performance of duty after school hours	2
(8) Commendable contribution to school or community projects	2
(9) Special recognition by an Army Instructor	3

e. Demerit scale, as follows, is prescribed for the issuance of demerits within the battalion.

AREAS OF PERFORMANCE	<b>DEMERITS</b>
(1) Tardiness	1
(2) Use of inappropriate language or profane speech or gestures	1
(3) Failure to follow instructions or orders	2
(4) Eating or chewing gum in formation or in class	2
(5) Failure to wear uniform properly throughout the entire da	y 2
(6) Creating disturbance in class or in formation	2
(7) Conduct of behavior that brings discredit upon JROTC	3
(8) Insubordination towards instructors or administrators	3

Elimination of Demerits. You may reduce or eliminate demerits by earning an offsetting number of merits by participating in a variety of activities outside of the classroom (see your instructor for options). Merits reduce demerits on a one-for-one basis and vice-versa. You may appeal demerits to the Senior Army Instructor after you have discussed and pled your case to your instructor. The Senior Army Instructor is the final reviewing authority for the awarding of merits/demerits.

### **CHAPTER 10**

# JROTC CLASSROOM PROCEDURES

- 10-1. <u>Purpose.</u> This directive prescribes the policies and procedures for operation of the JROTC class and classroom.
  - a. Attendance. Regular attendance in JROTC class, as well as other classes, is a basic requirement for enrollment and successful course completion. Attendance at designated special activities, such as the Veterans Day Parade and Military Ball, are essential for a passing grade.
  - b. Annual Formal Inspection. Attendance at the Annual Formal Inspection (AFI) is mandatory. This inspection is the main training focal point of the year. The overall value and rating of our battalion is determined at the AFI. The AFI grade is

based on our cadet attendance, appearance, and performance during this one-day evaluation. It is therefore essential that each and every cadet be present and ready for this inspection. You cannot be excused from this requirement except by a letter of approval of the Morehead High School Principal in accordance with RCS policy for excused absence.

# 10-2. Preparing for Classroom Instruction.

- a. When entering the JROTC area, you are to report to the range for the accountability formation. Once you report to class, move to your squad position while waiting for the tardy bell. The Platoon Sergeant and First Sergeant will fall-in the platoon (company) in the rifle range, and take the report after the tardy bell rings and report to the platoon leader (Company Commander) or instructor as appropriate. While the report is being taking, there is absolutely (NO TALKING or MOVING AROUND). Cadets absent and/or tardy will be reported to the instructor.
- b. Cadets absent or tardy will be marked as such on the class attendance roster. The attendance roster will be used to record absences/tardies into NCWise.
- (1) Excuses are not accepted for tardiness only valid reasons.
- (2) No person will answer roll call for another person. No person will be counted as present unless they are in the classroom or unless directed to be counted that way by the AI/SAI.
- (3) All tardy cadets must report to the AI/SAI before being allowed into the formation/class.

# 10-3. Conducting Classes in Leadership Education Training Subjects.

All classes in JROTC will be conducted in a military manner. The training schedule is normally designed to have classroom instruction on Tuesday and Thursday, Drill and Ceremony on Monday, uniform inspection and service learning on Wednesday, and physical fitness training on Friday. Every week will be the same structure of scheduling. The following rules apply in JROTC.

- a. You may not leave the classroom after the tardy bell rings without permission of the instructor.
- b. When the instructor is teaching, there will be no talking. When someone else has the floor, there will be no talking.
- c. You will not place your feet on tables, desks, or chairs.
- d. Nothing will be thrown in the classroom.
- e. It is considered an offense to write on or deface chairs, tables, or school property.
- f. Do not bring food or drink into the classroom, or consume these items in the classroom unless authorized by the instructor.
- g. Do not write on the board without permission from the instructor.
- h. Do not disturb items or pictures on bulletin boards.

- i. It is considered an offense to sleep in class. If you feel sleepy, stand in the rear of the room, after requesting permission.
- j. Do not read or work on material that does not apply to JROTC without permission from instructor.
- k. Do not make noises or take part in horseplay or joking around.
- 1. Do not place trash on the floor or on the table, and remove all items from the room at the end of class.
- m. Do not leave any value items or clothing in the classroom at the end of the class.
- n. When called upon to answer a question, you will address the instructor by his/her rank. If you do not know his/her rank, address them as "SIR".
- o. When asking a question, you will raise your hand. When you are acknowledged by the instructor, you will ask the question.
- 10-4. Cadet Staff Office Area (Classroom B).
  - a. The area designated as the cadet staff office area is used for conduct of staff work and administration. It is also used for briefings, meetings, and other official work. It will not be used as a social area.
  - b. Only Commanders, Staff, First Sergeants, and above are authorized in the staff area.
- 10-5. Orderly Room Area Procedures (Classroom B).
  - a. The Orderly Room is a business area where work must be done. It is not a lounge or a place to stop and visit. The telephone and copier in the Orderly Room are for official business. Cadets are not authorized to use either without permission from either the SAI or an AI.
  - b. Cadets are encouraged to seek help from the instructors. However, they should use the chain of command and obtain the help of their platoon sergeant or platoon leader first.

### SPECIAL TEAMS

11-1. <u>Purpose</u>. In order to maintain a vital and challenging program, the JROTC Department provides a number of special teams and activities designed to meet the wide and varied interests of our cadets. Special teams are designed to supplement the military skills normally taught in the JROTC Program of Instruction. Special teams are held on an extra-curricular basis after normal school hours. Participation on special teams is on a voluntary basis only. Cadets receive no grade for special team activities but may receive favorable recognition for promotions and awards.

# 11-2. Raider Team

- a. General. The Raider Team practices physical and technical skills at both the individual and team levels. They perform tasks that may be found in a conventional Army unit such as the Physical Fitness Test, 5K Run, Constructing a Rope Bridge, Land Navigation Courses, First Aid Litter Carry, Orienteering and 5K Foot March. All cadets are eligible to volunteer for the team provided they meet the following requirements:
- 1. Discipline, physical and mentally tough
- 2. Be approved by the SAI/AI and have the desire, motivation, and capability of becoming a Raider
- 3. Agrees to participate in Raider competitions.

Sponsor: 1SG Chrapliwy

Activities/Competitions: Competitions will be conducted at local, state, or national levels. Upon successful completion of a competition, cadets may qualify for more than one Raider award.

b. Cadet Recognition. The Raider Team Ribbon (N-3-8), will be awarded to cadets after participation in Raider Team field training and participating in the Physical Fitness Test. The Orienteering Ribbon (N-3-5) and the Physical Fitness Ribbon (N-2-2), may also be awarded for selected types of field training, as determined by the SAI. While an active member in good standing of the Raider Team, cadets will be authorized to wear the Raider Team Cord (Black).

# 11-3. Rifle Team.

- a. General. The Rifle Team is a team that consists of skilled marksman, both male and female, that compete against other schools in sanctioned matches. They use M887 Daisy Air Rifles. These teams are designed to inspire a wholesome spirit of rivalry between each member and a solid appreciation for firearms safety. All cadets are eligible to volunteer for the team provided they meet the following requirements:
- 1. Be approved by the SAI/AI and have the desire, motivation, and capability of becoming a good marksman.
- 2. Can pass a marksmanship safety test and signs a safety pledge.
- 3. Agrees to participate in rifle matches.

Sponsor: 1SG Bray

Activities/Competitions: Matches will be conducted at local, state, or national levels. Upon successful completion of a record fire course, cadets may qualify for more than one marksmanship award. Marksmanship competitions are conducted under the rules of the National Rifle Association.

b. Cadet Recognition. Rifle team members must complete the regular mandatory subject required by the POI. The Rifle Team Ribbon (N-3-7) may be awarded after participation in two rifle team matches. The rifle team cord (BUFF) is authorized for wear by all active team members and is also awarded after participation in two rifle team matches. Selection of the rifle team commander will be made by the rifle team coach at the start of each school year.

### 11-4. Drill Teams.

- a. General. The Drill Team is an exciting extension of the discipline, teamwork, and leadership skills learned in class. The team performs at all the JROTC ceremonies and inspections. Teams can be male, female, or mixed. When they participate in local competition, they confer as much pride on their school as varsity team sports. JROTC drill teams are considered an excellent means to creating appropriate attention, publicity, and interest in the JROTC program and for maintaining a high state of morale. The drill team consists of approximately 10-19 cadets, including the drill team commander. All cadets are eligible for the drill team provided they are:
- 1. Outstanding cadets in JROTC
- 2. Willing and able to attend practice sessions before school
- 3. Approved by the SAI and AI

Sponsor: 1SG Bray

Activities/Competitions: Drill teams will attempt to take advantage of every opportunity to enter competitions and perform before the public. Drill team members and the entire team, if appropriate will be used to demonstrate the standards of drill expected of all cadets.

b. Cadet Recognition. The Drill Team Ribbon (N-3-4), will be awarded after the team takes part in a drill competition against other schools. The Drill Team Cord (RED) and Red Beret are authorized for wear by active team members when designated by the SAI.

# 11-5. Color Guard/Honor Guard.

- a. General. The Color Guard/Honor Guard represents the cadet corps and Morehead High School at many formations, reviews, parades, athletic, and official events throughout the year. All cadets are eligible to volunteer for the color guard provided they meet the following requirements:
- Physically capable and presentable of the highest standard of military appearance while wearing the uniform.
- 2. No discipline or conduct problems
- 3. Willing and able to attend practice before school
- 4. Having the desire, motivation, and capability of becoming a member
- Be willing to present the colors at athletic and official events after school hours, to include evenings and weekends.

Sponsors: 1SG Bray and 1SG Chrapliwy

Activities/Competitions: The SAI/AI will attempt to take advantage of every opportunity to place the color guard in competitions.

b. Cadet Recognition. The Color Guard and Honor Guard members must complete the regular mandatory subjects required by the POI. The Color Guard (N-3-6) and Honor Guard (N-3-7) may be awarded after participation in major activities based upon points earned, a total of 20 points are required. Participation in a pep rally equals three points, a football game is four points, special events equals five points and a drill competition equals ten points. The Color Guard Cord (White) and the Red Beret are authorized for wear by all active/participating members. Color Guard training and performances will be under the direct supervision and control of the Cadet Battalion Command Sergeant Major.

# 11-6. Physical Fitness Team

- a. General. The Physical Fitness Team will be formed each year and is composed of cadets that have a desire to excel in physical fitness. The purpose of the team is to develop a high state of physical and mental readiness for team members and to compete at various drill meets.
- b. Cadet Recognition. The Physical Fitness Team members must compete in at least one drill meet to earn the N-2-3 (JROTC athletics) ribbon. PT team members are authorized to wear the gray beret and the gray cord.