



**WILLIAM P. CLEMENTS HIGH SCHOOL
NAVY JUNIOR RESERVE OFFICER TRAINING CORPS
4200 Elkins Drive
Sugar Land, Texas 77479**

**NJROTCINST 1533.1
05 Oct 18**

WILLIAM P. CLEMENTS NJROTC INSTRUCTION 1533.1

Subj: William P. Clements High School NJROTC Unit Regulations and Organizational Handbook

Ref: (a) Naval Service Training Command Manual M-5761.1A
(b) NAVEDTRA 37116-K (NJROTC Cadet Field Manual)
(c) Clements High School Student Code of Conduct

1. **Purpose.** This instruction publishes rules and regulations and clearly defines student requirements for participation in the William P. Clements High School NJROTC Program.
2. **Background.** Reference (a) provides guidelines for NJROTC unit administration. Reference (b) establishes cadet responsibilities for physical fitness and explains expected dress and grooming standards. Additionally, information pertinent to military drill is included. References (c), define the expectations of Clements High School administration. More stringent behavioral standards are required for cadets participating in the Clements High School NJROTC program.
3. **Action.** Since Naval Science is an elective course, students are in the NJROTC program by choice. Two of the primary objectives of the program are to develop self-discipline and to develop respect for constituted authority. This handbook is designed to aid cadets in achieving these important objectives. ALL NJROTC cadets are expected to be familiar with this handbook and the NJROTC Cadet Field Manual. Adherence to the standards set by this handbook and the stated reference material is mandatory.

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NJROTC Cadets Files

RECORD OF CHANGES

Change Number	Date of Change	Date of Entry	Signature

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SECTION 1 - THE NJROTC PROGRAM

101. AUTHORIZATION. The Naval Junior Reserve Officers' Training Corps (NJROTC) was established under authority of Public Law passed by the U.S. Congress and contained in Title 10, United States Code, Chapter 102, Section 2031.

102. PROGRAM GOALS AND OBJECTIVES. The goals of the NJROTC Program are to provide an opportunity for secondary school students to learn about the basic elements and requirements for national security and their personal obligations as American citizens to contribute toward national security. The NJROTC Program has the following objectives:

- a. To develop informed and responsible citizens.
- b. To strengthen character.
- c. To promote and understanding of the basic elements and requirements for national security.
- d. To help form habits of self-discipline, self-confidence, self-esteem, responsibility, accountability, and leadership.
- e. To develop respect for and an understanding of the need for constituted authority in a democratic society.

103. ENROLLMENT REQUIREMENTS. To be eligible for enrollment and continuance in the NJROTC Program a student must:

- a. Be a citizen of the United States or a U.S. National. Note FBISD does not allow instructors to question students about immigration status.
- b. Be in grades 9-12.
- c. Be enrolled in Clements High School.
- d. Be of good moral character as determined by the Principal and Senior Naval Science Instructor of Clements High School.
- e. Be selected by the Senior Naval Science Instructor with the approval of the Principal (or his representative).
- f. Comply with the personal grooming standards set forth in Chapter 1 of the NJROTC Field Manual.

104. PROGRAM BENEFITS. For actively participating cadets, the biggest benefit to be gained from the NJROTC Program is growth and development into better informed and more responsible citizens. Other program benefits include:

a. Advance pay grade enlistment. A Certificate of Completion for the appropriate level of the NJROTC Curriculum will be presented by the Naval Science Instructor to each cadet at the end of the school year during which the student successfully completes the program. Enlistment benefits include the following:

- (1) Students earning a Three Year Completion Certificate, recommending promotion to paygrade E-3 upon initial enlistment in any of the U. S. Army/Navy/Air Force. The U.S. Marine Corps promotes to paygrade E-2 based on your NJROTC experience.
- (2) Students earning a Two Year Completion Certificate, recommending promotion to Pay Grade E-2 in the U. S. Army and Navy.

b. Naval Academy Nomination. Students who will successfully complete the NJROTC Program may compete for nomination and appointment to the U. S. Naval Academy under the

Honor School - NJROTC quota. In order to compete for an appointment under this program, each qualified cadet must meet the following minimum requirements:

- (1) Will have successfully completed three years of NJROTC by the end of his or her senior year.
- (2) Must be a U. S. citizen.
- (3) Must be of good moral character.
- (4) Must be at least 17 and less than 23 years of age by 1 July of the year he or she enters the Academy.
- (5) Must be unmarried and have no children.
- (6) Must be recommended by Naval Science Instructor.

All interested NJROTC cadets should request a pre-candidate questionnaire in the spring of their Junior Year in high school. Completion of the SAT or ACT required for consideration.

c. NROTC Scholarship. Participation in NJROTC supports application for a full college NROTC scholarship. Cadets actively participating in the NJROTC Program who complete three years in the program and who have demonstrated above average traits of leadership and military bearing may be nominated for a four year NROTC scholarship. Eligible NJROTC cadets, who are nominated by the SNSI, are considered by the NJROTC and national NROTC scholarship boards.

d. Other Service Academy Appointments/ROTC Scholarships. The Naval Science Instructor will provide assistance, information and letters of recommendation to deserving cadets who are interested in applying for these programs.

105. CURRICULUM. The NJROTC includes academic work, a Leadership Laboratory (which includes close-order and manual-of-arms drill, field trips and other non-routine activities), and Physical Education.

Introduction to NJROTC

Cadet Field Manual

Naval Science 1

Naval Science 3

Naval Science 2

Naval Science 4

106. WEEKLY CLASS ROUTINE. Clements High School NJROTC is structured around the standard schedule. Because of the 50 minute class schedule, the classroom activities are rotated from both academics and drill incorporated. PT is conducted on a regular basis each Friday. Students are expected to participate in all activities. Uniform day is Thursday. **All students must wear their uniform one day each week. There are no exceptions once a uniform has been issued.**

107. MONTHLY SCHEDULE. A Monthly Schedule will be prepared by the Operations Officer, for approval and signature of the Executive Officer. The purpose of this document is to keep everyone in the unit informed of unit activities. As a minimum, the Monthly Schedule will include notices of team practices, information on upcoming activities, uniform of the week assignments, and times and places for group meetings. The Monthly Schedule will be posted by the Administrative Officer no later than Friday of the week preceding the month it is effective. Cadets may review a weekly schedule of important events, anticipated exams and special cadet officer notices posted in each of the NJROTC classrooms.

108. UNIFORM DAY. Uniforms are required to be worn **one day each week** by all NJROTC students. Cadets will wear the complete uniform **all day** on uniform day, unless specifically excused for classes which lend themselves to soiling the uniform. **Cadets must coordinate in advance with their Naval Science Instructor before changing out of uniform.** A valid excuse must be presented to the instructor for the cadet to receive a grade of "Excused" for personnel inspection on uniform day if no uniform is worn, otherwise, a grade of zero will be given for personnel inspection. If the cadet is absent on uniform day, the uniform will be worn the first day the cadet returns to school to receive full credit. **Plan Ahead!** The Navy uniform is a distinctive dress of a proud and honorable profession. The wearing of the NJROTC cadet uniform should likewise be a matter of pride in self, in school, in community and in country. These **uniforms shall be kept clean and well tailored**, and shall be turned in clean at the end of school year. Rules on how to wear the uniform, how to care for the uniform, and how to maintain grooming standards may be found in Chapter One of the NJROTC Field Manual.

109. CADET PERFORMANCE RECORD. A Cadet Performance Record is kept for each cadet while he or she is enrolled in NJROTC. It is the responsibility of the Administrative Officer to keep records current by entering promotions, awards earned, unit assignments, etc. as they occur. The Administrative Officer is responsible to the Naval Science Instructor for reviewing these records periodically (at the beginning of the school year and the end of each semester) to ensure they are being properly maintained. Cadet Performance Records will be kept for three years after the cadet's last year in the program before being destroyed. A signed copy of the record will be furnished to a cadet, upon request, when transferring to another school.

110. PROBATION. The Senior Naval Science Instructor is authorized to place on probation any cadet who has academic deficiencies, fails to maintain standards of grooming or wearing of the uniform, or fails to meet established standards of conduct. This action will be taken provided the deficiencies are considered temporary in nature, i.e. the cadet appears to have the minimum aptitude and motivation required to succeed in the program. Cadets who are placed on probation will be so notified in writing by the Senior Naval Science Instructor, with a copy of the letter to parents (or guardians) as appropriate.

111. DISENROLLMENT. Any NJROTC cadet may be disenrolled for failure to meet the terms of probation or for failure to correct any deficiencies for which he or she was placed on probation: for academic failure, or for disciplinary reasons as determined by the Naval Science Instructor or school officials. Disenrollment procedures are initiated at the discretion of the Naval Science Instructor.

- a. Cadets who are disenrolled will be notified in writing by the Naval Science Instructor, with a copy of the letter to parents (or guardians), as appropriate.

SECTION 2- ORGANIZATION

201. GENERAL. The unit will be organized into either a Company (150 cadets or less) or a Battalion (151 cadets or more). In May, the SNSI will announce which type of organization will apply to the next school year, based on projected enrollment. A Company organization includes three or more platoons, with three or more squads per platoon and eight or more cadets per squad.

202. COMPANY ORGANIZATION. Ranks assigned to each billet can be adjusted by Senior Naval Science Instructor.

a. Company Staff:

Commanding Officer-----	C/LCDR
Executive Officer-----	C/LT
Operations Officer-----	C/LTJG
Supply Officer-----	C/LTJG

Administrative Officer-----	C/ENS
Public Affairs Officer-----	C/ENS
Team Captains & Color Guard Commander----	C/ENS
Company Chief Petty Officer-----	C/CPO

b. Platoon Staff:

Commander-----	C/ENS
Mustering Petty Officer-----	C/CPO
Guide-----	C/PO1
Squad Leader-----	C/P02

203. BATTALION ORGANIZATION. In a Battalion, the Platoons and Extracurricular Teams are organized the same as in a Company. Battalion Staff and Company Staff organizations incorporate the following changes:

a. Battalion Staff:

Battalion Commanding Officer-----	C/CDR
Battalion Executive Officer-----	C/LCDR
Operations Officer-----	C/LT
Team Captains & Color Guard Commander-----	C/LTJG

204. BILLET DUTIES AND RESPONSIBILITIES. Each cadet is expected to seek out and do those things which will make his or her particular billet (job) function more smoothly. The primary responsibility of leadership for each cadet officer, chief petty officer and petty officer is to set the highest standards for performance possible in everything that he or she does.

a. All Cadets. Each Clements High School NJROTC cadet is responsible for conducting himself or herself, at all times, in a manner which reflects credit upon himself or herself, the NJROTC Unit, the school and the community. Since we wear uniforms once a week, our actions also reflect on the U. S. Navy and a more widespread community. Whether in uniform or not, cadets are responsible for maintaining the highest standards of conduct and appearance; for abiding by the rules and regulations of both the unit and the school; and for carrying out instructions and orders of their superiors.

B. Cadet Officers and Petty Officers. The Senior Naval Science Instructor promotes and selects cadets for unit assignments based on demonstrated performance in academics, leadership laboratories and team activities. Continued enthusiasm, active participation, positive attitude and leadership by example are required of the cadet in order for him or her to advance and remain in unit leadership positions. Cadet Officers and Petty Officers are expected to set the example for junior cadets in every aspect of the NJROTC Program.

c. Responsibilities of Leadership must be accepted before the privileges of rank or rate can be enjoyed. Extra effort and time will be required, especially of Cadet Officers and Petty Officers. Those selected for advancement who do not wish to accept the related responsibilities and requirements must decline the promotion. Promotion requirements can be found in the Clements Promotion Instruction.

d. Commanding Officer (CO). The **CO** is the senior cadet of the cadet corps, and is responsible to the SNSI / NSI for:

- (1) Maintaining high morale and enthusiasm within the unit.
- (2) Developing team spirit within the unit.

- (3) Proper and timely execution of unit activities.
 - (4) Looking after the well-being of unit individuals.
 - (5) Recommending cadets for promotion and assignment.
 - (6) Directing and coordinating the efforts of the cadet staff.
 - (7) Ensuring the smooth and proper operation of the NJROTC Unit in accordance with this Handbook, the Cadet Field Manual and unit policy set forth by the SNSI.
 - (8) Being the cadet officer in charge during company formations.
 - (9) Setting the highest standards of performance, conduct, appearance, military bearing and courtesy as an example for all unit cadets.
- e. **Executive Officer (XO)**. The XO will support the CO in all respects and will take charge of the unit in the absence of the CO. The Executive Officer is responsible for:
- (1) Disciplinary matters within the unit--Being the "Bad Guy" who takes care of discipline problems as they arise.
 - (2) Supervision of the company staff as directed by the CO.
 - (3) Keeping the staff officers informed of unit activities.
 - (4) Leading by example.
- f. **Operations Officer (OPS)**. The OPS Officer will support the Commanding Officer and Executive Officer. Specific responsibilities include:
- (1) Coordinating all unit activities, ensuring that everything is moving smoothly.
 - (2) Assisting with trip planning.
 - (3) Preparing the Monthly Schedule and ensuring it is posted no later than Friday of the week before it is effective.
 - (4) Leading by example.
- g. **Administrative Officer (ADMIN)**. The ADMIN Officer will support the Commanding Officer and Executive Officer. Specific responsibilities include:
- (1) Having a good working knowledge of the unit's organization and activities, and assisting the NSIs with the preparation of unit notices and instructions, personnel lists, reports and other unit paperwork as directed.
 - (2) Preparing and maintaining the unit's personnel files and the unit organization board.
 - (3) Posting the Monthly Schedule and otherwise ensuring that good communications are maintained within the unit.
 - (4) Maintaining the minutes of all staff meetings.
 - (5) Being prepared to perform the Operations Officer's job in his/her absence.
- h. **Supply Officer**. The Supply Officer is a member of the Company Staff and is the head of the Supply Staff. He or she reports directly to the NSI for supply related matters and to the Executive Officer for military matters. Responsibilities of this billet include:
- (1) Maintaining the Supply Room in a secure, neat and orderly manner.
 - (2) Assisting with issue, receipt, storage, inventory and accounting for unit uniforms.
 - (3) Assisting with storage and accounting for unit equipment.
 - (4) Supervision of the Supply Staff.
- i. **Public Affairs Officer (PAO)**. The PAO is responsible to the cognizant instructor through the Executive Officer and the Commanding Officer for the following:

- (1) Maintaining the PAO Log.
- (2) Maintaining the unit scrapbook.
- (3) Ensuring unit activities are posted on activity bulletin boards.
- (4) Assisting the NSI with any publications put out by the unit.
- (5) Taking photographs and video tapes of unit activities.
- (6) Maintaining a file of unit photographs.
- (7) Preparing rough news releases for school and community publications.
- (8) Considering and recommending to the SNSI all means available to make the school and community aware of the Clements High School NJROTC unit.

j. Command Master Chief. The Unit CMC is the unit's senior enlisted officer whose responsibilities include:

- (1) Coordinating disciplinary matters when necessary.
- (2) Being the primary point of contact for cadets who are dissatisfied or have a complaint.
- (3) Submitting a prompt muster for company formations.

k. Platoon Leaders. These cadet officers are essential points in the chain of command between the Commanding Officer/Executive Officer and cadets. Their responsibilities include:

- (1) Knowing all assigned cadets within their platoon.
- (2) Keeping platoon members informed by providing two-way communication within the unit.
- (3) Assisting with new cadet orientation.
- (4) Looking out for the welfare of platoon members.
- (5) Instilling a feeling of team spirit within the platoon.
- (6) Striving to make their platoon the best in the unit.
- (7) Being knowledgeable and proficient in military drill.
- (8) Maintaining the highest standards of discipline, conduct and appearance within their platoon during unit formations.

l. Mustering Petty Officers. Work with and assist the Platoon Leader to develop teamwork and become the best platoon in the unit. Responsibilities of this billet include:

- (1) Knowing Platoon Leader duties and taking charge in his or her absence.
- (2) Taking an accurate muster at platoon formations.
- (3) Maintaining good order and discipline as directed by the Platoon Leader.

m. Squad Leaders. Responsibilities Include:

- (1) Being proficient in close order drill and being able to take charge of their squad.
- (2) Knowing and assisting their squad members.
- (3) Assisting their Platoon Leader.
- (4) Setting the example for squad members.

205. CHAIN OF COMMAND. The Chain of Command is the primary channel of communications throughout the unit. Information flows from the SNSI/NSIs and Commanding Officer through the unit to

individual cadets and from cadets back through the same system to the CO and instructors. It must be a two-way channel with information flowing both ways.

206. DRILL TEAMS. The Armed Drill and Unarmed Drill Teams are composed of cadets who are particularly interested in the sharpness and precision developed by close order drill and the Manual of Arms. They represent Clements High School in parades, ceremonies and competition with other JROTC units. They are expected to set the highest standards for the unit in sharpness, discipline, grooming and performance.

207. COLOR GUARD. NJROTC Color Guards are expected to present the Colors (National Ensign, Navy Flag and Unit Flag) proudly and with precision in parades, ceremonies and sporting events. They are expected to be the elite of the unit in sharpness, grooming, and performance.

208. RIFLE TEAM. The NJROTC Rifle Team is made up of cadets who shoot well and who would like to shoot better. They represent the High School NJROTC Unit in both regional and national competition. Members are required to meet CNET and CMP standards.

209. ACADEMIC TEAM. The Academic Team is composed of cadets who are particularly interested in academics, and who are willing to devote extra effort in representing the Unit in NJROTC academic competition. Members must be familiar with the NJROTC portal.

210. ATHLETIC TEAM. The Athletic Team is composed of cadets who are above average in athletics and who are willing to devote time and effort in becoming more physically fit so they can represent the unit in NJROTC Competition.

SECTION 3 - ADVANCEMENT

301. GENERAL. Advancement in rate or rank within the Clements NJROTC Unit is based on time in grade and most importantly, on demonstrated performance. In order to advance from Cadet Seaman Recruit to Cadet Chief Petty Officer, a cadet must demonstrate a prescribed degree of proficiency in Military Drill and Ceremonies and Military Knowledge, coupled with good grades, attendance and discipline. In order to be advanced to Cadet Officer Grade, a cadet must normally be in his or her third year of the program. These rates and ranks are obtained by being appointed to them by the Senior Naval Science Instructor. Outstanding second-year cadets may also be promoted to cadet officer or chief petty officer status at the discretion of the SNSI. Each cadet has an equal opportunity to advance to the rank of Cadet Lieutenant Commander (for a Company - sized Unit) or Commander (for Battalion - sized Unit). **Refer to the Clements Promotion Instruction.**

SECTION 4- DISCIPLINE

401. GENERAL. The basic philosophy of the NJROTC program is that cadets are part of the NJROTC unit because they want to be and that cadets want to do their best when they know what is expected of them. Cadets are responsible for maintaining the high standards of conduct expected of the NJROTC unit. Each cadet is first responsible for his or her own conduct and for ensuring that his or her actions reflect credit on the unit, the school and the Navy. Each cadet also has an obligation to assist with maintaining the high standards expected of every student in the program.

- a. Cadets who have significant behavioral problems within the unit will be placed on probation and excluded from NJROTC extracurricular team activities.

- b. Extracurricular team members will be dismissed from the team for any significant behavioral problems, both in the classroom and while on trips away from school.
- c. Only "deserving" cadets (those without behavioral problems) will be allowed to participate in field trips.

402. CLASSROOM DISCIPLINE. An atmosphere conducive to study and learning will be maintained in the classroom at all times. When the tardy bell rings, the cadet Platoon Leader will call the class to attention to greet the instructor and take muster. When the bell rings for the end of the period, the Platoon Leader will wait for the instructor to finish the thought or point he is making and then call the class to attention. The instructor will then dismiss the class or instruct the Platoon Leader to dismiss the class. Cadets are responsible for ensuring that the classroom is left in a clean and orderly condition.

403. MILITARY ETIQUETTE. One of the NJROTC program objectives is to develop respect for and an understanding of the need for constituted authority. It is expected that members of the NJROTC unit will deal with each other and those people who they deal with outside the unit with mutual respect and courtesy. Military etiquette will be the basis of unit standards.

- a. The appropriate response to muster or when asked a question in the classroom, on the drill field or at an out of school event will be followed by "Sir" or "Ma'am."
- b. When a correct answer is not known, a cadet will respond with, "I don't know, but I'll find out Sir (Ma'am)," or "This cadet has been informed but does not recall."

404. OFFICE ETIQUETTE. The SNSI and NSI offices are working spaces, not cadet lounges, telephone booths or storerooms. If a cadet has official business to discuss with an instructor, he or she will knock on the office door three times and enter only after being given permission to do so.

SECTION 5 - PROGRAM ADMINISTRATION

501. NJROTC Unit Grading System. Cadets Are Graded in Two General Areas: Academic Performance and Military Performance.

- a. **Academic Grade.** This grade is determined by the cadet's combined performance on examinations, quizzes, homework and projects such as oral reports and term papers. The academic grade accounts for 60% of the final or reported grade for any grading period.
 - (1) It is the cadet's responsibility to be prepared for an examination on the day it is given.
 - (2) If a cadet is absent (excused) on the day the examination is given he or she must make arrangements with the instructor for making it up within five days after returning to class; failure to do so will result in a grade of zero for the exam. An unexcused absence will also result in a grade of zero for the missed examination.
 - (3) Homework or other assignments are due on the date specified by the instructor. The only acceptable excuse for not turning these assignments in on time is an excused absence. Late assignments of one-day will be 75% of grade. Assignments not turned in is a grade of zero.
- b. **Military Grade.** This grade is determined by the cadet's overall aptitude for the NJROTC

program and by his or her performance during personnel inspections. Each of these two items contributes 50% towards the overall military grade, which in turn accounts for 40% of the cadet's final grade.

- (1) A minimum military grade average of "B" must be maintained during the first two or three years of the program by a cadet in order for him or her to be eligible for promotion to the officer ranks.
- (2) Aptitude encompasses many traits expected of leaders and is based in the core values of the NJROTC program: honor, courage and commitment.

c. Nine Week Grade.

(1) Academics (60%-of grade)	<u>% of Academic Grade</u>	<u>% of 9-Week Grade</u>
Quizzes, Tests, Projects	70	42
Homework	<u>30</u>	<u>18</u>
	100%	60%
(2) Military (40% of grade)		
*Weekly Personnel Inspection	50	20
**Aptitude	<u>50</u>	<u>20</u>
	100%	40%

d. Semester Grades. Semester Grades are determined by:

Adding the 1st and 2nd Quarter or 3rd and 4th Quarter grades and dividing by two.

e. Year Grade.

	<u>% of Year Grade</u>
(1) First semester Grade	40
(2) Second Semester Grade	40
(3) Final Exam Grade	<u>20</u>
	100%

*Personnel inspections are conducted weekly on uniform day.

**The NJROTC Aptitude Grade not only pertains to the Naval Science Program but, also to the cadet's performance, conduct, behavior, and discipline in the whole school environment.

Note: In the NJROTC program, the instructors must look at the "whole" cadet, not just how he or she is doing in the academic portion of the program. The NJROTC Department at Clements High School is interested in developing a well-rounded cadet, not just someone who can pass a hard exam, or someone who is really good at precision drill.

502. EXTRA CREDIT. The purpose of extra credit is to provide a means for improving low grades and for development of interest in a subject relating to Naval Science. Examples of extra credit work are: research reports, helping instructors in preparation of teaching materials, additional homework, an extra 9-week project, etc. **Extra credit is available for cadets who have completed all other assignments.**

503. FIELD TRIPS. Educational field trips are scheduled each year to military installations; operational schedules permitting, short cruises on Navy ships may be scheduled. These trips are in addition to the several trips taken each year to participate in JROTC drill meets, parades, etc.

a. Eligibility. In order for a cadet to be eligible for one of these trips, he or she must:

- (1) Not owe money for fundraising activities, books, uniform items, etc.
- (2) Have an NJROTC Military Grade average of at least 80.
- (3) Must have worn the uniform on every occasion required.
- (4) Have no instances of Out of School or In School Suspension (OSS - ISS) on record.
- (5) Obtain approval from their Naval Science Instructor.

b. Forms. Two forms are required to be filled out and returned to the instructor prior to the trip in order to be allowed to make the trip:

- (1) **NJROTC Standard Release Form.** This is a two page form which includes medical information and must be filled out and signed by the cadet's parent or guardian. Once it is completed and turned in to the instructor, it is kept on file for as long as the cadet is enrolled in the program, and is taken on each trip the cadet makes.
- (2) **CHS Permission Slip.** This form is one signed by the cadet's parent or guardian granting permission for the cadet to take the trip. It must be completed for each trip.

c. Conduct. Each cadet is responsible for conducting himself or herself in a gentlemanly or lady-like manner while on field trips, so as to reflect credit upon the unit, the school, and the U.S. Navy. **Quiet** will be maintained on the bus, there will be no drugs or alcohol, no **radios** or stereos played on the bus, no profanity, no smoking, and civilian dress will be in good taste. Specific rules will be promulgated by the instructor for the particular trip. Those cadets who do not comply with the rules will be disciplined as required and, if the violation is a serious one, will be sent home at their own expense. School rules and district policies apply to all field trips.

SECTION 6- CLASSROOM RULES

1. An atmosphere conducive to study and learning is essential and will be maintained in the classroom at all times.
2. Cadets are expected to come to class with all necessary materials (textbooks, paper, pencils, etc.). Failure to come prepared will result in the cadet's academic grade being reduced.
3. At the tardy bell, the Classroom Leader will call the class to Attention for Muster. All cadets will come to attention beside their seats and answer to the roll call. Failure to respond properly will result in the assignment of extra military instruction after school on the day following the incident.
4. Silence will be maintained when the class leader calls, "Attention on Deck." Muster will be taken while cadets are at "Attention" (absolute silence). Squad Leaders will responses to muster

will be, "First (or assigned squad number) Squad all present" or "All present with exception of Cadet (insert last name)."

5. When the instructor enters the classroom he will greet the class with, "Good Morning (Afternoon), Class." The class will respond with, "Good Morning (Afternoon), Sir/Chief." The instructor will then tell the cadets to take their seats and start the class.

6. During the first period in the morning, late entry to the classroom after 7:30 a.m. will be permitted only after a late arrival pass has been obtained through the Attendance office. Once obtained, the cadet may proceed to his assigned ROTC classroom and request permission to enter the classroom. Other late entries will be granted if the cadet has obtained an excuse from his/her previous period teacher. Entry will be accomplished by knocking on the classroom door, entering the classroom, taking a position immediately inside the door at attention, and being quiet until acknowledged by the instructor and given permission to speak - disruption of the class will not be tolerated.

7. In responding to questions, statements or orders from instructors, the term "Aye, Aye, Sir" is the appropriate reply in affirmative; "Yes, Sir" is also acceptable. The following responses are not acceptable: "Yeah", "O.K.," "Uh Huh," or similar phrases. Only seniors in the military services may use the phrase, "Very Well," which is the normal method of granting a junior permission or of indicating approval.

8. **The Pledge of Allegiance to the Flag will be recited each day during all class periods.** Cadets will be called to attention and **the pledge will be recited by everyone in the class**, hand over heart and facing the national colors. When in uniform, cadets will stand at attention, facing the flag and recite the pledge (the hand is not placed over the heart when in uniform). Cadets are expected to set the example for students in other classes during the Pledge.

9. When the School principal, an assistant principal or other adult visitors enters the classroom, the nearest cadet or the first cadet to see the visitor entering will call out, "Attention on Deck!" If the visitor doesn't understand the order or is taken by surprise, that's good, we've shown respect for authority and for good manners and discipline.

10. The following are **not allowed** in the classroom:

- | | |
|---|---|
| a. Eating, drinking or gum chewing | e. Throwing trash on deck |
| b. Sleeping | f. Covered Heads (Hats/scarves/etc.) |
| c. Radios, stereos or tape players | g. Any ungentlemanly or unladylike conduct |
| d. Horseplay | |

11. The following are allowed, with instructor's permission only:

- a. Leaving seat**
- b. Changing seats**
- c. Talking, after raising hand and being recognized. Only one cadet will have the floor to speak at any time. Individual instructors may require cadets to rise and stand at attention after being recognized.**

12. The following rules are essential to good order and discipline. Failure to comply with these rules will result in consideration for disenrollment from the program:

- a. Homework is mandatory – note-taking is recommended.**
- b. Directions will be followed the first time they are given.**
- c. NJROTC cadets, particularly cadet officers and chief petty officers, are expected to set the example for student conduct, both on and off campus.**
- d. Cadets will not be excused from class before the bell rings to end the period, except for emergency or illness. Additionally students will follow the 10-10 Clements High School Rule regarding dismissal during class period. In case of illness, the cadet will be excused to go directly to the school nurse.**

13. Each cadet is responsible for knowledge of these rules and for obeying them. Refusal to obey any NJROTC or Clements High School rule or regulation is an offense which can result in disciplinary action taken by either the NSIs, the school, or both; it could also result in the cadet being placed on NJROTC probation or being dismissed from the NJROTC Unit.

Appendix A

Summary of Major NJROTC Activities

1. General. A number of significant events take place during the year in which NJROTC takes part.

2. Inspections. Each year the Chief of Naval Education and Training conducts an annual inspection of its units throughout the United States. Clements is inspected by the NJROTC Area Manager for Area TEN. The inspection requires a great deal of effort on everyone's part. Virtually every aspect of the NJROTC Program is covered. Beginning with a presentation by the cadet staff, a personnel inspection of all cadets within the corps usually follows. Prior to the presentation, the inspector observes classroom activities, and looks in-depth at unit supply and the administrative practices and procedures followed by the cadets and staff. A demonstration given by the unit Drill Team is normally given as a part of the unit pass in review. Prior to his departure, the inspecting officer meets with principal and other administrators to give an assessment of the unit. To obtain a grade of "satisfactory" everyone is required to work hard and give their best effort.

3. Military Ball. The Military Ball is without doubt the nicest of the formal dances given at Clements and is improving with each year of experience. The ball combines an excellent catered dinner, with dancing to the music of a professional disk jockey. Unit instructors and other teacher and administrators enjoy an evening with their students without the restrictions of a classroom environment. Young men wear the dress uniform while young ladies wear civilian dress. The cost to the cadet is kept low through fundraising activities conducted throughout the school year.

4. Drill Meets. Clements High School NJROTC participates in many drill meets each year visiting a number of other schools and meeting students from diverse areas of the state. Teams are formed at the beginning of the year by interested members of the cadet corps. Many life-long friends are found during these meets.

5. Ceremonies. Cadets take part in a wide range of ceremonies throughout the year, mostly as members of the drill team or color guard. Several events, however, involve the entire company. NJROTC plans and conducts a Veteran's Day Ceremony for the school. The unit also participates in two or more local area parades each year and provides unit members to local civic groups when requested.

6. Community Service. Over the past years many of our cadets have volunteered their time in community service. The area of community service has expanded to include: assisting school administrators with preparations for the new school year, participation in local area beach sweeps, the American Cancer Society's Relay for Life and the Juvenile Diabetes Research Foundation's Walk for the Cure. Our goal is to donate between 1000-1500 hours of community service each year. This will require dedication on the part of all cadets.

7. Field Trips. Each year a number of Field Trips are scheduled. Some relate directly to material being covered in the classroom, while others introduce cadets to various aspects of the Navy or improve cadet skills. Each summer one to three cadets have an opportunity to attend a Leadership Academy where top performing cadets from Area TEN work on leadership techniques. Additional basic training is available to another ten to fifteen students during a summer "Basic Leadership Training." Special competition trips associated with athletics, orienteering and other events provide opportunities for students to travel and meet other ROTC students. All trips are open to students in good standing and costs are normally low.