

## **ABOUT THE CADET GUIDE**

This Guide concerns classroom and academic procedures, as well as policies of the Cadet Program. This guide is testable material for all cadets. The Guide is also informative for principals, counselors, teachers and parents. The standards in this Guide support the leadership and personal development objectives of the JROTC program and will provide the foundation for a successful educational experience. It contains policy guidance, requirements, and rules of conduct for you as a JROTC cadet at Vashon High School. We highly recommend you study this guide thoroughly. You will be held responsible and accountable for its contents during daily activities and on examinations.

Disclaimer: This guide is meant to be only a guide. It is not the definitive answer to all cadet questions. It is a living document and as a living document there will be changes in the course of daily Cadet Group activities that will dictate changes must be made to the Cadet Guide. As hard as we try to make it a current source of information, there may be occasions where new procedures and policies contradict or make obsolete those currently in print. Until these changes can be made in the form of a new Cadet Guide, you will be made aware of these changes and it is up to you to pay attention, remember and abide by them. It is also advisable that you write the changes to the guide on the page where the information changed.

# TABLE OF CONTENTS

<b>JROTC Cadet Creed</b>	3
<b>A Cadet's Belief and Pledge</b>	3
<b>Purpose</b>	4
<b>An Important Understanding</b>	4
<b>General Information</b>	5
Purpose	5
Military Obligation	5
Desired Learning Outcomes	5
Applicability	5
Benefits to the Cadet(s)	5
Scope	6
Academic Credit	6
Instructor Staff	6
VHS Subject Choice Sheet	7
<b>Organization and Curriculum Description</b>	7
The Curriculum	7
<b>Cadet Enrollment</b>	13
Conditions for Enrollment	13
Enrollment Procedures	13
Cadet Obligation	14
Disenrollment	14
Cost/Fees	14
<b>Grading Policy</b>	15
General	15
Specifics	15
Determining Student Grades	15
<b>Classroom Conduct</b>	16
<b>Key Terms</b>	17
<b>Bulletin Boards and Official Notices</b>	20
<b>Uniform Regulations and Maintenance</b>	
General	20
Completeness	20
Responsibility and Maintenance	21
Cadet Appearance & Tattoos	21
<b>Inspection and Staff Visits</b>	
General	22
Cadet Battalion Review	22
Formal Inspection	22
<b>Awards and Decoration</b>	

Superior Cadet Decoration	23
Sons of the American Revolution Award (SAR)	23
Military Order of the World Wars Award (MOWW)	23
Daughters of the American Revolution Award (DAR)	23
National Sojourner Award	24
American Legion Award	24
Veterans of Foreign Wars of the USA (VFW) Award	24
U.S. Army Recruiting Award	24
Reserve Officers Association Award	25
Retired Officers Association	25
Noncommissioned Officers Association	25
Scottish Rite Freemasonry Award	25
President Physical Fitness Award	25
Leadership Award	25
Appearance Award	26
Academic Awards	26
Athletic Awards	27
Military Awards	28
Miscellaneous Awards	30
Awards Priority	30
Special Awards	30
Shoulder Cords	30
Academic achievement Insignia	31
<b>Organization of the Cadet Corps</b>	<b>31</b>
<b>Authorized Cadet Ranks</b>	<b>32</b>
Promotions	33
Demotions	34
Transfers	34
Responsibilities	35
<b>Extracurricular Activities</b>	
No Pass No play	42
Summer Camp Scholarship Criteria	42
Social Activities	43
<b>Appendices</b>	
Appendix A. Principles of Organization	44
Appendix B. Battalion Organization Chart	45
Appendix C. Cadet Insignia	46
Appendix D. Uniforms	47
Appendix E. Certificate of Awareness	48

## A CADET’S BELIEF AND PLEDGE

*I believe that both the present and future offer the greatest opportunities and challenges in the history of mankind.*

*I believe in myself because I believe in more than myself. Like the great men and women of history who made life better for me today, I too want to do something great with my life. I want to return more to my country than I take from it.*

*If I am to succeed, I must this very day commit myself to preparation. Aware that only as a tree thrusts its roots deeply into the ground can it lift its branches high into the air; I therefore, pledge to throw myself into my schoolwork. I know that President Lincoln was right in his contention that if one studies and prepares, one’s chances will come. Accordingly, I shall listen attentively to my teachers as they transmit their wisdom, insight and knowledge. I pray they will challenge my mind, charge my soul, and instill in me a love of the great, the real, the true and the challenging. But in the end, I believe that, it is I, I alone that must find out for myself, study the past, analyze the present and dream the future for myself.*

*For, with E. Merrill Root, I believe: “It is only when man, self-reliant man, stands on his own, free of outside support, that he feels himself truly free.” I elect to choose “self-reliance” – the American way.*

The preceding “**A Cadet’s Belief and Pledge**” is placed in this handbook to illuminate the tremendous opportunities the future offers those students who are motivated to serve their fellow man who, by hard study, prepare themselves for the challenge and leadership roles ahead.

Additionally, the cadet is encouraged to appreciate his/her teachers and classmates and to draw out the best in them.

Finally, the cadet is left reminded that his/her own self-reliance and hard work shall determine success in life.

## PURPOSE

The purpose of this handbook is to provide information and guidance to JROTC cadets and all persons concerned with the activities of the Army Junior Reserve Officers’ Training Corps at Vashon High School, St. Louis, Missouri.

The handbook includes general information concerning the organization and objectives of the JROTC and specific administrative personnel matters governing the Corps of Cadets.

Some of the military terms herein may not be clear to the cadets entering JROTC for the first year. These terms will be clarified in the classroom or on the drill field to the cadet's satisfaction before he/she is held responsible for knowing the terms or executing their meaning.

## **AN IMPORTANT UNDERSTANDING**

Experience shows that each year some students' sign up to take JROTC simply as an alternative to physical education. That is, these students seek to escape any activity that will cause perspiration and/or otherwise affect their grooming throughout the school day.

Accordingly, it is important for JROTC students to have an early understanding of the fact that there is considerable physical activity in JROTC. In addition to the many hours devoted to drill and ceremony instructions, the cadet challenge program has been fully implemented as part of the JROTC curriculum. The cadet challenge is designed to promote the spirit of competition in the JROTC program and develop an understanding/appreciation for physical fitness in the individual cadet. While due consideration is given to scheduling other activities during extreme weather conditions; nevertheless, students will have to drill on hot days at the beginning of school, march in a parade on a cold day, and stand a lengthy inspection on an usually warm spring day. Additionally, Fridays are often devoted to participation in outside athletic events that serve the dual purpose of health enrichment and fostering of unit spirit.

The JROTC program is comprised of two companies that form a battalion. As each company is made up of individuals, it goes without saying that the unselfish devotion and dedication of each of its members shape the company's reputation. Special consideration and/or allowances shown to one or a few students are unfair to the others, undermine any effort toward team development, and therefore cannot be tolerated.

In sum, JROTC offers no free ride at the expense of others.

## **GENERAL INFORMATION**

### ***Purpose***

The purpose of the JROTC program is to provide instruction in courses not normally provided elsewhere in the school curriculum which will benefit the cadet, the school, the community, state and nation.

### ***Military Obligation***

A student's enrollment in the JROTC Program does not obligate the student for future military service.

### ***Desired Learning Outcomes***

The Army JROTC program objectives are to develop in each cadet

- Good citizenship and patriotism.
- Self-reliance, leadership, and responsiveness to constituted authority.
- A cooperative spirit and the necessity of working together as a team.
- Ability to think logically and to communicate effectively both orally and in writing.
- An appreciation of the importance of physical fitness in maintaining good health.
- Familiarity with the history, purposes, and structure of the military services with emphasis on accomplishments of the United States Army.

- An appreciation of America's National Heritage.

### ***Applicability***

The JROTC material is applicable to improving all life skills.

### ***Benefits to the cadet (s)***

- One elective credit awarded for each year the JROTC program is successfully completed.
- JROTC can help those who wish to complete for an Army ROTC four-year scholarship. Army ROTC scholarship total more than \$50,000. Scholarship recipients may attend any of the more than 280 colleges and universities across the country that hosts a ROTC program.
- Competitive appointments to West Point, Annapolis, Air Force Academy, Coast Guard and merchant Marine Academies are valuable through the JROTC program for outstanding cadets. These appointments are in addition to the regular congressional and president appointments.
- At many colleges, advance placement in Senior ROTC is possible for students who successfully complete JROTC in high school.
- Students who have successfully completed JROTC are entitled to a higher grade than other enlistees if they do decide to enlist in for active duty, National Guard or Reserves.
- Participation in parades and ceremonies throughout the school year.
- Participation in social activities conducted by the JROTC Corps of Cadets.
- Opportunity to attend JROTC Summer Camp for little or no cost to the cadet.

### ***Scope***

JROTC is offered as an elective course at Vashon High School during each of the four academic years of high school. Program of Instruction, consisting of 108 hours each year, are developed around the following broad class headings:

### ***Academic Credit***

For successful completion of JROTC, academic credit toward graduation is awarded as follows:

LET-1	One credit per year (1 <sup>st</sup> year cadet)
LET-2	One credit per year (2 <sup>nd</sup> year cadet)
LET-3	One credit per year (3 <sup>rd</sup> year cadet)
LET-4	One credit per year (4 <sup>th</sup> year cadet)

### ***Instructor Staff***

Instruction is provided by experienced Army officers and non-commissioned officers who served on active duty and who possess outstanding records of achievement and a genuine desire to aid in the development of young Americans. The Army Instructors tithes that the cadet will encounter are as follows:

1. **Senior Army Instructor (SAI):** The SAI is the senior ranking instructor at a particular school and is responsible to that school principal for all JROTC activities at the school.
2. **Army Instructor (AI):** The AI is the non-commissioned officer who assists the SAI at a particular school in conducting JROTC activities.

### ***VASHON HIGH SCHOOL CHOICE SHEET***

	<u>STATE OF MISSOURI</u>		<u>ST. LOUIS BOARD OF EDUCATION</u>	
	<u>Minimum</u>	<u>College Bound</u>	<u>Minimum</u>	<u>College Bound **</u>
English	4	4*	4	4*
Mathematics	3	4*	3	4*
Science	3	4	3	4
Social Studies	3	3	3	3
Fine Arts	1	1	1	1
Foreign Language	0	2	0	2
Practical Arts	1	1	1	1
Physical Education	1	1	1	1
Health	.5	.5	.5	.5
Personal Finance	.5	.5	.5	.5
Electives	7	9	7	9*
TOTALS	24	30*	24	30*

\* Advanced Courses, Vocational Technology, ACT Preparation, and College Summit.

\*\* Recommended

### **24 UNITS - STUDENT CREDIT HOUR CLASIFICATIONS**

Freshman	6
Sophomore	6
Junior	6
Senior	6

### **ORGANIZATION AND CURRICULUM DESCRIPTION**

JROTC is a progressive program beginning with familiarization subjects during the first year leading to more intricate military science studies and practical application in the

following years. To gain maximum benefits, cadets are encouraged to enroll in JROTC their freshman year and to remain in the program through their senior year.

### ***The Curriculum***

The JROTC courses of study are part of the school's overall curriculum. Its flexibility permits it to be adapted to the needs of both the students and the school. The courses presented in each of the four years are as follows;

## **CADET ENROLLMENT**

### ***Conditions for Enrollment***

To be eligible for enrollment and continuance as a member of the JROTC program, each participant must meet the following requirements:

1. Be enrolled in and attending Vashon High School.
2. BE A CITIZEN OF THE UNITED STATES.
3. Be at least 14 years of age.
4. Provide the JROTC department with a certificate or statement of health signed by the parent or guardian.
5. Maintain an acceptable standard of conduct and be of good moral character. The cadet must have integrity and must require of himself/herself honesty, self-reliance, and a sense of responsibility in the performance of JROTC and other and other academic assignments. The cadet must show self-discipline, a spirit of cooperatives, a willingness to subordinate personnel desires for the good of the team, and be responsive to constituted authority through observance of laws, rules and regulations; by prompt and regular attendance at school; and in general, good behavior towards other classmates and members of the staff and faculty.

### ***Enrollment Procedures***

All cadets entering JROTC for the first time will be enrolled in Leadership Education and Training 1 (LET-1). A prerequisite for enrollment in LET-2, LET-3 and LET-4 courses is satisfactory completion of preceding courses. Students desiring to enroll in JROTC must first communicate with their assigned school counselor; and, thereafter, report to the SAI or AI for interview. The SAI or AI will accept or deny enrollment based on published guidelines. The SAI will complete the appropriate enrollment form and returned the document to the counselor. The school counselor will finalize the student's schedule indicating JROTC.

### ***Cadet Obligation***

The cadet agrees to abide by the rules and regulations of the JROTC department and accepts the responsibilities for care and maintenance of issued clothing and equipment. A cadet may not be dropped from the rolls without the SAI approval and the school



principal. In addition, cadet officers will be required to execute an oath of acceptance when commissioned.

### ***Disenrollment***

Normally, cadets will be disenrolled or excluded from JROTC attendance, as appropriate, as determined by the Senior Army Instructor (SAI) and the school principal. In all cases, a cadet will be disenrolled from JROTC when he/she:

1. Withdraws from school.
2. **Becomes physically unfit. (cannot march, stand in formation for extended periods of time, etc.).**
3. **Shows inaptitude for leadership training**, as demonstrated by lack of general adaptability, wants of readiness or skill, unhandiness, or inability to learn.
4. Fails to maintain an acceptable standard of academic achievement, conduct, or attendance.
5. Fails to maintain acceptable **"grooming"** standards.
6. Shows undesirable traits of character as demonstrated **by cheating on examinations; stealing, unauthorized possession of drugs or use thereof**, lying, conviction of a felonious act, frequent incidents of a discreditable nature with civil or school authorities, or similar acts.
7. Shows indifference to and lack of interest in leadership training as demonstrated by frequent absences from class or drill, **frequent failure to wear the uniform as prescribed**, and an established pattern of shirking duties and responsibilities.

### ***Cost/Fees***

No cost or fee is assessed a cadet by virtue of his/her enrollment in JROTC, other than that described below, if applicable.

Textbooks are issued and used in the classroom only. Students are not allowed to remove textbooks from the classroom (The SAI or AI can make exceptions to this rule). A charge of \$20.00 will be assessed for lost or negligently damaged books.

The uniform and items thereto issued to cadets is the property of the United States Government and is provided for wear only on prescribed occasions. Designated items will be returned to the JROTC department at the end of each school year or upon the cadet's withdrawal/release from the program. In the event a cadet transfers from one school to another in the same district, the cadet will transfer with the uniform items issued. Cadet records will be forwarded to the school JROTC Department. Any abuse, loss, or damage to uniform and items thereto will be charged to the cadet. Grades will be held until all charges have been paid.

## **GRADING POLICY**

### ***General***

Students enrolled in JROTC are evaluated in conformance with the St. Louis Public Schools Evaluating and Reporting Student Progress Guidelines.

### *Specifics*

A cadet's level of performance will be measured by his/her instructor using oral written, practical performance and observation tests, as well as the factors below:

1. The cadet's attitude in carrying out orders issued by the military instructors, cadet leadership team, and school staff and faculty members.
2. Participation in announced JROTC activities and the degree of cooperatives and application thereto. **The JROTC Program Assessment (JPA) is a major examination,** and since this inspection is held only one day every third year, no make up is possible.
3. The cadet's overall demonstrated courtesy and discipline and classroom decorum, not only in JROTC classes but also throughout the school.
4. The cadet's manner of performance during inspections, drill practice, parades, and ceremonies.
5. Additionally, the military instructors will consider wearing of the uniform on prescribed days and the manner in which it is worn. That is, evaluations are made of haircuts, shaves, shoes shined, brass polished, cleanliness and pressing of uniforms, and the proper placement of brass, name tag, awards and decorations.

### *Determining Student Grades*

The course syllabus lists the procedures to determine student grades.

**NOTE: Wearing of the JROTC uniform, properly and on the prescribed day, is mandatory! Failure to comply without adequate make-up will affect the cadet's grade for the quarter or semester!**

## **CLASSROOM CONDUCT**

The highest standards of appearance and conduct are expected of each cadet at all times. Abusive language, unconventional dress, or behavior will not be tolerated.

Cadets will move into the classroom in a quiet and orderly manner and go directly to their assigned seat. The JROTC Instructor or Class Leader calls cadets to attention. The **Cadet Creed is recited once weekly**. The Pledge of Allegiance to the flag is recited on Wednesdays or Thursdays. Each cadet will remain at attention until his/her name is called. When the cadet's name is called, he/she will answer "HERE" and be seated.

Classes are in session as soon as the bell stops ringing. Cadets that are late for class must obtain a valid Admittance to Class Slip from the Attendance Office or another teacher before the instructor can determine whether the tardiness is excusable or not.

Cadets will sit with good posture, keeping feet off chairs. No food or drink will be brought to or consumed in the classroom (exception, events approved by AI or SAI). Classroom conduct and behavior will be such as to encourage the learning process. Any action by a cadet or cadets that interrupts or causes a distraction in the classroom during instructions will be considered an infraction of classroom conduct and discipline will be administered as the offense may warrant.

When the instructor asks a cadet a question, he/she will, identify himself, and answer the question to the best of his/her ability, in a clear and understandable voice, so the entire class can receive the response. When a cadet desires to ask a question of the instructor, the cadet will raise his/her hand, when recognized, identify himself/herself, and communicate the question.

During outside classes, the cadets will fall-in the prescribed formation and place. When in formation, cadets will always comply with FM 22-5-1 guidelines. When the cadet's name is called, he/she will reply "HERE" and then assume the position of parade rest.

During any examination, cadets will conduct themselves as stated in the Cadet Creed. Dishonesty of any sort indicates a serious lack of integrity and constitutes grounds for disciplinary action and/or dismissal from the JROTC program. A cadet's word is her/her bond. Personal integrity, as concerns statements either oral or written, is one of the most important qualities of potential leaders (**Demerit/Merit Guidelines, Appendix E**).

## KEY TERMS

**Authority:** Cadet officers and non-commissioned officers are vested with the authority commensurate with their grade and responsibilities. They will be obeyed at all times by cadets junior to them in all matters pertaining to JROTC activities. To be a good leader, one must first learn to follow.

**Responsibilities:** Cadet officers and non-commissioned officers have the duties and responsibilities commensurate with their assigned position and rank. For instance, the cadet Lieutenant Colonel is responsible for the discipline, training, and morale of the entire battalion; a cadet captain for his or her company; a lieutenant for his platoon; and a sergeant, his or her squad.

**Drill Proficiency:** Cadet leaders are expected to know and be able to instruct cadets under their command in all phases of drill. That is, squad leaders must know squad drill; a platoon leader, squad and platoon drill; and a company commander, squad drill, platoon drill, and company drill. They are also expected to know and to practice the prescribed

methods of leadership necessary to maintain the control and respect of the members of the units that they command and to train and inspire them to perform their best as individuals and as a unit.

***Discipline:*** Discipline comes from a Latin word which means "learning" or teaching.' It is also defined as learning that correct, molds, strengthens, or perfects. Following are some additional comments inserted to strengthen and to clarify this important term:

1. Field Manual 22-100 states very clearly that "Military Discipline" is similar to the discipline of a football team in that it satisfies both the needs of the men and the requirements for an organization. There is a difference however, between the discipline required in the Army and that required in any organization:

If the soldier objects, he cannot simply quit. Second: In order that an Army may function even when riddled with casualties, the actions of its men or women must be regulated beyond that required in other organizations. **Therefore, discipline is the individual or group attitude that insures prompt obedience to orders and initiation of appropriate actions in the absence of orders. *Military discipline must not be confused with punishment.***

2. Being discipline means that one has learned to place the task of the unit, the team, above/his/her personal desires. It means learning to obey, promptly and cheerfully, the orders of one's leader so that when in their absence, one will observe established rules and conduct one's self properly.

3. During JROTC training the leaders will insist on perfection in what seems to be minor details, such as cleanliness, grooming, shaves, haircuts, shoes shined, brass polishing, precision marching, and others. These are all forms of discipline - training. Cadet performance will be expected to be of the highest caliber, not only during the school day, but also, when performing any JROTC function off the school grounds. In sum, cadets are asked to conduct themselves in a way that reflects credit upon themselves, their parents, their JROTC unit, their school and the United States Army.

4. Disciplinary measures will be administered in a military manner, without partiality or favoritism. There are set rules for the level of command that will administer what disciplinary for what offense. The SAI and AI will communicate those rules as required. However, it is accepted policy that disciplinary actions will be taken by the lowest echelon of command that can achieve the desired results. When the desired results cannot be achieved in the cadet chain of command, the action will then move to the Army Instructor, to the Senior Army Instructor, and finally to the school principal, as necessary.

5. When necessary, as a result of lack of discipline, the SAI may enforce discipline upon a cadet by employing one of the following means:

- a. Halting a potential promotion.

- b. Reduction in cadet's rank.
- c. Establishing remedial training.
- d. Suspension or dismissal from JROTC or from school (when approved by the principal)

6. Demerit and merit guidelines listed at Appendix E.

**Conduct** is nothing more than ones' behavior or the way one acts. Whether in uniform or not, all members of the Cadet Corps are expected to conduct themselves in a commendable manner at all times. Cadet leaders will conduct themselves in a manner becoming the dignity and prestige of their position. Their conduct, both in and outside of JROTC activities, will be such as to set an example of excellence for all other cadets to follow. They will administer the authority vested in them, impartially, impersonally, with firmness, justice, and common sense. At no time will a cadet leader use his/her position or rank to harass, intimidate, or otherwise degrade another cadet.

**Courtesy** is nothing more than good manners and politeness in dealing with other people. The only distinction between military and civilian courtesy is certain forms of courtesy, which have become customs or traditions of the military services (such as saluting).

1. **Cadet Communication:** Cadet observes military courtesy at all times during any activity pertaining to the JROTC program. Cadets are addressed as Cadet, Mister, or Miss. When cadets address the instructors they will preface the instructors' last name with the instructors' military rank. Example: "Sergeant First Class Jones," "Major Smith."
2. The Military salute: Military courtesy starts with the SALUTE. The salute is a form of greeting between military personnel. In the U.S. Army, only commissioned officers and warrant officers render a salute. As is the custom in all military services, the junior salutes the senior and the senior returns the salute of the junior. This applies in the JROTC battalion between officers and between cadet officers and cadets. On days that the uniform is worn, the salute will be rendered outside of buildings throughout the school day or at any other activity or function where the uniform is prescribed. On non-uniform days, the salute is not required unless cadets are participating in a JROTC formation.

### **Orders**

**Types:** An order is a communication, whether oral, written, or by a signal; which conveys instruction from a superior to a subordinate. Orders will, in some cases, be sent to JROTC classrooms or delivered to the field by cadet leaders in the form of notices or announcements.

**Purpose:** The main purpose of orders is to accomplish an objective toward further accomplishment of the overall mission. **Before a cadet can expect to command, he/she must first learn to Obey.** This is something a cadet must remember if she or he hopes to

be promoted and be in a position of command some day. All orders from the principal and teachers, the military instructors, and those cadet leaders with higher rank than the cadet being ordered must be obeyed.

**Obedience:** Lawful orders are given to be obeyed. If every subordinate were to question the fairness, justice, propriety or wisdom of orders received from any authorized source, there would be no discipline and the JROTC unit would become ineffective. Remember: A cadet is required to obey lawful orders first, and if he/she has a complaint, see their superior in the chain of command, after first obeying the order. The well-trained and disciplined cadet is receptive to the wishes of his/her superior, regardless of how informally they may be expressed. The ideal cadet finds no task too small to be faithfully performed.

**Chain of Command:** Military control is exercised through a series of leaders. When the company commander directs his camp to move five miles south, he or she does not give each and every person this information. He gives an order to his platoon leaders. The platoon leaders then give the order to their squad leaders. Battalion Commander and Company Commanders, link is called **the chain of command**. This chain of command extends from the President of the United States (The Commander-in-Chief of all Armed Forces) at the top, down to the Company Commander.

St. Louis Public schools has a similar chain of responsibility (command). The Superintendent supervises the principals of each school; each principal supervises his/her assistant principals and staff, who in turn instruct students.

**NCO Support Channel:** This channel extends from the Command Sergeant Major (top of the enlisted chain) to the Corporal. The NCO Support Channel provides support to the chain of command to accomplish the mission.  
An excellent NCO corps is vital to the success of any organization!

## **BULLETIN BOARDS AND OFFICIAL NOTICES**

Official notices are posted on the bulletin boards inside the Army Instructors classrooms.

Cadets are responsible for reading and complying, when appropriate, with all information posted on the bulletin board and for any notices received through school channels. Before placing notices on the JROTC bulletin board, all personnel must obtain approval from one of the JROTC Instructors.

## **UNIFORM REGULATIONS AND MAINTENANCE**

### ***General***

The United States Army JROTC uniform is more than a mere suit of clothes. It is a symbol of honor, tradition, and great achievement, and should be worn both proudly and

properly. Smart appearance and proper conduct in uniform are indications of self-respect, pride, alertness, and sense of responsibility. Cadets are required to wear the uniform on the day designated as "Uniform day" and other occasions as designated by the SAI. Failure to wear the uniform on designated days is considered an infraction of these regulations. Disciplinary action is taken against offenders who do not have an adequate excuse. The following are not considered to be legitimate excuses: "I forgot," "It's in the cleaners," "It's not clean," "I could not find all of it," or "I stayed the night with a relative (friend) and did not have time to go home and get it."

NOTE: Wearing of the uniform as prescribed affects a student's grade. Students who fail to wear the uniform on "Uniform day" may obtain full credit when absence is excused provided he/she wears the uniform throughout the following school day or the first day of school attendance following "Uniform day." An unexcused absence may be made up for 80% credit.

### ***Completeness***

When the uniform is worn, it must be complete. No part of the uniform is worn with civilian attire. When outdoors in uniform, the cap must be worn at all times.  
CADETS' WILL NOT WORK AT CIVILIAN JOBS IN THE JROTC UNIFORM.  
Cadets who have jobs after school must make arrangements for changing into civilian clothing prior to reporting to work on "Uniform day."

**NOTE: On "Uniform day," cadets are required to wear the uniform throughout the school day.** The only exception is when a cadet must change from the JROTC uniform for another school activity: for instance, a band uniform or choral gown. In such cases, the affected cadet must notify and gain approval from his/her instructor.

### ***Responsibility and Maintenance***

Before a cadet can be issued a uniform, his/her parent or guardian must assume financial responsibility for loss or damage due to neglect for items issued. Having a parent/guardian sign a statement of responsibility does this. The statement is issued to each cadet and becomes a part of the unit supply records. In this connection, each cadet in receiving or turning in JROTC clothing and equipment must exercise great care. Before placing your signature on the supply record, check carefully to be sure you are issued the items recorded on your clothing form. Once you have signed the supply record, you have verified receipt of those items listed and you become responsible for the items reflected thereon. **The JROTC department is NOT responsible for uniform cleaning/laundry. Each cadet is responsible for the cost associated with a cleaning.**

It is of the utmost importance that items authorized for wear on the uniform is positioned precisely. The JROTC cadet desk reference has information showing the correct manner in which brass insignia, nametag, awards, and badges are to be positioned on the uniform.

Additionally, at the beginning of the school year, JROTC Instructors will display a model uniform (Male/female) showing the correct placement of all items and reflecting the standard brass polishing expected. Moreover, senior Corps Cadets will present a demonstration giving tips on how to shine brass and shoes.

### ***Cadet Appearance***

The wearing of a wristwatch, wrist identification bracelet, and not more than two rings is authorized with the Class A or B uniforms (Army Service Uniform, ASU). No jewelry, watch chains or similar items, to include pens and pencils, will appear exposed on the uniforms.

FEMALE cadets are authorized optional wear of screw-on, clip-on, or post type earrings with the uniform. Earrings will not be worn with the ACU. **Earrings will not exceed 6mm or 1/4 inch in diameter. They will be of gold, silver, or white pearl; unadorned and spherical. When worn, earrings will fit snugly against the ear and will be worn as a matched pair with only one earring per ear lobe.** Lipstick and nail polish may be worn with all uniforms as long as the color is conservative and compliments the uniform. Extreme shades such as purple, gold, blue and white will not be worn. Cosmetics may be worn but must be applied conservatively.

MALE cadets are not authorized to wear any type of earring when wearing the military uniform.

Anyone wanting to enter JROTC may have no more than four visible tattoos from below the elbow to the wrist bone or anywhere below the knee.

Each of the four tattoos must be smaller than the size of the wearer's hand with fingers extended and joined with the thumb touching the base of the index finger.

Tattoos or brands are prohibited on the following areas of the body:

- Head or face except for permanent make-up such as eyebrows and eyeliner
- Neck (anything above the t-shirt neck line to include on/inside the eyelids, mouth, and ears)
- Wrists, hands, or fingers
- Visible tattoos cannot be more than 2 inches wide including band tattoos that wrap around the arm

The following types of tattoos or brands are prejudicial to good order and discipline of the Military and are, therefore, prohibited anywhere on the body:

- Extremist tattoos or brands are those affiliated with organizations which advocate racial, gender, or ethnic hatred or intolerance.
- Indecent tattoos or brands are those that are grossly offensive to modesty, decency, propriety, or professionalism.
- Sexist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on gender.



- Racist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on race, ethnicity, or national origin.

Fad hairstyles are not permitted. These include, but are not limited to surfer/skater cuts, Mohawks, lines or initials, spiked hair, etc. Hair must also be a natural hair color while in uniform. Females may have highlights, but these must be of a natural color and length may not extend below the shirt collar while in uniform.

Undershirts must be white, V-neck and will not be visible with open collar uniform combinations.

Hosiery can be worn by females who choose to wear the Army skirt. Hosiery will be a shade that complements the uniform or skin color (e.g., neutral, black or dark navy). White or other shades of hosiery are not authorized.

Cadets may remove Service Dress coats and windbreakers in the classroom as long as they remain in a proper uniform combination (i.e.; nametags, etc.). Under no circumstances will the Service Dress coat be worn unbuttoned or the windbreaker unzipped more than halfway. If worn, ties and tabs will not be loosened. Coat and jacket sleeves will not be pushed up.

## **INSPECTION AND STAFF VISITS**

### ***General***

To insure a high standard of personal appearance is maintained within the Cadet Corps, the SAI and AI will perform frequent inspections. In addition, cadet commanders will conduct weekly inspections on Uniform day. Moreover, periodic inspections and/or staff visits will be made throughout the school year by representatives from Cadet Command, and <sup>3rd</sup> Brigade.

### ***Cadet Battalion Review***

Annual ceremony held for community leaders, educational leaders, parents, staff and students to see all JROTC cadets in a formal ceremony. The battalion change of command will occur at the review ceremony.

### ***Battalion Command Group Selection Procedures***

SAI and AI chair a board. Cadets nominated will appear before the board members using the following evaluation guidelines:

- Academic grade point average.

- Military Knowledge**

## **-JROTC program knowledge**

- Leadership abilities
- Command voice
- Military appearance

The cadet with the highest points will be the Battalion Commander and the second highest will be the Battalion Executive Officer (XO). The Battalion Command Sergeant Major (CSM) selection criteria is the same as above with one additional requirement; unique ability to enforce standards, policies and procedures and color guard supervision!

The Battalion Commander, Battalion XO, and CSM will select staff members (S1, S2, S3, S4, S5 & S6), Company Commanders, and First Sergeants (1SG). Company Commanders and First Sergeants will select Platoon Leaders, Platoon Sergeants and Squad leaders. **The SAI AND AI WILL PROVIDE SELECTION CRITERIA AND SUPERVISE THE SELECTION PROCESS.**

### ***JROTC Program Assessment (JPA)***

Once every three years, 3<sup>rd</sup> Brigade JROTC representatives inspect Vashon High School JROTC department! The inspection purpose is to evaluate the JROTC program efficiency and determine the unit designation. Extreme care in preparing for this inspection is essential. **MAXIMUM ATTENDANCE BY ALL ENROLLED CADETS IS CRUCIAL** to the overall results. The inspectors check attendance, classroom instruction, preventive maintenance, administration, supply and security, policies and procedures to ensure that the school's JROTC department compliance and maintains the highest standards.

## **AWARDS AND DECORATIONS**

In addition to the Department of the Army, civic and military clubs and organizations offer numerous awards and decorations to deserving cadets. Awards and decorations are presented to individual cadets and units that excel in certain areas of academic and military achievement and in JROTC sponsored extracurricular activities. Awards are given to recognize the distinguished, heroic, meritorious, and other commendable acts of the individual cadet or unit. The following are awards and criteria that are available during each school year.

### ***Superior Cadet Decoration***

#### ***One award per LET class***

The cadet must be in the top 10% of his or her class in JROTC and in the top 50% of his or her class in overall academic standing.

### ***Sons of the American Revolution Award (SAR)***

***One award per school***

A cadet must be in good standing militarily and scholastically at the time of selection and presentation. He or she must show a high degree of merit with respect to leadership qualities, soldierly bearing, and excellence.

***Military Order of the World Wars Award (MOWW)***

A cadet must be in good standing in all military aspects and scholastic grades at the time of selection and presentation; has shown marked improvement in both military and scholastic grades at the time of selection and presentation; and has indicated by military and scholastic grades, extracurricular activities, or individual endeavor a desire to serve his/her country.

**3 Ribbons per school - 1 per LET Level**

**LET 1 = Bronze**

**LET 2 = Silver**

**LET 3 = Gold**

***Daughters of the American Revolution Award (DAR)***

***One award per school***

A cadet must be a member of the graduating class; be in the top 25 percent of the cadets in JROTC and academic subjects; has demonstrated qualities of dependability and good character, adherence to military discipline, leadership ability, and a fundamental and patriotic understanding of the importance of JROTC training.

***National Sojourner Award***

***One award per school***

A cadet must be in good standing at the time of selection and presentation. He or she must show a high degree of merit with respect to leadership qualities, citizenship, and excellence.

***American Legion Award***

Scholastic Excellence Award - The cadet must be in the top 10 percent of his/her class in academic subjects; be in the top 25 percent of his/her class in JROTC subjects; has demonstrated qualities of leadership; and, has actively participated in related student activities, such as, student organizations, constructive activities, or sports.

General Military Excellence Award - The cadet must be in the top 25 percent of his/her class in academic and JROTC subjects and has demonstrated outstanding qualities in military leadership, discipline, character, and citizenship.

### ***Veterans of Foreign Wars of the USA (VFW) Award***

#### ***One award per school***

The cadet must be in good standing academically and militarily; has demonstrated achievement and concentrated effort in military subjects or military and academic subjects; and/or, demonstrated capability and diligence in a related activity of the JROTC program. Selection and other criteria as determined by the SAI.

### ***U.S. Army Recruiting Command Award***

#### ***One award per school***

The cadet must be in the third year of a 4-year program; be in the top 25 percent of his/her academic class; has demonstrated outstanding leadership traits and possess the potential for assuming positions of increased responsibility; has participated in extracurricular activities that foster both scholastic and military excellence; and, has demonstrated qualities of dependability and good character, respect for military discipline and standards, and possess a fundamental and patriotic understanding of the importance of JROTC training.

### ***Reserve/Retired Officers Association Awards***

#### ***One award per school***

The cadet has indicated a desire to continue in the ROTC program and obtains a commission; be in the top 10 percent of their JROTC class; has demonstrated excellent qualities of leadership, moral character, and high aptitude for military service.

### ***Noncommissioned Officers Association (NCOA) Award***

#### ***One award per school***

The cadet must have consistently exhibited the best military bearing, personal appearance, and leadership ability in his or her JROTC unit.

### ***Scottish Rite of Freemasonry Award***

#### ***One award per school***

The cadet must have contributed the most among cadets on campus to encourage and demonstrate Americanism, by deeds or conduct during participation in extracurricular activities or community projects. He or she must have demonstrated academic excellence by being in the top 25 percent of their academic class. The cadet must be a LET 3 or 4

student; demonstrated a potential for outstanding leadership, good citizenship, and patriotism.

### ***President Physical Fitness Award***

Cadets who meet or exceed the 85% standard during a scheduled cadet challenge event where all five events are conducted the same day will receive this award. The patch is authorized for wear on the cadet uniform for one year from the date earned. The patch is to be worn on the right breast pocket in accordance with the criteria for DA Staff Badges.

### ***Army Instructors Leadership Award***

This award is earned by cadets who served willingly and successfully in leadership positions (squad, platoon, class, company and battalion). The cadet must receive a satisfactory rating on all monthly performance counseling. The cadet must plan and lead one major school or community project during the school year. The cadet must maintain a "B" average in JROTC. The cadet must display a positive example in and out of military uniform. The cadet cannot receive a single school referral nor be suspended for disciplinary reasons.

### ***Army Instructors Appearance Award***

This award is earned by cadets who wear the prescribed Army uniform when directed and to standards. The cadet cannot receive an unexcused absence during the school year. The cadet must participate in weekly uniform inspections and receive 8 or more No Deficiencies recorded.

### ***Citizenship Award***

A cadet who performs 50 or more community service hours during the school year earns this award. He/she must serve as mentor for one or more JROTC cadet(s). The cadet must participate in 20 or more hours of extracurricular activities within the JROTC department. The cadet cannot receive a single school referral nor be suspended for disciplinary reasons. The cadet must display a good attitude and character in and out of uniform.

### ***Cadet of the Month Award***

Awarded to one cadet who exemplifies the CADET CREED. The same cadet cannot receive this award twice within the same school year. The corps of cadets Bn Cdr and Bn CSM will recommend once monthly a cadet to receive the award.

### ***Additional Awards***

Medals, badges, awards, and decorations, including ribbons will be worn IAW CC Reg 670-1 as authorized by AR 672-5-1 and AR 145-2.

## ***Academic Awards***

### **N-1-1 Distinguished Cadet Award for Scholastic Excellence**

Awarded by: Superintendent (annually)

Criteria: Awarded annually to one LET-2 or higher cadet who exhibits the highest degree of excellence in overall scholastics.

### **N-1-2 Academic Excellence Award**

Awarded by: Principal

Criteria: Awarded annually to one cadet in each LET level for maintaining highest school academic grades and GPA.

### **N-1-3 Academic Achievement Ribbon**

Awarded by: Senior Army Instructor

Criteria: Awarded annually to those cadets that maintain a grade of "A" in all academic subjects. (2 or more 10-week periods).

### **N-1-4 Perfect Attendance Ribbon**

Awarded by: Senior Army Instructor

Criteria: Awarded at the end of each semester to cadets that have no unexcused absence during the semester.

### **N-1-5 Student Government Ribbon**

Awarded by: Principal

Criteria: Elected to student government office.

### **N-1-6 LET Service Ribbon**

Awarded by: Senior Army Instructor

Criteria: Awarded to cadets successfully completing first semester of training of each LET year. Second, third, and fourth year training awards will be bronze, silver, and gold lamps.

### **N-1-7 Academic Excellence Award**

Awarded by: Senior Army Instructor

Criteria: Awarded annually to those cadets who maintain a GPA of 3.0 with no "D" or less in all academics.

N-1-8 Academic Recognition Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded to any cadet who is selected to receive academic recognition by any organization within or associated with the school system.

N-1-9 Academic Excellence Award II

Awarded by: Army Instructor

Criteria: Awarded at the end of each 10 weeks to each cadet who earns an academic "A" grade and #1 citizenship rating.

N-1-10 Academic Excellent Award III

Awarded By Army Instructor

Criteria: Awarded at the end of each 10 weeks to each cadet who earns an academic "B" grade and #2 citizenship rating.

***Athletic Awards***

N-2-1 Varsity Athletic Ribbon

Awarded by: Principal

Criteria: Awarded annually to cadets that excel in varsity sports and are awarded a school athletic letter.

N-2-2 Physical Fitness Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded annually to cadets who maintain excellent physical fitness.

Male cadets must run one mile in 6:30 minutes or less; females in 8:30 minutes or less during the annual cadet challenge.

N-2-3 JROTC Athletic Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded annually to each cadet that excels in JROTC athletics, i.e., Cadet challenge and intramural activities.

N-2-4 JROTC Athletic Improvement Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded annually to each cadet, who in the SAI's opinion has made excellent improvements in his or her physical condition, as measured on scheduled physical fitness test.

N-2-5                    Community Athletics Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded annually to cadets that excel in athletics within the city of St. Louis and surrounding communities. The cadet must provide a letter validating participation/recommendation for the award.

***Military Awards***

N-3-1                    Senior Army Instructor Leadership Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded annually to one cadet per LET level who displays the highest degree of leadership during regularly scheduled and activities, i.e., inspections, community projects, and school activities.

N-3-2                    Personal Appearance Ribbon

Awarded annually to cadets who consistently present an outstanding appearance During weekly inspections and during higher headquarters formal inspections.

N-3-3                    Proficiency Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded annually to those cadets who have demonstrated an exceptionally high degree of leadership, academic achievement, and performance of duty.

N-3-4                    Drill Team Ribbon

Awarded by: senior Army Instructor

Criteria: Awarded annually to drill team members who participate in 90% of practices and at least five drill meets.

N-3-5                    Orienteering Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded annually to those cadets who are members of the orienteering team. Team members must participate in two events.

N-3-6                    Color/Honor Guard Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded annually to members who participate in five events.

N-3-7                    Rifle Team Ribbon



Awarded by: Senior Army Instructor  
Criteria: Awarded annually to rifle team members who participated in at least five rifle competitions.

N-3-8            Adventure Training Ribbon

Awarded by: Senior Army Instructor  
Criteria: Awarded annually to cadets who are members of the Raiders Challenge team. The cadet must compete in at least two events.

N-3-9            Commendation Ribbon

Awarded by: Senior Army Instructor  
Criteria: Awarded to cadets whose performance of duty exceptionally exceeds that of a cadet of his/her grade and experience.

N-3-10          Good Conduct Ribbon

Awarded by: senior Army Instructor  
Criteria: Awarded annually to each cadet who has demonstrated outstanding conduct throughout two consecutive school semesters.

N-3-11          Summer Camp Completion Ribbon

Awarded by: Senior Army Instructor  
Criteria: Awarded annually to cadets for successful summer camp completion.

N-3-12          JROTC Band and Chorus Member Ribbon

Awarded by: Senior Army Instructor  
Criteria: Awarded annually to cadets that are members of the JROTC band and chorus. Members must participate in 90% of practices and at least two performances.

N-3-13          Summer Camp Leadership Award Ribbon

Awarded by: Senior Army Instructor  
Criteria: Selected and received a leadership awarded at the annual JROTC Summer camp.

N-3-14          First Place Finish Ribbon

Awarded by: Senior Army Instructor  
Criteria: Awarded to each cadet or team that is awarded a first place trophy at a League drill meets, or first place team trophy at a rifle match.

### ***Miscellaneous Awards***

#### **N-4-1 Parade Ribbon**

Awarded by: SAI

Criteria: Awarded annually to cadets who participated in at least two Local community parades, i.e., Veterans' day, Memorial Day, Homecoming, etc.

#### **N-4-2 Recruiting Ribbon**

Awarded by: Senior Army Instructor

Criteria: Awarded annually to cadets who recruit a minimum of two students Into the JROTC program each school year.

#### **N-4-3 Community Service Ribbon**

Awarded by: Senior Army Instructor

Criteria: Awarded annually to cadets who earn 25 hours of community service.

#### **N-4-4 School Support Ribbon**

Awarded by: Senior Army Instructor

Criteria: Awarded to cadets who participate in 4 or more school activities Supported by JROTC (i.e. open house, orientation or PTA meetings).

#### **N-4-5 Fund Raiser Ribbon**

Awarded by: Senior Army Instructor

Criteria: Awarded to cadets who participate in 3 or more JROTC fundraisers.

#### **N-4-6 Service Learning Ribbon**

Awarded by: Senior Army Instructor

Criteria: Awarded annually to cadets who participate in 2 or more service learning projects.

#### **N-4-7 Excellent Staff Ribbon**

Awarded by: Senior Army Instructor

Criteria: Awarded annually to cadets who receive a satisfactory rating as a staff Officer or NCO (S-1, S-2, S-3, S-4, or S-6).

### ***Awards Priority/Placement***

Medals, ribbons and badges are worn in accordance with their proper priority as follows:

ACADEMIC	N-1-1 through N-1-10
MILITARY	N-3-1 through N-3-15
ATHLETIC	N-2-1 through N-2-5
MISCELLANEOUS	N-4-1 THROUGH N-4-7
SECOND AWARD	Bronze Lamp
THIRD AWARD	Silver Lamp
FOURTH AWARD	Gold Lamp

### ***Special Awards***

Scholarships and other special awards information are published periodically during the school year by the SAI.

### ***Shoulder Cords***

Distinctive shoulder loop insignias will be issued as appropriate and worn as follows: shoulder cords will not be worn on ACUs; and, although an individual cadet may be a member of more than two of the following activities, he/she, nevertheless, will be limited to wearing no more than two of the shoulder cords. A single cord will be worn on the left shoulder. When two cords are worn, the cord of the highest precedence will be worn on the left shoulder and the second cord will be worn on the right shoulder. Shoulder cords in order of precedence are:

Unit Designation-----	Blue
Battalion Commander-----	Blue & White
Color Guard-----	White
Drill Team-----	Red
Honor Guard-----	Orange
Raiders Challenge Team-----	Black
Orienteering Team-----	Green
Rifle Team-----	Tan

### ***Academic Achievement Insignia***

Distinctive metal, gold colored, wreath presented to cadets in the top ten percent of each JROTC class based on grades earned in JROTC subjects as determined by the Army Instructor. It will be issued and worn during the academic term following that in which the grades were earned. The award is centered immediately above the right breast pocket on the coat and shirt when worn as an outer garment.

### ***Subsequent Awards***

A felt pad center background worn beneath the wreath, not to protrude beyond its edges indicates subsequent awards. (1) Second award: red pad. (2) Third award: silver gray pad. (3) Fourth award: gold pad.

## **ORGANIZATION OF THE CADET CORPS**

The JROTC Battalion consists of a Battalion Headquarters and two companies, company ALPHA and BRAVO. Each company has one or two platoons consisting of two or more squads. Each squad may have up to eight cadets; three or four squads per platoon.

JROTC battalion staff members attend class according to their schedule. It is important to point out that although a staff member may be attending class with a particular company, that staff member is not in the company chain of command and will not disrupt any authority of that company commander. However, if a staff member observes any situation that should be corrected or commended, it should be tactfully communicated to the company commander. And, if the staff member observes that the company commander takes no corrective action, after a reasonable period of time, the matter should then be passed on to the battalion commander.

NOTE: It could happen that the school (s) counselors have scheduled the entire battalion staff to attend JROTC class during the same period. Here too, the staff is reminded that they are not in the company chain of command.

See Appendix B. "Battalion organization Chart."

## **CADET POSITIONS AND RANK**

The positions to be found in the "Wolverine" battalion and the highest rank that may be held by the incumbent are listed below. It should be pointed out that the mere occupancy of a position calling for a certain rank does not entitle the incumbent to that rank. The rank that a cadet holds depends of several factors such as the ability to perform the job in a superior manner, grades in other academic classes, conduct in JROTC and the school, general military knowledge, and setting the example to all subordinate cadets.

Position	Highest Cadet Rank Authorized
Battalion Commander	Cadet Lieutenant Colonel (LTC)
Battalion Command Sergeant Major	Cadet Command Sergeant Major (CSM)

Executive Officer (XO)	Cadet Major (MAJ)
Adjutant (S1)	Cadet First Lieutenant (1LT)
Security Officer (S2)	Cadet First Lieutenant (1LT)
Operations and Training Officer (S3)	Cadet Captain (CPT)
Supply Officer (S4)	Cadet First Lieutenant (1LT)
Automation Officer	Cadet First Lieutenant (1LT)
Assistant to the SAI	Cadet Major (MAJ)
Assistant S1, S2, S3, S4, S5,	Cadet First Lieutenant (1LT)
Company Commanders	Cadet Captain (CPT)
Company Executive Officer (CO XO)	Cadet First Lieutenant (1LT)
Platoon Leaders (Plt Ldr)	Cadet Second Lieutenant (2LT)
Battalion Personal Sergeant	Cadet Sergeant First Class
Battalion Security Sergeant	Cadet Sergeant First Class
Battalion Operations Sergeant	Cadet Sergeant Major (SGM)
Battalion Supply Sergeant	Cadet Master Sergeant (MSG)
Company First Sergeant	Cadet First Sergeant (1SG)
Company Supply Sergeant (Sup Sgt)	Cadet Staff Sergeant (SSG)
Platoon Sergeant (Plt Sgt)	Cadet Sergeant First Class (SFC)
Squad Leader (Sqd Ldr)	Cadet Staff Sergeant (SSG)
Assistant Squad Leader (Asst Sqd Ldr)	Cadet Sergeant (SGT)
Company Clerk (CO Clk)	Cadet Sergeant (SGT)

### *Special Assistant to the SAI and Battalion Commander*

One Cadet Major

### *General Selection Criteria for Battalion Commander and staff*

Selection board held yearly (April) supervised by the SAI & AI. Although not inclusive, the following criteria are considered when selecting the Battalion Command group and staff officers and the company leadership team. The Battalion Commander, Battalion executive Officer, and Command Sergeant Major must be in the top 25% of his/her academic class, also in the top ten percent of his/her LET class. The persons selected must come from the LET III/IV class. The battalion staff officers are selected from the LET III/IV class; however, under special circumstance, LET II cadets may be considered. All selected staff officers must meet attendance and uniform standards in accordance with published guidance from the SAI.

### *Promotions*

Upon initial entry into the JROTC program and correctly reciting the cadet creed to the SAI/AI, students become cadet privates. Factors that influence how fast advancement to the next grade occurs include: their overall attitude and application to JROTC subjects; their degree of cooperation with fellow cadets and participation in all JROTC activities; their performance during drill and ceremonies, conduct in the classroom, military courtesy and appearance in uniform; and on the existence of authorized unit position vacancies.

As a basic rule, promotions will be one grade promotion at a time, even though a cadet may retain rank only a short period in each grade. However, those cadets that demonstrate superior academic and military leadership qualities may be promoted to one or more grades. For example, a worthy cadet sergeant may be advanced to the grade of cadet second lieutenant if an authorized vacancy exists and he/she is deemed best qualified for that appointment.

As the grades get higher, the responsibilities and demands on the cadet's time increase, and the authorized positions become fewer; thus, succeeding advancement becomes more competitive.

### *Officer Appointment*

Selections for appointment to cadet officer rank will be based on careful review of the records of performance of all cadets being considered. The cadet(s) selected shall be the **best qualified taking** into consideration leadership ability, academic and military proficiency, appearance and bearing, combined with character qualifications as well as extracurricular activities and relative class standings.

When cadets are appointed to officer grade, the SAI will select an appropriate time and place, and administer to each officer being appointed the following oath of acceptance:

*I, (full name), hereby accept appointment as cadet officer in the Junior Reserve Officers Training Corps, Vashon High School, St. Louis, Missouri, with full knowledge of the responsibilities attached to the position and subject to the rules and regulation prescribed. I agree to perform the duties of my office to the best of my ability, to accept the responsibilities thereof and to conduct myself as an officer at all times. I further understand that I must continue, throughout the school year, to demonstrate my ability to hold the office to which I have been appointed, so help me \_\_\_\_\_.*

### **Promotion Procedures**

Promotion is a command responsibility; therefore, cadet commanders at all levels must be heavily involved in this highly important tradition.

Recommendations for promotion will be made through the established chain of command and ultimately passed to the Senior Army Instructor (SAI) by the senior cadet of the unit the cadet being recommended is assigned to. For example, squad leaders in company wish to recommend one of his squad members to the grade of Corporal. The squad leader passes his recommendation on to the platoon sergeant that passes the recommendation to the platoon leader who in turn passes it to the company commander. The company commander, if he/she concurs, passes the recommendation on to the AI. The cadet battalion commander recommends cadets for appointment as company commanders and to positions on the battalion staff.

Cadet appointments and promotions are announced in unit orders issued by the SAI. Once appointed, cadets retain that rank until promoted or demoted by unit orders

### **Demotions**

Demotions may result from inefficiency, misbehavior, want of readiness, or any other failure when properly investigated. Recommendations for demotions follow the same chain of command or NCO support channel procedures as recommendation for promotion.

### **Transfers**

Cadets transferring from one school JROTC program to another are not guaranteed to retain their rank. The SAI at the gaining school is authorized to request records from the losing JROTC program, evaluate the cadet pass performance, and decide position and rank within his/her program.

### **Responsibilities**

#### **All officers and Non-commissioned Officers**

All are responsible to each other and to the army Instructors for the following:

1. Set the example for all cadets by high standard of integrity, professional knowledge, conduct and courtesy, physical fitness, and personal appearance. Teach and practice character development and good citizenship.
3. Make on the spot corrections of violations.
3. Maintain strong discipline and take initiative for ensuring that things are done right and timely.
4. When assigned a period of instruction, plan ahead, prepare, and conduct the training of cadets with enthusiasm and concern. Make the training interesting and productive.
5. Make constant checks to see that cadets are maintaining their uniforms and equipment properly and practicing supply economy.
6. Keep cadets informed of what is going on and why. Make sure they are aware of objectives and solicit their ideas when appropriate.
7. Guard against being overbearing or using abusive or profane language toward cadets. Prohibit the use of such action and language among cadets.
8. Delegate duties and functions to subordinate cadets commensurate with their rank and position. Ensure that every assigned task is understood, supervised, and accomplished. Openly praise cadets who do a good job; privately critique those performances falls short.
9. Promote and enthusiastically participate in school and community activities.
10. Cooperate with each other; delight in helping each other excel.
11. Make our Corps of Cadets and our school the best - promote **esprit de corps**.

### ***Battalion Commander***

As the senior member of the Corps of Cadets, constantly be aware of his/her every action - within the school and community. The image that he/she portrays has a mirroring effect on all JROTC program, school and the U.S. Army. Although not all inclusive, some of the duties are listed below:

1. Battalion overall supervision.
2. Designate particular areas for inspection and/or supervision by members of his/her staff, ensuring that necessary reports are timely rendered and follow-up action is taken as appropriate.



3. Inspects work of staff officers.
4. Recommends job assignment and/or relief from job assignments.
5. Recommends promotions and demotions, and awards.
6. Schedules and presides over staff and/or commanders conferences.
7. Works with school authorities in coordinating activities of the battalion with those of the school.
8. Accomplishes additional duties as directed by the Army Instructors.

#### ***Battalion Executive Officer***

1. Assumes command of the Battalion in the absence of the Battalion commander.
2. Recommends job assignments and/or relief from job assignments.
3. Recommends promotions and demotions, and awards.
4. Serves as advisor to the battalion commander in formulating policy and plans for the battalion.
5. Serves as Commander of cadets during the Formal Inspection and Review ceremonies.
6. Directs, coordinates, and supervises the battalion staff.
7. Performs additional duties as directed by the battalion commander.

#### ***S-1 (Adjutant)***

1. Prepares all correspondence for the battalion.
2. Publishes all orders pertaining to the battalion.
3. Establish and maintain JROTC student records utilizing the JROTC Unit Manning System (JUMS).
4. Mail management.
5. Printing and reproduction.
6. Perform additional duties as assigned.

#### ***S-2 (PIO)***

1. Performs monthly security checks within all assigned JROTC areas: Classrooms, supply storage, and lab.

### *S-3 (Training)*

1. Prepares, posts on the bulletin board, and files weekly training schedules.
2. Maintains reference files and reference library.
3. Maintains a record of all extracurricular activities in which the battalion is involved.
  2. Plans drill competition between units of the battalion.
  3. Coordinates all parade events.
  4. Responsible for making the parade site set-up and parade execution.
  5. Performs additional duties as assigned.

### *S-4 (Supply)*

1. Responsible for maintenance of the JROTC wing.
2. Responsible for the JROTC trophy cases.
3. Assists the Army Instructor in receiving, issuing, and inventorying cadets clothing and equipment.
4. Ensures that the supply room is clean, neat and orderly at all times.
5. Informs the Army Instructor of shortages and of availability of expendable supplies.
6. Performs additional duties as assigned.

### *S-5 (Special Projects/Public Affairs)*

1. Keeps the Corps of Cadets informed on current events.
2. Prepare news releases and reports JROTC news to the BHS principal.
3. Prepare the JROTC monthly news bulletin.
4. Provide information coverage, photographs, and video recordings of JROTC Events/activities as appropriate.

5. Keeps the bulletin board (s) neat and current.
6. Maintains scrap books and video library of all JROTC activities and records the Battalion history as it occurs.
7. Performs security checks.
8. Performs other duties as assigned.

#### ***S-6 (Technology)***

1. Responsible for automation technology.
2. JROTC web page management
3. Automation equipment management to include software updates.

***Staff Assistants- Primary assistant to the staff officer.***

#### ***Command Sergeant Major***

**Serves as a model cadet for the entire corps of cadets throughout the school.**

1. Ensures that a flag detail is posted on the bulletin board one week in advance, if appropriate.
2. Supervises the color guard and ensures that they are properly trained and that their Special equipment is on hand and properly maintained.
3. Supervises all First Sergeants.
4. Schedules and conducts meetings with the Non-commissioned Officers as necessary.
5. Corrects uniform violations.
6. Ensures formations and drills are conducted in accordance with applicable guidelines.

#### ***Company Commanders***

Each of the company commanders is responsible to the battalion commander for the following:

1. Responsible for training, discipline, and appearance of his/her company.
2. Designating job assignments or relief from assignments.
3. Promotions, demotions, merits and demerits approval or disapproval.

4. Conducting weekly inspections of cadets in ranks (on uniform days) assisted by the other company officers.
5. Correcting uniform violations.
6. Ensuring that all company officers and non-commissioned officers are thoroughly familiar with appropriate drill regulations.
7. Reporting severe disciplinary problems to the battalion commander without delay.
8. Utilizing the chain of command when issuing orders and directives and ensuring that others in his/her company do like wise.
9. Select one cadet to compete for cadet of the month award.
10. Attending Battalion Commanders/officers call when announced.

### *Company First Sergeants*

The company first sergeants are responsible to their individual company commanders for the following:

1. Serve as the company senior enlisted cadet.
2. Train the flag detail and ensure compliance.
3. Recommend job assignments and relief from job assignments.
4. Responsible for all company formations and drills in accordance with FM 22-5.
5. The First Sergeants maintains a file on weekly reports of finding during inspections, periodically reviews those reports, and counsels pertinent individuals as appropriate.
6. Corrects uniform violations.
7. Accomplishing those duties as directed by the company commander.
8. Recommending promotions, demotions, merits, and demerits.
9. Recommend one cadet of the month NLT 25<sup>th</sup> day of each month.
10. Attending NCO meetings when announced.

### *Platoon Leaders*

Platoon leaders are responsible to their individual company commanders for the following:

1. Training, discipline, and appearance of cadets of their platoon.
2. Recommending job assignments.
3. Recommending promotions, demotions, merits and demerits.
4. Correcting uniform violations.
5. Attending officers meetings when announced.
6. Select one cadet to compete as cadet of the month. Prepare a short narrative nomination and submit to the company commander.
7. Monitor cadets' compliance with wearing the uniform (A or B) on the designated day. Counsel cadets who do not comply!
8. Plan and supervise one service-learning project during the school year.
9. Ensure at least 75% of all cadets assigned to the platoon participate in at least three extracurricular activities during the school. Establish a log to track cadets participation.

### *Platoon Sergeants*

Platoon Sergeants are responsible to their individual platoon leaders for the following:

1. Forming the platoon.
2. Assisting the platoon leader with all the duties and responsibilities listed above.
3. Recommending job assignments and relief from job assignments.
4. Responsible for accountability at all formations.
5. Correcting uniform violations when observe.
6. Frequently quizzes cadets in his/her platoon to see if they are knowledgeable of basic military material, chain of command, the names of their leaders, and etc.
7. Attending NCO meetings as announced.

### *Squad Leaders*

Squad leaders are responsible to their individual platoon sergeants for the following:

1. The senior squad leader will form the platoon in the absence of the platoon sergeant.
2. The discipline and appearance of the squad members.
3. Ensures that he/she is thoroughly familiar with appropriate drill regulations.
4. Ensuring his/her squad is trained to perform in any ceremony.
5. Observing his/her cadets when they are assigned missions.
6. Making accurate reports of absentees at platoon and company formations.
7. Knowing the name of each squad member.
8. Recommending promotions, demotions, merits and demerits.
9. Inspecting squad members prior to all military uniform inspections.

### *Cadets*

Cadets who are not officers and non-commissioned officers are responsible to the leaders for the following:

1. Comply with the guidelines stated in the "Cadet Creed".
2. To obey all orders in a willing and cooperative manner.
3. Maintain and wear the entire cadet uniform immaculately on the days prescribed.
4. Properly safeguard all clothing and equipment for which they have been assigned.

### *Special Assistant to the SAI*

A cadet is appointed to this position because of unparalleled performance, dedication, appearance, and knowledge of JROTC. Some of the duties are as follows:

1. Advises the Battalion Commander on matters pertaining to the Corps of Cadets.
2. Assists the SAI or AI in special subject instructions.
3. Assists the SAI with special programs of cadet involvement with the community relations.

4. Assists JROTC instructors with recruitment and enrollment at the high school.
5. Assists in liaison activities with parents of cadets and prospective cadets.
6. Other duties as assigned.

## **EXTRACURRICULAR ACTIVITIES**

The JROTC program includes a variety of extracurricular activities during the school year. Local and state wide parades and field trips when funds are available; the Color Guard teams post colors at different events/activities. The Drill teams execute their precision drill movements against other high school JROTC cadets. Cadets serve as mentors at local middle and elementary schools. Cadets perform community service at hospitals, youth centers, homeless shelters and other community service organizations.

### ***No Pass No Play***

Cadets participating in extracurricular activities such as JROTC drill Teams, Color Guard, and raiders Challenge Team must maintain a minimum 70 average in all academic subjects.

### ***Citizenship***

To be eligible to participate in extracurricular activities, a student must exhibit acceptable conduct and citizenship standards. "Acceptable conduct and citizenship standards" are defined in the St. Louis Public Schools Student Handbook. In addition, a cadet who earns 20 or more demerits cannot participate in JROTC field experiences or extracurricular activities. The demerits must be removed by earning 20 or more merits before the SAI or AI grant participation authorization (Appendix F).

### ***Summer Camp Attendance Criteria***

During the summer months, May or June, cadets desiring to do so, may attend a weeklong summer encampment. The SAI and AI will select 5-10 students for attendance at summer camp free of charge. The criterion is as follows:

1. Received a minimum "C" grade in all academic subjects.
7. Must be in the top 25% of the JROTC class.
8. Must be recommended by the SAI or AI.
9. Must be approved by the principal.

10. Must have demonstrated good leadership skills.
11. Must satisfy the medical, physical fitness and parental release requirements to attend camp.

**NOTE: Students (Senior Class) scheduled to graduate high school in May or June, the same year as the camp is being held, cannot attend summer camp.**

### ***Social Activities***

The Corps of cadets at each school plans and conducts various types of social activities each year. The end result of these activities is for the cadets to have a good time and enjoy themselves. However, planning for and conducting these activities are another excellent training event for cadets. Moreover, these activities are paid for out of funds raised by the Corps of Cadets. Two social activities:

1. JROTC Military Ball: Encourages practice of social graces, proper dress and decorum, and protocol.
2. JROTC Picnic: Another activity that stresses planning and organization and enhances harmony and a spirit of cooperation among cadets.

The JROTC Department shares the conviction that school is first and foremost to provide the students with a sound education. Accordingly, social activities are carefully balanced with other school events, and in all cases coordinated with the school principal.



# APPENDICES

## *Appendix A. Principles of Organization*

To be successful, any organization must have effective command and control system. In developing a control system for a unit, the following factors must be considered:

**Unity of Command** In every effective military unit there must be only one overall commander - a commander who is responsible for all that the unit does or fails to do. He/she must have the necessary authority to enable them to carry out their responsibilities.

**Span of Control** The number of immediate subordinates one commander or leader can effectively control, supervise, or direct.

**Chain of Command** Chain of command is the succession of commanders through which authority passes and commands are given. It is the factor that enables the commander to retain unity of command of all elements of his unit without exceeding the maximum practical span of control. If a commander has overall responsibility for the actions of all elements, his/her span of control would be excessive. That is, there would be too many subordinates for him to effectively control, supervise and direct. By using the chain of command the commander can limit the number of subordinates he or she directly supervises. For example, the battalion commander employs such procedure with his/her company commander and company commander employ such procedure with their platoon leader.

### ***ACTIVE ARMY CHAIN OF COMMAND***

\_\_\_ PRESIDENT OF THE UNITED STATES  
\_\_\_ SECRETARY OF DEFENSE  
\_\_\_ SECRETARY OF THE ARMY  
\_\_\_ CHIEF OF STAFF OF THE ARMY  
\_\_\_ TRADOC COMMANDER  
\_\_\_ CADET COMMAND COMMANDER  
\_\_\_ 3rd BRIDAGE COMMANDER

### ***VASHON HIGH SCHOOL CHAIN OF COMMAND***

\_\_\_ CADET BATTALION COMMANDER  
\_\_\_ CADET COMPANY COMMANDER  
\_\_\_ CADET PLATOON LEADER

### ***VASHON HIGH SCHOOL NCO SUPPORT CHANNEL***

\_\_\_ CADET COMMAND SERGEANT MAJOR  
\_\_\_ CADET FIRST SERGEANT

- \_\_\_ CADET PLATOON SERGEANT  
 \_\_\_ CADET SQUAD LEADER

## CADETS TRANSFERRING IN FROM OTHER JROTC UNITS

Cadets transferring in to the “Wolverine” Battalion from another school, their cadet rank will be adjusted as listed below. Proof of previous rank is the responsibility of the cadet. The purpose of this is to insure that these cadets are able to perform at the level of current “Wolverine” Battalion cadets of their year group. In the event that the transferred in cadet is able to catch up with “Wolverine” cadets in knowledge and leadership ability, the cadet may be advanced to the higher grade they held in their previous unit.

### US Army Units.

CADET RANK HELD IN OTHER UNIT	TRANSFERRED IN RANK
CADET LIEUTENANT COLONEL	CADET CAPTAIN
CADET MAJOR	CADET FIRST LIEUTENANT
CADET CAPTAIN	CADET SECOND LIEUTENANT
CADET FIRST LIEUTENANT	CADET MASTER SERGEANT
CADET SECOND LIEUTENANT	CADET MASTER SERGEANT
CADET COMMAND SERGEANT MAJOR	CADET SERGEANT FIRST CLASS
CADET SERGEANT MAJOR	CADET SERGEANT FIRST CLASS
CADET FIRST SERGEANT	CADET STAFF SERGEANT
CADET MASTER SERGEANT	CADET STAFF SERGEANT
CADET SERGEANT FIRST CLASS	CADET SERGEANT
CADET STAFF SERGEANT	CADET SERGEANT
CADET SERGEANT	CADET CORPORAL
CADET CORPORAL	CADET PRIVATE FIRST CLASS
CADET PRIVATE FIRST CLASS	CADET PRIVATE FIRST CLASS

### US Navy Units.

CADET COMMANDER	CADET CAPTAIN
-----------------	---------------

CADET LIEUTENANT COMMANDER	CADET FIRST LIEUTENANT
CADET LIEUTENANT	CADET SECOND LIEUTENANT
CADET LIEUTENANT JUNIOR GRADE	CADET MASTER SERGEANT
CADET ENSIGN	CADET MASTER SERGEANT
CADET CHIEF PETTY OFFICER	STAFF SERGEANT
CADET PETTY OFFICER FIRST CLASS	SERGEANT
CADET PETTY OFFICER SECOND CL	CORPORAL
CADET PETTY OFFICER THIRD CLASS	PRIVATE FIRST CLASS
CADET SEAMAN FIRST CLASS	PRIVATE
CADET SEAMAN	PRIVATE

### US Marine Corps Units.

CADET LIEUTENANT COLONEL	CADET CAPTAIN
CADET MAJOR	CADET FIRST LIEUTENANT
CADET CAPTAIN	CADET SECOND LIEUTENANT
CADET FIRST LIEUTENANT	CADET MASTER SERGEANT
CADET SECOND LIEUTENANT	CADET MASTER SERGEANT
CADET SERGEANT MAJOR	CADET SERGEANT FIRST CLASS
CADET FIRST SERGEANT	CADET STAFF SERGEANT
CADET MASTER SERGEANT	CADET STAFF SERGEANT
CADET GUNNERY SERGEANT	CADET SERGEANT
CADET STAFF SERGEANT	CADET SERGEANT
CADET SERGEANT	CADET CORPORAL
CADET CORPORAL	CADET PRIVATE FIRST CLASS
CADET LANCE CORPORAL	CADET PRIVATE
CADET PRIVATE FIRST CLASS	CADET PRIVATE
CADET PRIVATE	CADET PRIVATE

## US Air Force Units.

CADET LIEUTENANT COLONEL	CADET CAPTAIN
CADET MAJOR	CADET FIRST LIEUTENANT
CADET CAPTAIN	CADET SECOND LIEUTENANT
CADET FIRST LIEUTENANT	CADET MASTER SERGEANT
CADET SECOND LIEUTENANT	CADET MASTER SERGEANT
CADET MASTER SERGEANT	CADET STAFF SERGEANT
CADET TECHNICAL SERGEANT	CADET SERGEANT
CADET STAFF SERGEANT	CADET CORPORAL
CADET SERGEANT	CADET PRIVATE FIRST CLASS
CADET AIRMAN FIRST CLASS	CADET PRIVATE
CADET AIRMAN BASIC	CADET PRIVATE

### *Appendix B. Battalion Organization Chart*

**The organization chart is posted in each classroom.**

### *Appendix C. Cadet Insignia*

**This information is located in the Cadet Reference Guide.**

### *Appendix D. Cadet Uniforms*

**This information is located in the Cadet Reference Guide.**

***Appendix E. Certificate of Awareness***

By my signature set forth below, I attest that I have been made aware that the VASHON HIGH SCHOOL JROTC PROGRAM ASSESSMENT (JPA) will be held on \_\_\_\_\_; that I am to report in Cadet Class "A" Uniform to the JROTC Department at 3035 Cass Avenue, St. Louis, Missouri; "The JPA Inspection is a major examination, and since this inspection is held only one day every three years, no make up is possible". I am aware that my presences, appearance, conduct and performance is crucial to the team goal of Distinguished Unit recognition.

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(CADET'S SIGNATURE)

NOTE: The Vashon High School JROTC program is established by a joint agreement between the Department of the Army and the St. Louis Public schools. Continuation of the program is dependent upon parties to the agreement fulfilling the prescribed conditions therein. One of the most important prescribed conditions for a high school's retention in the JROTC program is as follows:

**Support the JROTC program to a degree that will merit a minimum rating of satisfactory on the JPA Inspection.**

Therefore, it is important for all to understand that their actions impact either favorably, not only on the current year's JROTC program, but future program events as well.

## Merit and Demerit System

### 1. General

■Discipline comes from a Latin word, which means learning, and the dictionary defines it as "training, which corrects, molds, strengthens, or perfects."

■As you were growing up, you learned to obey your parents and teachers, and they taught you respect for the rights of others and the laws of your country. That was discipline. It is founded upon respect for and loyalty to properly constituted authority. JROTC discipline must not be confused with punishment.

■Being disciplined means that you are learning to place the task of your unit, and/or your team, above your personal desires. It means you are learning to obey, promptly and cheerfully, the orders of your leaders so that even in their absence you will observe established rules and conduct yourself properly.

■In training, your leaders will insist on you doing your very best in what may seem to be minor details (cleanliness, haircuts, shoeshine, marching, wearing of the uniform). Your performance will be expected to be of the highest JROTC standards on and off the school grounds. You will be expected to conduct yourself at all times in a manner which will reflect credit upon yourself, your parents, the Wolverine Battalion, Vashon High School and your community.

■When necessary, the following means will be employed to enforce discipline:

- (1) Merits and demerits.
- (2) Promotion and reduction in rank.
- (3) Voluntary community service
- (4) Suspension or dismissal from the JROTC unit.

■Merits are awarded for outstanding performance of duties, superior personal appearance, exceptional participation in the classroom, drill, and for commendable individual accomplishments. Demerits are assessed for substandard rendering of military courtesy and for infraction/violations of rules. Merits awarded and demerits assessed are reviewed by the SAI/AI prior to them being made a part of the Cadets Record.

### 2. Demerits

■For those violations that cannot be corrected on the spot, or are repeated offenses, a demerit report (enclosed) will be submitted. Any Cadet Officer or Cadet Noncommissioned Officer may submit demerit reports. The Cadet committing the violation will be told that the report is being submitted and will be required to initial the report. The completed report will be given to the Cadet Battalion Commander for their approval and submission to the SAI/AI. Any Cadet receiving a demerit has a right to appeal the report in person within five (5) days to the appeal review board if they feel the report was unfair. The appeal review board will consist of the Battalion Commander, Battalion Executive Officer, and Command Sergeant Major. Their results will be forwarded to the SAI/AI for review/approval.

■If the SAI/AI approves the report, or no appeal is made within five (5) days, action will be taken and the demerits will be filed in the Cadet's folder by the Cadet Battalion S-1.

■Demerits will be accumulated for a full school semester.

■If at any time during the quarter the following number of demerits appears on the weekly demerit list, the following action will be taken:

(1) 10 - 15 No JROTC field experience participation and no extra-curricular/ co-curricular activities participation.

(2) 15 - 20 Appearance before the appeal review board...failure to appear is automatic reduction in rank.

(3) 21 - Attitude evaluation and possible dismissal from the JROTC Program.

■ Accumulated demerits may be worked off by performing school and community support activities and/or extra JROTC support approved by the SAI or AI. Demerits may only be worked off BEFORE or AFTER school and not during class hours. However, demerits can be removed by earning merits as listed above in item #

■ One (1) merit will delete one (1) demerit.

### 3. Merits

■ Merit may be awarded to a Cadet by any superior Cadet subject to the approval of the Battalion Commander the SAI/AI. Merit reports (enclosed) will be submitted in the same manner that demerit reports are submitted.

■ Merits will be accumulated for a full school semester. At the end of each quarter accumulated merits will be applied to increase your JROTC grade.

### **Approved Merits and Demerits**

Description of Merits	Max Merits
• Outstanding Performance or Appearance	5
• Outstanding Drill or Classroom Work	5
• Co-curricular Practices (1 merit per practice)	30
• Special Projects/Voluntary Assistance	5
• Performance as Assistant (voluntary)	5
• Performance as Instructor (voluntary)	10
• Outstanding Acts of Leadership	10
• Fundraising Activities	10
• Fostering Team Building, Harmony, Good Will	10
• No Absences per Semester	10
• Competitions, Parades, Color Guard, Etc.	10
• Honor Roll/perfect attendance	20

\*Other merits as directed by Cadet Leadership, SAI or AI

Description of Demerits	Max Demerits
• Profanity, Lewd Comment, Discourtesy	10
• Failure to Wear Uniform	10
• Cutting Class or Failure to Appear at a Requested Time	5
• Failure to Comply	5
• Aggressive Behavior, Hazing, Verbal Abuse, Sexual Harassment	10
• Improper Wear of Uniform During/After School Day	10
• Misconduct in Classroom(s) or in JROTC Areas	5
• Violation of School Dress Code	3
• Deliberation or Careless Use of Government/School Property	3
• Chewing Gum in Class or Ranks	2
• Talking in Class or Ranks	2
• Failure to Bring Proper Manual or Equipment to Class	2
• Sleeping in Class	10
• Failure to required material(s) to class	10
• Tardy to Class or Formation	5
• Eating or drinking (except water) in class (without approval)	5
• Use of unauthorized electronic device in class (cell phone, iPod, etc.)	5

\*Other merits as directed by Cadet Leadership, SAI or AI

■The above merits and demerits are not all-inclusive and will be awarded and assessed for the commendable acts and violations as required.

■The Cadet Battalion CSM is responsible for the merit/demerit program

■All St. Louis Public Schools district and Vashon High School policies and regulations will be followed. For repeated or serious violations, cadets will be referred to the school disciplinary representative. Possible disciplinary actions include: After School Program, In-School Suspension and Expulsion from School



## Merit and Demerit Report

Date: \_\_\_\_\_

Cadet to Receive (circle one) Merit or Demerit

Name: \_\_\_\_\_

Recommended By: \_\_\_\_\_ (Must be C/PLT SGT or above)

☐ Reason: \_\_\_\_\_

☐ I intend to appeal and would like to appear before the next board

☐ I do not intend to appeal before the next board

Signature of Receiving Cadet: \_\_\_\_\_

☐ Initials/ Recommendation of BC, XO, CC or CSM: \_\_\_\_\_ Concur/ Non- Concur  
Remarks: \_\_\_\_\_

☐ Boards Recommendation: Concur/ Non- Concur

Name of Board Members: \_\_\_\_\_

☐ Cadre Decision: Initial \_\_\_\_\_ Approved/ Disapproved  
Remarks: \_\_\_\_\_

☐ Posting Clerk's Initial: \_\_\_\_\_ Date Posted: \_\_\_\_\_