



LEWISVILLE HIGH SCHOOL

Navy Junior Reserve Officers
Training Corps
NJROTC

CADET HANDBOOK
School year 2024-2025

NJROTC CADET CREED

I am a Navy Junior ROTC Cadet

I strive to promote patriotism and become an informed and responsible citizen.

I respect those in position of authority.

I support those who have defended freedom and democracy around the world.

I proudly embrace the Navy's Core Values of

**HONOR, COURAGE, AND
COMMITMENT.**

I am committed to excellence and fair treatment of all.

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101: INTRODUCTION

Welcome to the Lewisville High School Navy Junior Reserve Officer Training Corps (NJROTC)! As a cadet in this esteemed program, you'll uphold the proud traditions of the U.S. Navy and Lewisville High School. This handbook outlines the rules and regulations that guide our unit. Familiarize yourself with its contents – your commitment to these guidelines is essential. We encourage parents and guardians to also review this handbook to support their cadet's success.

102: PROGRAM AUTHORIZATION AND OBJECTIVES

The Lewisville High School NJROTC program is part of a nationwide initiative administered by the Naval Education and Training Command in Great Lakes, Illinois. Our local operations are supervised by the NJROTC Area Nineteen Manager at Naval Air Station Joint Reserve Base Fort Worth.

Our core objectives are designed to shape outstanding citizens, strong leaders, and valuable contributors to society. Here's what we focus on:

- **Informed, responsible, and patriotic citizenship:** Understanding rights, duties, and the importance of civic engagement.
- **Strong character:** Building integrity, ethics, and resilience.
- **Understanding national security:** Grasping its fundamental principles and the role of our armed forces.
- **Self-discipline:** Cultivating habits that lead to personal success.
- **Respect for authority:** Appreciation of democratic institutions and their leaders.
- **Leadership potential:** Developing skills to guide and inspire others.

103: ELIGIBILITY REQUIREMENTS

To be eligible for the Lewisville High School NJROTC program, you must meet the following requirements:

- Be a legal U.S. resident.
- Be at least 14 years old or enrolled in the 9th grade.
- Be a current Lewisville High School student.
- Be physically capable of participating in the school's physical education program.
- Demonstrate good moral character (as determined by the SNSI/NSI).
- Possess reading skills at a 7th-grade level or higher.
- Adhere to the appearance and conduct standards outlined in this handbook.

104: PROGRAM BENEFITS

The NJROTC program doesn't just help you reach your potential – it unlocks valuable opportunities. Successful completion can lead to advanced pay-grades upon military enlistment. Cadets who excel in leadership, academics, and active unit participation may even be eligible for nomination to a prestigious military service academy.

105: SCHEDULE

The standard school week for NJROTC is divided into academic study, PE, drill, and uniform inspection. Naval Science is an elective and a physical education credit.

The standard class routine is as follows (may be modified based on facility and gym availability):

Monday	Academics / Drill or Team evolution
Tuesday	Physical Education (PT) / Drill / Team evolution
Wednesday	Uniform Inspection / Academics
Thursday	Academics / Drill
Friday	Small Team evolutions
Saturday	Drill meets or community service events (if scheduled)

106: GRADING POLICY

Cadets will be graded on their contributions to the unit and their overall level of effort. Course grading will be based on achievement and performance in the following sub-areas:

Participation:	25% Based on Participation in Events
Academics/Quizzes:	25% Major and minor grades (tests, quizzes, and homework)
Uniform Inspection:	25% Peer-graded with instructor oversight
Physical Fitness:	25% Participation and effort during PT weekdays

Zero Hour. To receive credit, Cadets who are enrolled in “Zero Hour” will be required to actively participate on 1 competition team or hold a staff billet, participate in the AMI and AMI practices, and attend the End of Year Awards Ceremony. (Mandatory and counts as Major Grade) They will also be graded on weekly uniform inspections.

Participation grade. As one of this program’s primary focus areas is teamwork, participation is included in all grading areas. Participation in events and activities include competition teams, home football games (**cadets are required to attend at least four home games as the unit is responsible for stadium cleanup**), away game attendance, JV game chain crew, community service events, parades, drill meets, Color Guard events, etc.

Mandatory Events. While a cadet has minimal requirements to be successful in NJROTC, the following out of school events are required as part of the program and attendance is graded.

Homecoming Parade, Awards Night and Navy Ball (Change of Command)

Additionally, the following two events are during school hours but are considered crucial to the program. Attendance is mandatory!

Area Managers Inspection and Unit Photo’s. (Not school photos).

To attend and compete in drill meets and the spring trip (if scheduled), cadets must be UIL eligible and be in good standing in the NJROTC program.

107: UNIFORM POLICY AND APPEARANCE STANDARDS

The Uniform: Symbol of Pride and Responsibility

The NJROTC uniform represents the U.S. Navy, our school, our unit, and most importantly, you as a cadet. Keep your uniform clean, pressed, and in excellent condition. Proper wear and grooming standard instructions are detailed in the Cadet Field Manual 12th Edition.

- **Authorized items:** Necklaces, crosses, pendants (must be concealed), wristwatches, ID bracelets, rings, sunglasses (if worn conservatively).
- **Unauthorized items:** Pencils, pens, watch chains, pins, jewelry, handkerchiefs, combs, earbuds, etc. may not be worn with the uniform.

Uniform Regulations

- **Full-day wear:** Uniforms must be worn the entire school day to receive full credit. Removal without prior instructor authorization will result in a zero grade with no opportunity for makeup.
- **Outerwear:** Only NJROTC-issued jackets may be worn over the uniform.
- **Accountability:** Each cadet is responsible for the proper care of their issued uniform. Lost or damaged items must be replaced at the cadet's expense.
- **Return:** All uniform items must be returned at the end of the year, upon graduation, or if a cadet leaves the program. Missing items must be paid for.

Additional Notes:

- Uniforms must always be clean, tailored, and presentable.
- Uniforms are to be worn from the time you leave home until you return ("door-to-door"), including covers when outdoors.
- Uniforms may not be worn while serving disciplinary assignments (PAS/ISS).

UNIFORM MAKE-UP DAYS

In the event of an absence, the uniform make-up day will be either Thursday or Friday of the week the day was missed at a ten point cumulative deduction of maximum grade. (maximum grade of 90 on Thursday and 80 on Friday). If the cadet knows they will be absent on Wednesday they may wear it ahead of time to benefit a maximum grade opportunity.

108: PROMOTIONS AND ADVANCEMENTS

Cadet promotions and advancements are based on time in rank, initiative, individual performance, and demonstrated ability. The SNSI/NSI and the student leadership team consider several factors before promoting or advancing cadets. Appendix 1 lists promotion requirements for each paygrade, but other factors that are evaluated include:

1. High moral standards
2. Good conduct
3. Proper appearance in school and in uniform
4. Satisfactory academic achievement
5. Satisfactory performance in carrying out assigned responsibilities
6. Level of participation in unit activities and programs

ENLISTED ADVANCEMENTS

Upon entering the unit, cadets are assigned the grade of Cadet Seaman Recruit (C/SR). Cadets must be eligible before they will be given the opportunity to advance in rank. When they are eligible, they will be given the chance to advance through the rank of Cadet Petty Officer First Class by passing rank tests and by meeting the requirements listed in Appendix I. Advancement exams are taken at the end of specified time periods (with some exceptions based on the needs of the unit).

ADVANCEMENT PAST CADET PETTY OFFICER FIRST CLASS (C/PO1)

The grades of Cadet Chief Petty Officer, Cadet Senior Chief Petty Officer, and Cadet Master Chief Petty Officer (if authorized) serve at the discretion of the NSI and the SNSI. The factors listed above for promotion and advancement will be taken into consideration before a cadet is advanced. All lower ranks must be attained before advancement is awarded.

OFFICER PROMOTIONS

Officers serve at the discretion of the SNSI and the NSI. Due to the limited number of officer positions, all officers must have a cadet position requiring an officer rank and must be (and remain) eligible to hold office. If a senior officer becomes ineligible for any reason, the cadet will be demoted to the rank of Ensign.

109: DEMOTIONS

Any disciplinary violation severe enough to warrant a possible demotion (this includes dismissals from all competitive teams either as a squad member or as a squad leader) will be adjudicated through the following process:

1. The cadet will be formally written up and the parent/guardian will be notified in writing or by email.

2. The infraction will be reviewed by the NSI and/or the cadet will appear before a Peer Review Board consisting of the C/CO, C/XO, and the C/CMC (or an alternate designated by the C/CO to ensure a minimum of three cadets in senior leadership positions).
3. The Peer Review Board will make a recommendation to the NSI on what action, if any, should be taken (minor infractions may be adjudicated by the C/CO after the Peer Review Board with permission from the NSI).
4. If the instructor team determines that action is to be taken, the parent/guardian will be notified BEFORE any demotion or other administrative action is to take effect.

TEAM CAPTAINS

Being a Team Captain is a privilege and every Team Captain will be held to a high standard. If any Team Captain is on two consecutive UIL reporting lists (for failing grades) then he/she will be relieved of their Team Captain duties.

110: GENERAL CONDUCT / DISCIPLINE

Participation in the NJROTC program is voluntary. Therefore, cadets are expected to maintain themselves in accordance with the high standards of this unit. Military etiquette is observed at all times and military customs and courtesies will be followed and obeyed.

Cadets wishing to enter a classroom while a class is in session must enter the room quietly, stand by the door, and then wait until the instructor or the senior person present acknowledges the cadet. Cadets that come to the JROTC classrooms at times other than their scheduled class period, may stay but will not interact with the active class without instructor permission.

Horseplay, fighting, and abusive or foul language will not be tolerated at any time. There will be no food, gum, or soda allowed in the NJROTC spaces unless authorized by the SNSI/NSI.

Supply spaces are not storage areas. Only Staff Officers (or designated personnel) and Team Captains are allowed in supply spaces.

Respect is an important part of the NJROTC curriculum. Cadets will treat everyone with respect and appropriate courtesy.

1. The response to muster will be "Here Sir or Ma'am"
2. Cadets will respond to senior personnel with "Yes/No Sir or Ma'am."
3. Response to questions while in formation will be, "Sir or Ma'am, (answer as appropriate)" or "Sir or Ma'am, I do not know, but I will find out."

Fair and consistent treatment of all cadets is crucial to good order and discipline and to the success of this program. This policy outlines procedures that will help facilitate appropriate behavior and appropriate responses to misconduct while ensuring parental/guardian notification in accordance with Lewisville High School and NJROTC policies.

PUSH-UPS

This program utilizes push-ups to enforce disciplinary standards. **Only the C/CO, C/XO, and the C/CMC have authorization to order push-ups and then only under the direct supervision of the SNSI or NSI.** With instructor permission, Team Captains can also use push-ups to enforce disciplinary standards. Push-ups are not authorized as punishment for any academic deficiency. **Additionally, at the recommendation of the CO/XO/CMC, a written letter of deficiency will be provided to the cadet, at which point there will be a grade reduction of 50% in the area of classroom participation.**

PROBATION

Cadets that have a history of inappropriate behavior may be put on probation. NJROTC Probation is a tool to notify cadets and parent/guardians that if behavior does not change in a pre-determined time period, the cadet will be dismissed from the program. The SNSI is responsible for placing cadets on probation. Behaviors that may result in probation include, but are not limited to:

1. Unwillingness to participate
2. Poor attitude
3. Harassment of other cadets
4. Uniform deficiencies
5. General misconduct or disrespect

111: CADET SENIOR STAFF: DUTIES AND RESPONSIBILITIES

The staff will consist of exceptional performers who seek a leadership role and have displayed the ability to handle additional responsibilities. Student leaders serve at the discretion of the SNSI and NSI. The NJROTC Senior Staff is composed of the Commanding Officer, the Executive Officer, the Command Senior Chief (the C/CO, C/XO, and the C/CSC are commonly referred to as the “TOP THREE”), and Department Heads.

The unit is run by cadets for cadets. The instructors provide guidance and help when it is needed, but it is the effort of the cadets that make the unit successful. The staff leaders are role models for the rest of the unit and they will be held to a higher standard.

The Cadet Commanding Officer (C/CO) is the senior cadet and is responsible to the instructors for:

- Maintaining the morale and enthusiasm of the unit
- Developing esprit de corps
- Executing unit activities
- Looking after the wellbeing of individuals within the unit
- Providing recommendations for cadet evaluation, advancement, promotion, and assignment
- Being the Cadet Officer-in-Charge during formations and other ceremonial events
- Setting the highest standards of performance, conduct, appearance, bearing, and courtesy

The Cadet Executive officer (C/XO) supervises, directs, and coordinates the cadet staff to prevent overlapping efforts and to ensure that the C/CO's desires are understood and achieved. The C/XO keeps the staff informed of the C/CO's policies and keeps the C/CO informed of the status of projects assigned to the staff. The C/XO assumes command of the cadet battalion in the absence of the C/CO. Duties include:

- Organize the cadet staff properly and ensure that it works as a team.
- Inspect the work of the cadet staff and make other inspections as directed by the C/CO.

- Ensure that the staff officers prepare and submit reports on time and that they are engaged in future planning.
- Act as the commander of troops during ceremonies.
- Ensure that instructions and orders issued are in accordance with the policies of the C/CO.
- Report all violations of orders to the C/CO.
- Perform other duties as assigned by the C/CO or the instructor staff.

The Cadet Command Senior Chief (C/CSC) is the principal cadet enlisted assistant to the Cadet Commanding Officer. As the senior enlisted member of the cadet corps, the C/CSC supervises the other noncommissioned officers (NCOs) of the battalion and companies. Duties include:

- Assist subordinate NCOs, the C/XO, and the adjutant with administrative duties/details.
- Advise and assist the C/CO in all matters pertaining to the enlisted members
- Assist the adjutant in the formation and alignment of the company at all formations.
- Ensure that the battalion area, including the drill field, is maintained in a high state of police at all times and that NJROTC offices and classrooms are kept neat and orderly.
- Assume command of the battalion in the absence of all officers.
- Perform other duties as assigned by the C/CO, CXO, or the instructor staff.

The Cadet Operations Officer (C/OPS-O) assists the C/CO in the preparation, conduct, and supervision of all activities of the command. Additionally, the Ops-O keeps the C/CO advised on the progress of training. Duties include:

- Prepare the weekly training schedules.
- Ensure the Plan of the Week (POW) is properly prepared and submitted to the SNSI/NSI.
- Select and designate cadet instructors in coordination with the instructor staff; post the weekly training schedules no later than one week in advance of training on all bulletin boards.
- Assign areas for outdoor training and ensure classrooms are available and prepared for instruction.
- Coordinate the training of the rifle team(s), drill team(s), Color Guard, and the honor guard
- Organize events such as reviews, parades, and extracurricular activities.
- Plan and supervise field events.
- Assume command of the battalion in the absence of both the C/CO and C/XO.
- Perform other duties as assigned by the C/CO, C/XO or the instructor staff.

The Cadet Supply Leading Petty Officer (C/SUP-O) reports directly to the NSI for supply related matters and to the XO for military matters. Specific responsibilities include, but are not limited to:

- Maintain inventory and accountability for all instructional material, organizational items, and uniform items.
- Coordinate the issue and turn-in of all uniform items.

- Conduct monthly inventory spot-checks to verify CDMIS information.
- Conduct annual (or as required) wall-to-wall inventories on uniforms, organizations, and minor property and submit as required.
- Control access to all unit supply cabinets and storerooms.
- Ensure all storerooms are clean and orderly.
- Coordinate pick-up/delivery of uniforms from cleaners as required.

Recommend to SNSI/NSI uniforms, gear, and books for survey, repair or cleaning.

The Cadet Armory Leading Petty Officer reports directly to the NSI for weapons locker related matters and to the XO for military matters. Responsibilities include, but are not limited to:

- Ensure unit drill rifles, swords, and flags are clean, in good repair and properly accounted.
- Coordinate the issue and turn-in of all armory items.
- Conduct monthly inventory spot-checks to verify CDMIS information.
- Conduct annual (or as required) wall-to-wall inventory of armory required.
- Control access to the armory.
- Ensure the armory is clean and orderly.
- Recommend to SNSI/NSI armory gear for survey, repair or cleaning.

The Cadet Administration Officer (C/Admin-O) is responsible for personnel functions, including, but not limited to:

- Maintain all cadet administrative records in CDMIS.
- Record the minutes of unit staff meetings and provide copies to all staff members.
- Prepare unit forms and new cadet packets for issuance to all new cadets upon arrival.
- Maintain an accurate records of all forms received on an annual basis.
- Enter information into CDMIS for all event After Action Reports and promotions.
- Print promotion, cadet or month, award, and other certificates on a weekly basis for presentation during quarters.
- Track personnel awards, lettering qualifications, and advancement charts.
- Maintain the unit reference library.

The Cadet Platoon LCPO will:

- Be responsible for the appearance, discipline, and conduct of cadets within their platoons at all times. You must be the example for leadership and uniform appearance.
- Maintain high proficiency within their platoons in drill, ceremonies, customs, courtesies, and appearance.
- Develop leadership in unit members and provide opportunities for each member to practice leadership training.
- Ensure accurate musters of their platoons during class and at all unit functions.
- Nominate cadets for junior and senior Cadet of the Month, as required.
- Ensure assigned cadets turn-in all required forms as needed by Supply and Admin.
- Check cadet folders once a week to ensure completion of PARS and PFT info.

- Assist classroom instructor in facilitating classroom instruction, as needed.
- Ensure morning/afternoon colors in properly conducted, when assigned.
- Ensure all spaces are maintained in a neat and organized manner every day.

112: PHYSICAL FITNESS

Physical training in the NJROTC program plays a major part in the shaping and molding of Cadet Corps.

Every Tuesday, unless told otherwise, physical training, and dressing out is mandatory for all cadets. No cadets will be excused from training except for the follow reasons:

1. Written, signed excuse from doctor or medical professional
2. Verbally excused by SNSI/NSI.

Failure to dress out or participate will result in a lower grade being issued.

Cadets take the Cadet Challenge twice a year, once in the fall (typically in November) and once in the spring (typically in March). The challenge consists of sit-ups, push-ups and a one mile run. Although this is not a graded event, uniform ribbons are awarded based on how well each cadet performs overall.

113: TRAINING TIME OUT

The following instructions are to be read and understood by all NJROTC cadets to ensure that you will be able to stop whatever physical activity you may be involved in so that you are not pushed beyond your physical limits.

At any time during drill, physical training, or any instruction involving the possibility of exhaustion or injury, you have the option of stopping the training if you feel that your safety or physical well-being or that of any other cadet is in question. The procedure is simple. Just raise your hand and signal to get the attention of instructor and call, **“TRAINING TIME OUT.”**

The instructor will always honor your request for a **“Training Time Out”** and allow you to rest or adjust your activity as necessary. You will never feel that you will be punished or reprimanded for calling a “Training Time Out.” No cadet should let peer pressure or their enthusiasm to complete a task prevent them from calling a “Training Time Out.” This procedure will never be used in a non-serious or joking manner.

114: TEAMS

There will be an opportunity for cadets to participate in the following extra-curricular activities, which will enhance their chance for advancement.

Drill Team – (Armed and Unarmed) A Group of highly dedicated cadets interested in the sharpness and precision developed by close order drill and the Manual of Arms. They represent LHS in parades, ceremonies, and competitions with other JROTC units. Individual members of the drill team are expected to maintain the highest standards of grooming, discipline, and uniform.

Marksmanship Team – The rifle team is comprised of cadets interested in competitive shooting and rifle safety. They represent the unit in local, state, and national competitions.

Color Guard – This group of cadets is one of the most visible aspects of the unit to the school and to the community. They present the Colors at parades, school sporting events, other activities and community ceremonies, and compete with other JROTC units. Like the drill team, the members of the color guard are expected to set the example in uniform and personal conduct.

Orienteering Team – The orienteering team is comprised of cadets who are interested in land navigation and are willing to devote extra time and effort after school and occasionally on weekends. They represent the unit in state and regional competitions and compete against other JROTC units.

Athletic Team – The athletic team is comprised of cadets who are interested in physical fitness and athletic competition. Often competition takes place during drill meets.

Academic Team – The academic team is comprised of cadets who are particularly interested in academic achievement, and who are willing to devote the extra effort and individual study necessary to compete successfully. They represent the unit in state and national competitions.

Robotics Team - The Robotics team is comprised of cadets interested in robotics and STEM related science and engineering. They represent the unit at various State and regional competitions and compete against other JROTC units.

Drone Team – The Drone Team trains cadets to fly various drones, whether in simulation or using an actual drone. The team will use the skills learned during practice in local competitions.

Cyber Patriot and Stellar Explorers Team – The Cyber Patriot team will participate in the National Youth Cyber Education Program created by the Air and Space Forces Association to inspire Cadets toward careers in cybersecurity or other science, technology, engineering and mathematics (STEM) disciplines critical to our nation's future. At the core of the program are the National Youth Cyber Defense Competition and the National Space Design Competition challenges.

APPENDIX I NJROTC PROMOTION GUIDE

Seaman Apprentice	Seaman
4 Weeks in unit	12 weeks in unit
All Paperwork returned	School home game support and parade participation
Pass first uniform inspection	70% General Orders
	70% Chain of Command
	70% NJROTC Ranks
	Stationary Drill movements

Petty Officer Third Class	Petty Officer Second Class	Petty Officer First Class
One semester completed or NS2	NS2	NS3
Community and school support hours	Community and school support hours	Led a support team activity
Pass a written test covering General Orders, Chain of Command, NJROTC Ranks, U.S. military ranks and drill commands	Pass a written test covering all items for PO3 plus NS2 textbook	Pass a written test covering all items for PO2 plus NS3 textbook
Demo Armed Drill	Leadership board	Leadership board
	Demo Color Guard	

APPENDIX II

NJROTC PROBATION NOTICE

We want all cadets to be successful in school and in this program. This notice is to inform you that an aspect(s) of your behavior or performance is not meeting the standards of this program. In order to aid a cadet in making the required adjustments to be in good standing, the following area(s) need improvement.

You are in danger of disenrollment from Lewisville NJROTC for the following reason(s):

1. Academic aptitude
2. Physical aptitude
3. Attitude
4. Conduct
5. Uniform deficiencies
6. General misconduct

Specifics:

The deficiencies listed above must be corrected if you are to remain in this program. Continued inappropriate behavior will result in your dismissal from NJROTC. If that occurs, you will lose credit for NJROTC, eligibility for associated scholarship opportunities, letters of recommendation, and recommendation for enlistment at an advanced pay-grade to which you are entitled through NJROTC membership.

You are required correct the deficiencies listed above by (date): _____

On or about the date listed above, a peer review board will make a recommendation to the NSI/SNSI and a determination on your status will be made. If you have any questions or if there is any doubt about what is expected of you to return to good standing, consult the instructors or the cadet leadership team.

I understand why I have been placed on probation, the modifications to my behavior required to return to good standing, and the time limit that must be met.

Cadet signature and date

Instructor signature and date

Parent signature and date

APPENDIX III NAVAL SCIENCE SYLLABUS

Naval Science I

Leadership	U.S. Maritime History
Naval Orientation and Sea Power	Navigation Equipment
Naval Operations	Seamanship
The Navy, Government and Its People	Maritime Geography
Health	

Precision Drill

Marching Drill	Rifle Handbook
Military Color Guard	Ceremonial Sword Handbook

Naval Science II/Leadership I

Leadership	U.S. Maritime History
Meteorology	Navigation (Rules of the Road)
Oceanography	Navigation (Surface Application)
Seamanship (Deck)	Leadership Laboratory
Health	

Practical Application of Leadership: Theory and Principles and NJROTC Operations

Naval Science III/Leadership II

Leadership	U.S. Maritime History
Astronomy	Navigation
Electronics	Meteorology and Weather
Leadership Laboratory	Health

Practical Application of Leadership: Theory and Principles and NJROTC Operations

Naval Science IV/Leadership III

Leadership	U.S. Maritime History
Strategy and Tactics	Modern World Affairs
Leadership Laboratory	Naval Weapons

Practical Application of Leadership: Theory and Principles and NJROTC Operations.

APPENDIX IV
CADET CLASSROOM BEHAVIOR/CODE OF CONDUCT
ACKNOWLEDGEMENT

1. Show proper respect to my administrators, teachers, fellow cadets, and Chain of Command.
2. Follow the proper examples set by leaders and set the example for my peers and subordinates.
3. Wear the uniform proudly and properly. Uniforms will be worn the entire day on uniform days unless otherwise specified by instructors.
4. Conduct myself honorably at all times and not commit any act which may reflect unfavorably on my status as an NJROTC Cadet.
5. Follow the leadership principals and properly develop and display desirable leadership characteristics, especially integrity.
6. Obey the orders and carry out the instructions of my chain of command to the best of my ability.
7. Cadets are responsible for maintaining classroom cleanliness during class and lunch periods.
8. Electronics will be turned off and secured prior to the start of class and will not be accessed unless given specific permission to do so by the instructor. Any infractions will result in a verbal warning for first infraction; taken away for second infraction.
9. No horseplay, inappropriate language or inappropriate conversations, anywhere – anytime.
10. Remove hats, hoods head bans, earbuds/headphones before entering class.
11. No food, gum, candy and drinks in classroom unless given permission by the instructor.
12. Do not distract others from learning with your attitude, actions, and appearances.

START/END CLASS PROCEDURES

1. **Start Class:** Cadets will stand in formation for roll call. When last bus arrives, class leader calls class to attention, pledges are stated. Cadets remain at attention; class leader calls roll call. All cadets will respond by saying: Present sir/ma'am. Cadets will remain at attention until properly secured by class leader.
2. **End Class:** Cadets will stand by their assigned seating and will remain there until the class leader indicates class dismissed. Once secured by class leader cadets will respond by saying "Aye, Aye sir, Honor, Courage, Commitment, Go Navy". Cadets will then proceed out of class.

Cadet Signature:_____

Date:_____