

**ST. AMANT HIGH SCHOOL
NJROTC UNIT**

**CADET
GUIDEBOOK**

(Revision 07/17)

FOREWORD

Welcome to St. Amant High School NJROTC Unit. The school was selected to be the first high school in Ascension Parish to host an NJROTC unit. Each member of the NJROTC Cadet Corps is responsible for the success of the program, with your contributions the unit can be the best in the nation. Be proud! Your performance and successes over this school year and your years at St. Amant High School will set the tone for future Cadets.

This cadet guidebook will give you guidance on **our** program here at St. Amant High School. It will aid you in preparing for positions of leadership, by stressing habits of orderliness, self-reliance, responsibility, discipline and pride. Remember that you are part of a great team. Each of you is a key component of the St. Amant High School NJROTC **TEAM**.



D. T. Beaver
SNSI
St Amant High School



Approved
Mia Edwards
Principal
St Amant High School

Date reviewed and approved

Section I. NAVAL JUNIOR RESERVE OFFICER TRAINING CORPS PROGRAM (NJROTC)

101. AUTHORIZATION. The Naval Junior Reserve Officers Training Corps (NJROTC) was established in 1964 under authority of Public Law passed by the U.S. Congress. The NJROTC Program is administered by the Naval Education and Training Command (NETC) located at Naval Air Station, Pensacola, Florida, and locally supervised by the NJROTC Area Eight Manager located at Naval Support Activity, New Orleans, LA.

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

- A. *To promote patriotism.*
- B. *To develop informed and responsible citizens.*
- C. *To promote habits of orderliness and precision.*
- D. *To develop a high degree of personal honor, self-reliance, individual discipline, and leadership.*
- E. *To promote an understanding of the basic elements and requirements for national security.*
- F. *To develop respect for and an understanding of the need for constituted authority in a democratic society.*

103. ACADEMIC EXPECTATIONS. Each Cadet is expected to do the best work of which you are capable. Cadets who do not attain and maintain a passing grade will not be promoted and are subject to a reduction in their current rank. You are required to satisfactorily complete assignments, present written and oral reports, and participate in a positive way in the classroom. Your own sincere interest, effort, and positive attitude and initiative are a measure of success attained. Enthusiasm and cooperation will result in your development and improvement. The high NJROTC standards will help you be successful in your life's goals. The Senior Naval Science Instructor (SNSI) and Naval Science Instructor (NSI), as well as, other Cadets will assist you in attaining goals that you set for yourself.

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

- A. Be a citizen of the United States or a U.S. National or an exchange student at St. Amant High School.
- B. Be enrolled in and attending a regular course of instruction at St. Amant High School.

C. In order to be a member of the NJROTC Cadet Corps and participate in Cadet Team activities during a semester when the cadet is not taking a Naval Science course, he or she must:

- 1) be pre-enrolled in the next semester/school year for at least one Naval Science course
- 2) wear the prescribed uniform weekly for inspection
- 3) participate in after school Cadet activities for at least one hour per week, 18 hours per semester, exclusive of weekly uniform inspections.
- 4) maintain a 2.0 grade point average.
- 5) adhere to all aspects of the Cadet honor contract.

D. Be of good moral character as determined by the Principal and the Naval Science Instructors.

E. Be physically fit to participate in NJROTC training. A student is considered physically fit if he/she is able to participate in St. Amant High School's physical education program.

F. Be approved by the Naval Science Instructors with the concurrence of the Principal.

G. Comply with the personal grooming standards set forth in Section V of this handbook and Chapter 1 of the NJROTC Field Manual.

105. PROGRAM BENEFITS. For actively participating cadets, the biggest benefit to be gained from the NJROTC program is personal growth and development. Personal growth and development makes a Cadet a better-informed and more responsible citizen. Other program benefits include:

A. *Advanced pay grade enlistment in the Armed Services.* A certificate of completion for the appropriate level of NJROTC curriculum will be issued by the Naval Science Instructors for each cadet at the end of the school year, during which the cadet has successfully completed the school years Naval Science course of study.

1) Students completing two credits of Naval Science and receiving a letter of recommendation from the Naval Science Instructors are entitled to enlist in any of the United States Armed Services and the United States Coast Guard at the pay grade of E-2.

2) Students completing two or three credits of Naval Science and receiving a letter of recommendation from the Naval Science Instructors are entitled to enlist in any of the United States Armed Services and the United States Coast Guard at an advanced pay grade. The specific advanced pay grade is depended on the individual military service.

B. *Naval Academy Nomination.* Students who successfully complete the NJROTC program may compete for a nomination and appointment to the U.S. Naval Academy under the NJROTC quotas. In order to compete for an appointment under this program, each qualified cadet must meet the following minimum criteria:

- 1) have successfully completed three years (semesters) of NJROTC by the end of their senior year.
- 2) must be a citizen of the United States.
- 3) must be of good moral character.
- 4) must be at least 17 and less than 22 years of age by 1 July of the year he/she enters the Academy.

- 5) must be unmarried and have no children.
- 6) must be recommended by the Senior Naval Science Instructor.

All interested Cadets should make their intentions known to the Naval Science Instructors not later than spring of their junior year. Additionally, they should contact the Superintendent (Cadet Guidance Officer), U.S. Naval Academy, Annapolis, MD 21402 and request a pre-candidate questionnaire.

C. **ROTC Scholarships**. Participation in NJROTC program supports application for a full NROTC scholarship. Those Cadets actively participating in the NJROTC program who complete three years in the program and who have demonstrated above average traits of leadership, citizenship, scholarship, athletic ability, and military bearing may be nominated for a four year NROTC scholarship by the Senior Naval Science Instructor.

D. ***Other service academy appointments/ROTC scholarships***. The Naval Science Instructor will provide assistance, information, and letters of recommendation to deserving Cadets who are interested in applying for these programs.

106. CURRICULUM. The NJROTC instructional/classroom school week is normally divided into three days of academics and two days of leadership training and leadership laboratories (includes, drill, personnel inspections, physical readiness, and military skills instruction). Naval Science is an elective course with one unit of credit earned per semester completed. Cadets are normally limited to one semester of Naval Science Instruction per school year. Exceptions are made for students who become cadets after their freshman year. A summary of the normal four-year Naval Science curriculum is a follow:

Naval Science I

Leadership	Intro to NJROTC
Citizenship	Physical Fitness
Foundation of American Government	Drill & Ceremonies
Uniform regulations	

Naval Science II

Leadership	Naval History
Maritime Geography	Oceanography
Astronomy	Leadership
Physical Fitness	

Naval Science III

Seapower and National Security	Naval Operations
Naval Leadership	Military Law
Naval Ships	Meteorology and Weather
International Law	Ship Construction
Marine Navigation	Naval Weapons & Aircraft
Physical Fitness	

Naval Science IV

This course will vary from year to year depending on the number of Naval Science IV Cadets, their class schedule, and their capabilities. It is designed to enhance the Cadets leadership skills and prepare the Cadet for the transition to future leadership roles as a citizen or member of a military service. The Cadet will be expected to improve communication skills, assume positions of increased leadership and responsibilities, through practical classroom instruction, team leadership roles, staff responsibilities, and community experience.

Naval Science Command and Staff (Lab Assistant)

A non-credit course offered to Senior Cadets who have earned positions of leadership in the Cadet Corps. This level of instruction stresses the practical application of leadership, staff, and command skills. Participants will direct all NJROTC teams and activities, tutor academic classes and compete in national NJROTC meets. Cadets will practice management techniques involving inventory control, reports, personnel directories, and records management. Cadets will direct school support and community service activities. Participation in these areas of instruction will be at the discretion of the Naval Science Instructor. Selection to this instruction will be based on demonstrated high levels of Honor, Courage, Commitment, academic achievement, leadership ability, personal responsibility, and physical fitness.

107. WEEKLY CLASS ROUTINE.

Monday	Academics/Leadership Lab
Tuesday	Drill/Physical Fitness
Wednesday	Academics/ Uniform Day/Personnel Inspection
Thursday	Drill/Physical Fitness
Friday	Academics/ Drill & Ceremonies

108. WEEKLY SCHEDULE. A weekly schedule of events to include team practices, uniform inspections and Cadet Staff meetings will be prepared by the Cadet Operations Officer and submitted to the Naval Science Instructors for approval. After a Cadet Commanding Officer has been selected, he/she will be responsible for approval of the weekly schedule after he/she briefs the Naval Science Instructors on the proposed schedule.

109. DAILY CLASS ROUTINE. Normally, the NJROTC school week is divided into three days of academics and two days of drill/physical fitness. The classroom or academic days will be used to study the textbooks, give oral and written reports, and study leadership and teamwork techniques. The drill days are composed of leadership training including close-order drill, ceremonial drill, Manual of Arms, guidon training, squad and platoon leadership-on-the-job training. Ensure you dress appropriately for drill and/or physical training.

When the SNSI/NSI enters the classroom at the beginning of the bell, the Platoon Commander will call the class to attention. The class will recite the “Pledge of Allegiance” together. Upon completion of this evolution, the Assistant Platoon Commander will give the “Attendance Report” to the Instructor.

Classroom etiquette is a must. Courtesy and respect of all is required. Courtesy is that

quality of human association, which enables people to live together in harmony. It demands from you a considerate behavior toward others. Courtesies include ceremonial procedures and acts of kindness and politeness. The Navy Core Values stand as a guideline both in the classroom and out. All Cadets will respond with Sir or Ma'am to the Instructors and senior cadets.

110. UNIFORM DAY. Uniforms will be worn one day each week by all NJROTC Cadets, normally Wednesday, unless otherwise scheduled. The uniform day is selected by the Naval Science Instructors, not individual Cadets. **Cadets will wear the complete uniform all day on uniform day. Uniform wear is a graded activity, failure to comply with the guidelines in this section will result in a grade of "0" for that uniform day.** Exceptions to this policy must be approved by the Naval Science Instructors at least two days in advance. **Cadets are required to wear the uniform to school, during school, and return to their home or place of employment (if applicable).** Removal of the uniform is authorized for participation in other school activities, e.g., sport practice, band practice, etc. Upon completion of these activities the Cadet will redress in the Cadet uniform until final return to home. The uniform is the distinctive dress of a proud and honorable profession, and wearing of the NJROTC Cadet uniform should likewise be a matter of pride in self, in unit, in school, in community, and in country. The uniform shall be kept clean and well tailored, and **will be returned dry cleaned and in serviceable condition at the end of the school year or semester.** Rules on how to wear the uniform and how to maintain grooming standards may be found in Chapter One of the NJROTC Field Manual. The uniform is always worn properly. If a tie is prescribed, it shall be worn. If ribbons are prescribed, they shall be worn. The uniform shall be cleaned/launched after each wearing. Corfam shoes may not be worn in lieu of leather shoes issued to the Cadet. The Field Manual states that Cadets must wear leather shoes. Nametags are an official part of the uniform and will be worn with each uniform prescribed. The proper wearing of the nametag is described in the Cadet Field manual.

Male Cadets are not authorized to wear earrings while in uniform. Females can only wear one earring per ear when in uniform. Guidelines are stated in the Cadet Field Manual and must be strictly adhered to.

Uniform terminology can be confusing. Here are a few words you may hear during inspections:

Gig Line: A vertical line on the uniform formed by edge of the shirt at the buttons, edge of the belt buckle, and edge of the fly of the trousers/slacks.

Irish Pennant: Pieces of thread or unraveled cloth, etc. which stick out from the buttons, buttonholes, rips, seams, etc. They will be trimmed off.

Smiles: The wrinkles or creases around the edges of the cap cover (crown). The cover should be stretched tightly and/or cap frame metal strip extended to take up the slack (wrinkles) in the cap cover.

111. CADET PERFORMANCE RECORD. A Cadet Performance Record is kept for each Cadet while he/she is a member of the St. Amant High School NJROTC program and is maintained for three years after the Cadet leaves. It is the responsibility of the Cadet Administrative Officer/Assistant to keep the individual Cadet records current by entering promotions, awards earned, unit assignments, etc. as they occur and as approved by the Naval Science Instructors. The Cadet Administrative Officer has the overall responsibility for insuring that all Cadet records are maintained in an up-to-date status. If a

student transfers to another school and enrolls in a JROTC program, the receiving school may request that the Cadet's records be transferred.

112. PROBATION. The Naval Science Instructors may place on probation any Cadet who has academic deficiencies, fails to maintain standards of grooming or wearing of the uniform, fails to wear the appropriate clothing to physical fitness training, or fails to meet established standards of conduct. This action will be taken provided the deficiencies are considered temporary in nature, i.e. the Cadet appears to have minimum aptitude and motivation required to correct the deficiencies and succeed in the program.

Cadets who have been placed on probation will be so notified in writing by the Senior Naval Science Instructor, with a copy of the letter to parents (or guardians).

113. DISENROLLMENT. Any NJROTC Cadet may be disenrolled for failure to meet the terms of probation; or for failure to correct any deficiencies for which he/she was placed on probation; or for disciplinary reasons as determined by the Naval Science Instructors.

114. TRAINING TIME OUT. Many of the training evolutions utilized by the NJROTC program are new and foreign to Cadets. It follows naturally, therefore, that there may be some confusion or apprehension from time to time. The Training Time Out (TTO) procedure was developed to allow a cadet the opportunity to clarify a situation concerning personal safety. The simple procedures for a TTO are as follows: The Cadet (feeling fatigue or in danger) shall simply say "TTO". The Cadet then should seek assistance from the nearest officer or Instructor. Cadets are encouraged to take TTOs at any sign of a problem.

115. PRE-MISHAP PLAN. The NJROTC program is susceptible to potential for Cadet injury, just like high school sports programs. A Pre-mishap/Operational Risk Management (ORM) plan was developed to address this area of concern. Copies of the St. Amant High School NJROTC ORM plan are available upon request or through our web site (<http://www.stamantnjrotc.org>, link 31). Every Cadet is responsible for knowing the contents and guidance provided in this plan.

116. PHYSICAL FITNESS DAY. Tuesdays and Thursdays will normally be drill and physical fitness days. All Cadets must dress-out in the unit PT shirt and appropriate physical training attire (yellow NAVY T-shirt/white STA PT Shirt and black NJROTC shorts) and participate in physical fitness and drill training, unless excused by an Instructor or with a medical excuse from a Doctor. **Cadets with a medical excuse will dress-out, but not participate.**

Section II. NJROTC Organization

201. GENERAL. Depending on enrollment, the unit will be organized into a Company (150 or less Cadets) or a Battalion (151 or more Cadets).

Ranks and Rates: The following Cadet abbreviations will be used:

Commander	C/CDR
Lieutenant Commander	C/LCDR
Lieutenant	C/LT
Lieutenant Junior Grade	C/LTJG
Ensign	C/ENS
Master Chief Petty Officer	C/MCPO
Senior Chief Petty Officer	C/SCPO
Chief Petty Officer	C/CPO
First Class Petty Officer	C/PO1
Second Class Petty Officer	C/PO2
Third Class Petty Officer	C/PO3
Seaman	C/SN
Seaman Apprentice	C/SA
Seaman Recruit	C/SR

202. BATTALION ORGANIZATION. The following is the recommended rank/rate structure for an established battalion size unit. The St. Amant High School's NJROTC Unit has historically only been of COMPANY strength and as a result the four most senior positions will be one rank lower than those stated below. The Naval Science Instructors reserve the right to deviate from the recommended structure using their best judgement.

Battalion Staff

Commanding Officer	C/CDR
Executive Officer	C/LCDR
Operations Officer	C/LT
Supply Officer	C/LT
Administrative/Communications Officer	C/LT
Assistant Supply Officer	C/ENS
Public Affairs Officer	C/ENS
Ordnance Officer	C/ENS
Chaplain	C/ENS
Athletic Officer	C/ENS
Safety Officer	C/ENS
Training Officer	C/ENS
First Lieutenant	C/LTJG
Command Master Chief	C/MCPO
Drill Team Commander	C/LTJG
Color Guard Commander	C/ENS
Rifle Team Commander	C/LTJG
Field Team Commander	C/ENS
Orienteering Team Commander	C/ENS
Academic Team Commander	C/ENS

Company

Commanding Officer	C/LT
Executive Officer	C/LTJG
Operations Officer	C/LTJG
Supply Officer	C/ENS
Administrative/Communications Officer	C/ENS
Assistant Supply Officer	C/ENS

Platoons

Leaders	C/ENS
Assistant Platoon Leaders	C/ENS/SCPO/CPO

203. BILLETS AND RESPONSIBILITIES. Billet duties and responsibilities for assigned NJROTC Cadet billets are outlined on the following pages. It is to be emphasized that this list is not all-inclusive. Each Cadet is expected to seek out and do those things, which make his/her particular area of responsibility run more smoothly. The responsibility of leadership for each Cadet officer, chief petty officer, and petty officer is to set the highest standards for performance possible in everything that he/she does.

YOUR JOB IS TO DO YOUR JOB BETTER THEN IT HAS EVER BEEN DONE. YOU SHOULD SET THE METRIC BY WHICH YOUR BILLET IS EVALUATED AND GRADED.

A. *All Cadets* at St. Amant High School are responsible for conducting themselves, at all times, in a manner which will reflect credit upon themselves, the NJROTC Unit, the school, and the community. Since we wear the uniform of the United States Navy our actions directly reflect on the United States Navy. Whether in uniform or not, Cadets are responsible for maintaining the highest standards of conduct and appearance; for abiding by rules and regulations of both the school and the units; and for carrying out instructions and orders of their superiors to the best of their abilities.

B. *Cadet Officers and Petty Officers* are promoted by the Naval Science Instructors based on demonstrated performance, academics, leadership, team activities, physical performance, and participation in unit activities. Continued enthusiasm, active participation, a positive attitude, and leadership by example are required of a Cadet in order for her/him to advance and remain in unit leadership positions. Cadet officers and petty officers are expected to set the example for junior Cadets in every aspect of the NJROTC program at St. Amant High School. The responsibilities of leadership must be accepted before the privileges of rank or rate can be enjoyed. Extra effort must be required. Normally, a Cadet must have at least one and one half years of NJROTC experience and must have completed all advancement requirements before being designated a Cadet officer. The Naval Science Officers will demote those Cadets whose performance is not up to the highest standards of the unit.

C. CADET BATTALION/COMPANY COMMANDER

- 1) Carry out tasks and maintain a close contact with the SNSI\NSI on a daily basis.
- 2) Provide the necessary instruction to the Unit Cadets to ensure the proper operation of the unit.
- 3) Maintain high standards of discipline, uniforms, and morale.

- 4) Be familiar with the duties of every staff member in the unit.
- 5) Be aware of the leadership effectiveness of the other staff members in the unit.
- 6) Practice good leadership techniques.
- 7) Be aware that delegation of authority to subordinates does not mean the delegation of responsibility.
- 8) At all times, provide an example for other Cadets to emulate and continually prove that you are worthy of leading the company.
- 9) Conduct Company staff meetings.

D. CADET BATTALION/COMPANY EXECUTIVE OFFICER

- 1) Carry out tasks assigned by the SNSI\NSI and Company Commander.
- 2) Be prepared to stand in for the Company Commander at any time.
- 3) Assist with special projects and annual events by working closely with the SNSI/NSI and other staff members.
- 4) Keep current on the progress of Cadet advancements.
- 5) Coordinate NJROTC mentoring program and keep current on its progress.

E. CADET BATTALION/COMPANY ADMINISTRATION OFFICER

- 1) Maintain the Cadet admin records in the computer and hard copy.
- 2) Record the minutes of the unit staff meetings and print copies for all involved including the SNSI/NSI.
- 3) Track personnel awards, lettering qualifications, and advancement charts.
- 4) Track "Platoon of the Quarter" competition scores.

F. CADET BATTALION/COPANY FIRST LIEUTENANT

- 1) Plan and supervise routine clean up of unit spaces.
- 2) Ensure weapons are clean, in good repair and accounted for.
- 3) Ensure all spaces are maintained in a neat and organized manner every day.
- 4) Conduct a major field day before command inspection and before all other

major evolutions. To include all unit spaces. The Supply Officer will assist in cleaning the supply storerooms.

G. CADET BATTALION/COMPANY OPERATIONS OFFICER

- 1) Ensure Plan of the Day notes are neatly posted on the blackboard each day.
- 2) Organize fund raising projects.
- 3) Be very familiar with field trip requirements especially for drill teams, color guard teams and athletic teams.
- 4) Be prepared to fill in as Executive Officer upon the need arising.
- 5) Keep the unit calendar updated with events.
- 6) Ensure team commanders are proficient in their position as the leader.
- 7) Ensure team commanders get proper muster records to the Administration Officer for recording for lettering qualifications.
- 8) Assist CO/XO in special projects that may arise to include field trips, parades, etc.

H. CADET BATTALION/COMPANY PUBLIC AFFAIRS OFFICER

- 1) Maintain a close liaison with the media in regards to the unit.
- 2) Maintain the yearly unit scrapbook with pictures from each event.
- 3) Maintain the unit bulletin boards in a neat and orderly appearance.
- 4) Publish a unit newsletter on a monthly basis.
- 5) Submit articles to the school newspaper.
- 6) Draft input for school yearbook.
- 7) Draft input for base newspaper.
- 8) Photograph (video and still) unit activities.

I. CADET BATTALION/COMPANY SUPPLY OFFICER

- 1) Ensure all units supply materials, including uniforms, are accounted for.
- 2) Coordinate the issue and turn-in of all uniforms.
- 3) Inventory all applicable required supply items.

- 4) Control access to all unit supply storerooms.
- 5) Promote personal custodial responsibility throughout the unit.
- 6) Ensure all storerooms are clean and orderly every day.
- 7) Call laundry company and arrange for pick-up/delivery of uniforms when required.
- 8) Recommend to SNSI/NSI uniforms, gear and books for survey, repair or Cleaning.

J. CADET BATTALION/COMPANY TRAINING OFFICER

- 1) Take the lead on all matters dealing with the promotions required of platoon members.
- 2) Assume the lead in attempting to obtain qualifications on drill, sword, and guidon.
- 3) Assume the lead in training the Cadets who are not keeping pace with the rest of the platoon.
- 4) Assist in training Cadets who report to class after the school year begins.
- 5) Be responsible for Academic and Athletic teams ensuring required practices are held and meets are properly prepared for.
- 6) Ensure Field Manual information is taught to other Cadets correctly.
- 7) Organize physical fitness tests for recording in Cadet records and awarding of ribbons.

K. CADET BATTALION/COMPANY MASTER CHIEF PETTY OFFICER

- 1) Responsible for the highest standards of discipline, conduct and proper wearing of the uniforms.
- 2) Take muster at company functions, practices, staff meetings and report to the XO/CO.
- 3) Assist the CO/XO in any way necessary to run the unit efficiently.
- 4) Be prepared to form the company for drill or inspection in the absences of officers.

Company and Platoon Commanders and their staffs have similar responsibilities as the Battalion Staff, except only for their respective Company and Platoons.

L. *PLATOON LEADERS*

- 1) Be responsible for the appearance, discipline, and conduct of their unit at all times.
- 2) Carry out tasks assigned by unit staff members.
- 3) Maintain high proficiency of their unit in drills and ceremonies, customs, courtesies and appearance.
- 4) Develop leadership in sub-unit members and provide opportunities for each member to practice leadership training.
- 5) Assure taking of accurate musters of their unit.
- 6) At all times, present a proper example of a leader to follow.
- 7) Distribute completed exams and homework and assist Instructor in any way possible.
- 8) Take the lead in teaching military courtesies, drill, and routines to fellow Cadets.
- 9) Take the lead in helping the company/platoon members review for tests and drill examinations.
- 10) Check the status and progress of the various tasks assigned to other company/platoon members.
- 11) Check the level of standardization for drill and courtesies among the company/platoon members to ensure all members are working to the best of their ability.
- 12) Assume the task of sponsor for a new Cadet.

204. CHAIN OF COMMAND. The chain of command is the primary channel of communication throughout the unit. Information flows from the SNSI/NSI and Commanding Officer through various members of the unit to individual Cadets and from Cadets back through the same channel to the Commanding Officer and SNSI/NSI. The two-way nature of this 'chain' is extremely important. The chain-of-command for St. Amant High School NJROTC extends up and down as follows:

Senior Naval Science Instructor
Naval Science Instructor
Commanding Officer

Executive Officer
Operations Officer
Company Commanding Officer
Company Executive Officer
Platoon Leader
Assistant Platoon Leader
Squad Leader
Individual Cadet

205. ARMED and UNARMED DRILL TEAMS. Groups of highly dedicated Cadets interested in the sharpness and precision developed by close order drill and the Manual of Arms. They represent St. Amant High School 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.

206. COLOR GUARD. This group of Cadets is one of the most visible portions of the unit to the school and community. They present the Colors at parades, school sporting events, other activities and community ceremonies, and competitions with other JROTC units. Like the drill team, the members of the Color Guard are expected to set the example in uniform and conduct.

207. AIR RIFLE TEAM. The rifle team is comprised of Cadets interest in competitive shooting and firearms safety. They represent the unit in local, state, and national competitions.

208. ACADEMIC TEAM. The academic team is comprised of Cadets who are particularly interested in academic achievement, who are top achievers in Naval Science academics, 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.

209. ORIENTEERING TEAM. The orienteering team is comprised of Cadets who are particularly interested in land navigation and are willing to devote extra time and effort, especially on Saturdays. They represent the unit in state and regional competitions.

210. HONOR GUARD DETAIL. The honor guard detail will consist of a minimum of three Cadets who will raise the National Ensign and the Louisiana State flag each school day (except during inclement weather) no later than 0800. This practice is called '**Morning Colors**'. They will march to the flagpole in a single line formation with the National Ensign in the front. They will do this in a military manner with respect and pride. The Battalion/Company Executive Officer, or Honor Guard Commander will set up the honor guard detail. This is a very serious event and should never be taken lightly. A certain number of morning honor guards must be completed for advancements. An Honor Guard Detail will lower the flags each school day at 1500.

Section III. NJROTC Advancement

301. GENERAL. Advancement in rate or rank within the St. Amant High School NJROTC unit is based on time in grade, time in unit, and more importantly demonstrated performance. In our first two years of experience the greatest emphasis will be placed on demonstrated performance, academic achievement, and adherence to the core values of the NJROTC program. Normally, in order to advance from Cadet seaman recruit to cadet chief petty officer, a Cadet must demonstrate a prescribed degree of proficiency in military drills, and ceremonies, military knowledge, coupled with good grades and discipline. This degree of proficiency is evaluated by formal, objective tests and subjective evaluation by the SNSI/NSI. In order to advance to Cadet petty officer and the Cadet officer ranks, a Cadet must normally be in their third year of the program. These rate/ranks are obtained by appointment of the SNSI/NSI. Outstanding second year Cadets may also be promoted to Cadet chief petty officer and Cadet officer status at the discretion of the SNSI/NSI. Each Cadet has an equal opportunity for advancement through the ranks. *It is important to remember that Cadet officer and petty officer promotions are temporary and can be removed if the Cadet does not perform his/her duties in a satisfactory manner or is guilty of misbehavior.*

302. REQUIREMENTS AND RECORDS. The unit keeps a record of each Cadet's advancement progress. The Advancement Study Guide lists the requirements for advancement through the rate of Cadet chief petty officer.

A. *Written examinations.* A passing grade of 80% is required. In case of failure, the Cadet must wait two weeks before retesting. The SNSI/NSI or an assigned Cadet will provide assistance as required.

B. *Practical examinations.* These will be administered by the SNSI/NSI or senior Cadet who will determine whether the Cadet has demonstrated the prerequisite knowledge and skill level to earn a passing grade. In the event of failure, the Cadet must wait two weeks before retesting.

C. *Oral examinations.* These will be administered by the SNSI/NSI or senior Cadet who will determine whether the Cadet has demonstrated the prerequisite knowledge and skill level to earn a passing grade. Cadets failing the oral exam must wait two weeks before retesting.

303. ADVANCEMENT STUDY GUIDES. These study guides will be available from the SNSI/NSI or Battalion Training Officer. Examination questions will be taken from material in the study guide, classroom lectures, and other NJROTC reference material as listed for each advancement rank.

304. OFFICER SELECTION. After attainment of the Chief Petty Officer rank, officer status is obtained through selection by the SNSI/NSI and the guidelines set forth in appendix D of this manual. Officer status is dependent on the demonstrated performance of the individual Cadet, his/her aptitude, the billet held by the individual, and the need for officers in that particular rank.

305. TRANSFER OF JROTC CADETS. Cadets in the St Amant High School NJROTC unit who transfer to another school will have their personnel records transferred to the new school if the receiving unit requests the records. These records will not be hand carried by the Cadet.

Cadets transferred into the St. Amant High School NJROTC unit from other JROTC units will be assigned to the appropriate class and be assigned equivalent rate/rank based on the rate/rank held at the previous unit. After receipt of their personnel record and observation of their performance, this initial rate/rank assignment may be adjusted.

Section IV. NJROTC Discipline

401. GENERAL. The basic philosophy of the NJROTC program is that Cadets are part of the NJROTC unit because they want to be and that Cadets will strive to do their best when they know what is expected of them. **Cadets are responsible for maintaining the high standards of conduct expected of each member of the St. Amant High School NJROTC unit.** Each Cadet is first responsible for his/her own conduct and for ensuring that her/his actions reflect credit upon the unit, the school, and the U.S. Navy. Each Cadet also has an obligation to assist with maintaining high standards for every student in the NJROTC program.

Cadets who have **behavior problems** within the unit **will not be allowed to participate in NJROTC extracurricular activities, including field trips.** Extracurricular team members will be dismissed from the team for any significant behavior problems, both in the classroom and while on trips away from school.

Only ‘deserving’ Cadets will be allowed to go on field trips. The SNSI and NSI will make the final determination as to which Cadets will be allowed to go on any particular trip.

402. CLASSROOM DISCIPLINE. An atmosphere conducive to study and learning will be maintained in the classroom at all times. When the tardy bell rings, the platoon leader, or in her/his absence the assistant platoon leader or a squad leader will call the class to attention and take the muster. The first Cadet to observe the SNSI/NSI entering the classroom will call “Attention on Deck”.

403. MILITARY ETIQUETTE. One of the objectives of the NJROTC program is to develop a respect for and an understanding of the need for constituted authority. It is expected that members of the NJROTC unit will respond to the SNSI/NSI, other teachers and adults, and senior Cadet officers in a polite, respectful, and dignified manner. All Cadets will extend military honors to the Principal and all Assistant Principals. This includes the honor of “Attention on Deck”. As in the case of the SNSI/NSI entering the room, the first Cadet to observe the Principal or any Assistant Principal entering a classroom or NJROTC office or space will call “Attention on Deck” and each and every Cadet in the immediate area will come to attention.

404. OFFICE ETIQUETTE. The SNSI and NSI offices are working spaces and not Cadet lounges, telephone booths, or storerooms.

405. SEXUAL HARASSMENT. The St. Amant High School NJROTC discipline code is the controlling factor in governing relations between male and female students in the NJROTC program. All Cadet officers and petty officers will remain alert for infractions of the school discipline code and/or any circumstances of sexual harassment and immediately report same to the SNSI without going through the chain of command. **SEXUAL HARASSMENT WILL NOT BE TOLERATED!!!!**

It is the position of this unit that all Cadets should be able to perform in an environment free from any type of harassment, save those activities involving military training which are designed to increase self-discipline. In these specific instances, any type of training will not involve actual or inferred comments demeaning ones sex. Acts of sexual harassment are prohibited practices subject to school and unit disciplinary measures.

Section V. NJROTC Uniforms

501. UNIFORM PHILOSOPHY. The NJROTC uniform is the dress of a proud and effective unit. As the uniform of the United States Navy, it is widely recognized, identifying members of a proud, professional, and honorable worldwide organization. **Each Cadet is fully expected to wear the uniform with Pride: WE WILL ACCEPT NO LESS!** Uniforms are normally worn only one day a week (unless specific obligations require additional days). On this day (normally Wednesday), Cadets are expected to stand a little taller, be a little more attentive in class, and be more courteous. On this day your actions affect more than just yourself, they reflect on the unit, the school, and the United States Navy. The first thing the public sees is the uniform, not the individual. They may not know you, but they do know that you are a member of the St. Amant High School NJROTC unit.

You will receive a uniform grade on uniform day during personnel inspections. This is **your** grade, not your parent's or guardian's grade. **NO excuse** will be accepted for not wearing the uniform on the prescribed day (normally Wednesday). You must learn responsibility and this is one of the many methods we use to teach it.

Wearing the uniform is considered a vital part of this program. Failure to wear the uniform on the prescribed day will result in a written referral and a grade of 'zero' for that day. Subsequent failure to wear the uniform will result in additional written referrals and a grade of "zero" for each incident. If a Cadet is absent on uniform day, she/he is expected to wear the uniform on the first Friday or Monday (which ever occurs first) after he/she returns to school (**only if absence is excused**).

502. WEARING THE UNIFORM. The complete uniform will be worn all day on prescribed days. The appropriate head gear (cover) is to be worn to and from school and when outdoors. Cadets will not wear their cover inside the school. Cadets are required to coordinate with the SNSI/ NSI **in advance** before changing out of the uniform. Removing the uniform during the school day without permission will result in a "zero" for a uniform grade that day.

Cadets participating in specific school activities, e.g., sports, band, etc are excused from wearing the uniform during the specific practice or competition. The Cadet will again be required to wear the uniform once that authorized activity is complete, e.g., immediately after football practice the Cadet puts the complete uniform back on and returns to classes or leaves the campus and returns home. The Cadet is authorized to remove the uniform once she/he has returned home from school or is going to work.

During cold weather, Cadets are authorized to wear the Relaxed Fit Jacket, which is the only 'approved' outer garment to be worn with their uniform. Cadet Chiefs and Officers may wear the service dress blue uniform.

503. UNIFORM RESPONSIBILITIES. After initial issue of the NJROTC uniforms the Cadet assumes responsibility for the care and maintenance of the uniforms. The initial cleaning will be paid for by the St. Amant High School NJROTC unit (if the uniform was not cleaned before it was issued). Subsequent cleanings are the responsibility of the Cadet. Many uniform items require professional dry cleaning. **Home laundry will result in the uniform being unserviceable and the Cadet will be required to reimburse the government for its cost.**

Other items may be laundered at home, i.e., PT clothing. Check the individual uniform items garment tag for proper cleaning instructions. It should be understood that this uniform is on loan from the United States government and must be returned in serviceable condition.

A. **Alterations.** Initial and all subsequent alterations will be made at the expense and direction of the NJROTC unit. The Cadet will be fitted at issue time and alterations will be accomplished as needed. As the Cadet grows, alterations or reissue of uniform items will be accomplished as required. Only shirt sleeves and pants length alterations are authorized. No other alterations to uniforms are permitted.

B. **Worn or missing items.** Uniforms are subjected to normal wear and issue of replacement items will be made as required, with return of the worn items. **Lost uniform items or uniforms that have been damaged due to carelessness or neglect will be replaced at the Cadets expense.** Money orders or certified checks will be made out to St Amant High School. The cost of each item will be provided to the Cadet and his/her parents or guardians. Uniform issue will not be done on uniform day.

C. **Marking/stenciling.** Marking or stenciling on the uniform fabric is not permitted. However, a positive identification of certain uniform items will prove very helpful in returning lost or missing items. Hats are an easily misplaced item; each hat contains a slot for a piece of paper with your name on it. The uniform jacket should have your name on a piece of paper in one of the pockets.

504. APPEARANCE. NJROTC Cadets must set the highest possible standards of smartness in uniform appearance. The military image reflected by attention to detail in wearing the uniforms is a key element in the public opinion and impression of our unit. The NJROTC Field Manual, chapter ONE, should be consulted to maintain the highest standards in uniform appearance.

A. **Smartness.** Uniforms shall be kept immaculately cleaned with devices and insignia bright and free of tarnish or corrosion. Do not use BRASSO on insignias.

B. **Unauthorized articles.** No items such as pencils, pens, pins, necklaces, pendants, handkerchiefs, combs, etc. shall be worn or carried exposed on the uniform. The wearing of a wristwatch and ring is permitted as long as it remains within the bounds of good taste and as prescribed by the United States Navy. **Earrings are not permitted to be worn by males while in uniform or anytime within NJROTC spaces.** Conservative sunglasses are permitted, except when in military formation. **No eccentricities or faddishness of dress, jewelry or grooming will be permitted.**

C. **Haircuts.** Haircut styles and length will be in accordance with current directives and the NJROTC Field Manual. Bizarre hairstyles are not authorized.

1) Males. The hair shall be neat, clean, trimmed, and present and groomed appearance. The hair in the back shall not touch the collar. It should not touch the ears and be groomed so that it does not fall below the eyebrows when you are uncovered. Eccentric cuts, lines or rows of hair, or other hair arrangements which detract from the uniform are not permitted. Sideburns are permitted provided they are neatly trimmed, do not flair, and do not extend past the middle of the ear. Facial hair is limited to a neatly trimmed mustache not extending beyond the corners of the mouth.

2) Females. When in uniform, the hair on the back of the head may touch, but not fall below, the lower edge of the collar. A maximum of two braids, neatly secured to the head are authorized. "Long hair" is permitted as long as it is in accordance with the above stated guidelines and concealed beneath the headgear. In no case shall the length or the bulk of the hair interfere with the proper wearing of any military headgear. Plain hairpins, combs, barrettes, or plastic holders, which are similar in color of your hair, may be worn.

D. *Name tags*. Nametags will be worn at all times while in uniform. Nametags are purchased at the Cadets expense.

505. NJROTC UNIFORM INSIGNIA. Uniform insignia, which will be attached by Cadet, forms part of the uniform and shall be worn whenever the uniform is worn, in accordance with the NJROTC Field Manual. The NJROTC Field Manual, Chapter ONE, will be consulted for proper assembly of the uniform. Collar devices, Ribbons/Medals (once earned), and name tags will be worn in accordance with the Field Manual and when directed by the SNSI/NSI.

506. CARE OF THE UNIFORM. The uniform will always be worn in a scrupulously clean condition. Your good care of all uniform items will ensure future Cadets access to clean uniforms in excellent condition.

A. *Khaki shirts*. Machine wash in warm water, permanent press cycle. **Do not mix colors, do no use chlorine bleach**, tumble dry, medium heat, remove immediately; OR dry clean.

B. *Black pants*. Machine wash in warm water on permanent press cycle. **DO NOT BLEACH**. Dry on permanent press cycle, remove immediately and hang up. Iron on low heat. Hang on a hanger with a cardboard ring or clipped at the cuff. When hanging on a hanger, fold at creases and hang over hanger. Hang the pants, never fold them. Wash after every wearing. They may be dry-cleaned. Check the label on the pants **SOME PANTS MUST BE DRY CLEANED**.

C. *Ties*. Dry clean only.

D. *Dress coats and relaxed fit jackets*. Dry clean only and keep hung up at all times.

E. *Combination covers white*. Machine wash or hand wash in warm water with bleach. Dry in dryer on low setting. Iron to remove wrinkles.

F. *Belts*. Machine wash in cold water. Hang up to dry. **DO NOT BLEACH OR PUT IN DRYER**.

I. *Shoes*. There is nothing like a pair of well-shined shoes to set off one's personal appearance and enhance an outstanding uniform. Each Cadet must expend the personal effort to produce an excellent shoeshine. Techniques for producing a highly polished pair of shoes will be demonstrated by the NSI. Each Cadet will be responsible for their own shoes. **DO NOT USE LIQUID SHOE POLISH, AEROSOL SPRAY ON POLISH, OR ACRYLIC FLOOR WAX**.

Section VI. NJROTC Program Administration

601. PHILOSOPHY. There are many ways to administer the NJROTC program. Every unit has one thing that is always the same: **THE CADET IS THERE TO LEARN AND THE INSTRUCTORS ARE THERE TO TEACH.** The following basic philosophies govern the St. Amant High School NJROTC unit:

A. The SNSI and NSI are more than just instructors; they are role models for the Cadets to emulate.

B. This ‘Cadet Handbook’, along with various other references, is the guiding directives for all St. Amant High School NJROTC Cadets.

C. The academic portion of the program will be administered by the SNSI and NSI and the military portion will be administered by the senior Cadets, with direction and counseling from the instructors.

D. There is no such thing as a “free ride” for anyone in this program. The rules and regulations will be applied firmly and fairly to all Cadets. Advancements, promotions, billet assignments, **and the privilege of going on trips must be earned and may be taken away for infractions of the rules.**

E. The unit must always be thought of as a team that works and plays together to accomplish the task at hand.

F. The unit will constantly strive for “Pride, Professionalism, and Patriotism”. If you have pride in yourself, in the NJROTC unit, and in your school; it follows that you believe in yourself and your fellow Cadets. You should then try your best at every task you are given: professionalism. With achievement comes success, whether it is a trophy won at a parade or competition, a good academic grade, or just the satisfaction that your contribution to the team “made it happen”. To top it all off, you probably will have learned a lot about being a good citizen: patriotism and character.

602. NJROTC Spaces. St. Amant High School NJROTC spaces include two classrooms, a supply/storage area, and two offices.

A. ***Classrooms.*** Specific classroom rules are posted in each classroom and copies are given to each Cadet.

B. ***Offices.*** Under no circumstances will any Cadet enter the SNSI’s or NSI’s office without **specific permission.** No exceptions. No Cadet **will ever read any material in Instructors offices without specific permission.** Violations of this rule will be dealt with very severely!

C. ***Supply room.*** The supply area will not be entered without the specific authorization of the SNSI or NSI. **In general only the supply officer and his/her assistants will be given this authorization. Failure to comply with this regulation will result in appropriate disciplinary action or reduction in rank.**

D. **Armory.** The Armory is a controlled area within the confines of the Supply room. No Cadet is authorized access to this area without the specific authorization of the SNSI or NSI.

603. GRADING. In the NJROTC program, the instructors look at the “whole” Cadet, not just how he or she does in any one area of the program. We are interested in developing a well-rounded citizen.

It is the Cadet’s responsibility to be prepared for a test, examination, inspection, drill demonstration or any other graded exercise. If a Cadet is absent, then he/she must make arrangements with the SNSI or NSI for retesting, inspection, grading. Generally, the Cadet should ascertain what is required the day they return to school and then complete the required work within three school days. The exception to this rule is a Cadet who misses a personnel inspection; personnel inspections will be made up on the Friday or Monday (which ever occurs first) immediately following the Cadet returns to school.

Assignments are due on the date specified by the instructor. Late assignments will generally not be accepted or will be assessed a penalty, at the instructor’s discretion.

Cadets are graded on two (2), nine (9) week semesters per session (half year). Semester grades are based on the following formula:

A. **Academics** – 50 percent of the grade.

- 1) unit tests – 10%
- 2) quizzes – 10%
- 3) Homework/Current Events – 10%
- 4) Grading period exam – 20%

B. **Military aptitude** – 50 percent of the grade.

- 1) Inspections, every Wednesday – 20%
- 2) Physical fitness (participation and improvement) – 20%
- 3) Drill and Ceremonies – 10%

The grading period exam will normally include multiple graded areas, for example an NS 2’s first semester exam will include a physical readiness test (1 mile run, push-ups, curl-ups), a final grading period personnel inspection, and an academic exam that includes all material covered in the previous 9 weeks.

Current events are one of the most important academic areas that can help develop a cadets’ sense of citizenship and community knowledge. Cadets are required to bring to school every Monday a current event and a completed GIST form, from the previous weekends news. Current events can come from newspapers, the internet and magazines.

Reports are required of the Naval Science Health, Naval Science 2 and Naval Science 3 Cadets. The reports, for NS 2 and 3 cadets will be presented orally and must meet the following criteria:

- 1) Four pages long
- 2) Double space with one inch margins, all sides

- 3) Have at least three sited reference sources not including the Naval Science texts
- 4) The subject should be relevant to any of the subjects in the NS 2 or NS 3 text books or for the Health class, a subject relevant to physical, mental or social health.
- 5) Subject topics are to be submitted to the SNSI by the beginning of the third week of the semester or session in which the class is conducted
- 6) Presentation and submission dates will be selected and approved by the SNSI

604. FIELD TRIPS. Educational field trips are a major part of the Naval Science program and are scheduled each year to military installations or historically significant cities. Additionally, operational schedules permitting, short sea cruises may be scheduled aboard Naval Ships. These field trips are in addition to several trips taken each year to participate in JROTC drill meets, parades and other competitions.

A. ***Eligibility.*** In order to participate in field trips and meets, a Cadet must:

- 1) Comply with all St. Amant High School rules
- 2) Not owe money for NJROTC fund raising activities, books, uniforms, etc.
- 3) Must have participated in annual fund raising activities
- 4) Have passing grades in NJROTC courses and an overall 2.0 GPA
- 5) Must have worn the military uniform every Wednesday, even when not scheduled in a Naval Science Class.
- 5) Have a satisfactory record of personnel inspections
- 6) Be approved by the SNSI/NSI

B. ***Forms.*** Each Cadet must return the parental permission slip/standard release form by the date specified (including money deposited if required).

C. ***Conduct.*** Only those Cadets who have conducted themselves in a satisfactory manner during the period leading up to the field trip will be permitted to attend, **to include no in or out of school suspensions.** All school rules will be strictly enforced while on field trips. The SNSI will promulgate specific rules for each field trip. Violations of these rules will be dealt with according to school policy and could result in the cadet being sent home and not allowed to participate in the next field trip or meet.

605. FEES. Freshman cadets are charged a one time assessment fee of \$25.00 that covers the cost of one pair of Physical Training shorts, a name tag, and an initial issue of one NAVY PT shirt and one St Amant NJROTC PT shirt. All cadets are requiring additional shorts or PT shirts will be charged an amount equivalent to what the items cost. Currently, the cost of shorts is \$10.00 for all sizes up to XXL and the cost of PT shirts is \$10.00.

Participants in the NJROTC program normally become members of one of the many competitive teams. As such, they will be advised of additional costs that are associated with these events. Members of traveling teams will be required to buy an additional physical fitness uniform that is specific to the St Amant High School teams. The current cost of the competition T-shirt is \$10.00 and the cost of the competition shorts is \$10.00. We do not use the sale of these items as a fundraiser. These items are sold to the cadets “at cost”.

Cadets participating in educational or competitive field trips will be required to cover the cost of transportation, meals and lodging. Cadets will be told the costs for these trips and all funds must be paid to the NJROTC instructors at least three days prior to departure for the field trip.

606. BASIC LEADERSHIP TRAINING/LEADERSHIP ACADEMY. Cadets that are considered to have high potential for future leadership positions will be offered the opportunity to attend.

A. *Area EIGHT sponsored Basic Leadership Training.* Generally offered to between 10 and 15 of our more junior Cadets who exhibit leadership potential in NJROTC. From time to time we may have the opportunity to participate in other boot camps, these will be announced and selection of Cadets will be based on the same criteria.

C. *Leadership Academy.* Offered to a limited number of future leaders, normally advanced juniors and seniors

607. ST. AMANT SPONSORED MINI-BOOT CAMP. Each summer the senior cadets will conduct a *Mini Boot Camp* for incoming freshman. This camp will be planned, coordinated and run by the cadet corps staff. The intent of this camp is to give incoming freshman a head start on learning, chain of command, drill, physical fitness, rank, and discipline. Cadets successfully completing this week of training will earn the *Mini Boot Camp* ribbon and be given the opportunity to complete the Seaman Apprentice tests and advance to Seaman Apprentice at the end of this one week *Mini Boot Camp*.

Section VI. NJROTC Awards & Ceremonies

701. NJROTC CADETS OF THE MONTH. A ‘Cadet of the Grading Period’ will be selected each Grading Period during the school year. Criteria for this selection are based on performance in leadership, academics, military bearing, participation in NJROTC and school activities, physical fitness, and personnel appearance.

A. ***Selection process.*** Each Grading Period the Battalion/Company Operations Officer will solicit nominations from each platoon leader. Squad leaders will make recommendations to the platoon leaders. The Battalion/Company Commanding Officer will then gather the Battalion/Company staff together to deliberate, and submit their recommendations, in order of priority, to the SNSI and NSI, who will make the final selection.

B. ***Awards.*** The Cadets selected will be awarded a Certificate suitable for framing and earn the right to wear the White Aiguillette (Cord) for the next five weeks.

702. NJROTC AWARDS/RIBBONS/DEVICES. Recognition for performance, achievement, and participation will be acknowledged, on the unit level, by the awarding ribbons. The list of authorized NJROTC ribbons, in order of precedence, and criteria required, will be available through the SNSI/NSI. Subsequent awards of the same ribbon will be through the awarding of an appropriate device for attachment to the ribbon or medal. No more than one ribbon or medal of each kind is ever worn on the uniform.

Each year, one or two outstanding Cadets, may be selected by the SNSI and NSI for nomination to the Area Manager for the NJROTC Meritorious Achievement Ribbon, the highest NJROTC individual award.

Awards will be presented at an appropriate ceremony, normally at the annual St. Amant High School NJROTC Awards Banquet, held in the spring. Awards not presented at the banquet, will be presented by the Senior Naval Science Instructor at school, during weekly inspections.

Ribbons are authorized by NETC and are to be worn over the left breast pocket (over the heart). Once a Cadet leaves the NJROTC program, the ribbons are no longer authorized to be worn. The order of the ribbons, or precedence, is listed in the Cadet Field Manual. Ribbons will be clean and in the correct order when worn. For example, the Meritorious Achievement Ribbon outranks all other awards and is worn at the top inboard of all ribbons. Ribbons and other awards from non-NJROTC organizations such as American Legion, DAR, Navy League, etc., may be worn but after the lowest ranked NJROTC award. When an award is given that has a ribbon and medal, the medal will be worn on special occasions only and not on a normal uniform day. The medal is worn on the left breast below the ribbon.

703. SHOULDER CORDS: Shoulder aiguillettes (cords) are authorized to be worn by Cadet staff officers, outstanding cadets and active special team members. The color of these cords are:

- 1) Staff members: Black, gold and white
- 2) Team members:

- a) Armed Drill Team: Metallic gold
- b) Unarmed Drill Team: Gold and black
- c) Color Guard: Red, white and blue
- d) Air Rifle Team: Green, gold and white
- e) Physical Fitness Team: Red
- f) Academic Team: Orange
- g) Orienteering Team: Red and White

3) Platoon Commander: Burgundy

4) Naval Science Cadet of the Grading Period (one per class, cord is worn for 5 Weeks following the grading period): White

5) Silver Leadership Cord: Worn by Leadership Academy graduates on the right shoulder.

If a Cadet is on more than one team or on staff, they will be allowed to wear only one cord at a time, their choice. The cords will be worn on the left shoulder attached by a fouled anchor. When a Cadet wears a cord, it is a sign of special recognition. Cadets are expected to be role models at all times.

Criteria are established for earning each team cord, by the team captain and approved by the Naval Science Instructors. The criteria are posted in each classroom.

Cadets who do not continue to meet the requirements of a cord, will be required to return the cord to the SNSI/NSI, until the situation has been rectified. This may occur if the Cadet has disciplinary problems (disrespect, OSS, failure to attend practice sessions, etc.). If the privilege of wearing the shoulder cord are revoked, the Cadet must re-qualify to have the privilege reinstated. Continued use of unauthorized cords is a serious ethical violation. Failure to comply with this directive could result in a reduction in cadet rank.

Appendix A. Cadet Expectations

WHAT YOU CAN EXPECT:

- a. To learn the basics of our Naval Science curriculum.
- b. To learn more about you which will help to develop self-discipline.
- c. To develop leadership skills to the degree that you will NOT hesitate to step forward and assume a leadership role given the situation.
- d. To learn how to be a good follower in a leadership situation.
- e. To learn how to function as an effective team member in a platoon or company.
- f. To learn how to express you better orally.
- g. To learn the value of good, clean, competition and how to win or lose with dignity.
- h. To respect the teaching and instruction given you from Instructors and other Cadets.
- i. To experience real honest “fun” in an academic setting. It will be fun to learn all aspects of the NJROTC program.
- j. To learn the meaning of morale and pride and how it impacts on unit effectiveness.

WHAT YOU WILL BE EXPECTED TO DO:

- a. To accept the rules and regulations of the NJROTC Company.
- b. To have a positive attitude toward the program, realizing that your positive attitude in this course is just as important (and maybe, more so) than your academic abilities.
- c. To attend all essential functions. This includes annual Area Manager inspection, End-of year external and internal awards days and other required evolutions as mandated by unit evolutions.
- d. To maintain a satisfactory personal and military appearance at all times.
- f. To realize that those Cadet-officers appointed over you are in those positions to help you.
- h. To realize that your Instructors will “tax” you to do your best at all times and will not accept excuses for your NOT making your best effort!

Appendix B. Rules for conduct in NJROTC spaces and attendance guidelines

GENERAL:

1. We are dedicated to keeping our spaces clean and ready to receive visitors at all times.
2. Cadets and guests will conduct themselves in an exemplary manner and follow the rules.
3. Horseplay, fighting, and abusive language will not be tolerated at any time. A relatively quiet atmosphere will be observed at all times.
4. When a school official, military officer, teacher, etc. enters the NJROTC spaces, the Cadet who first sees the person will call, "Attention on Deck" and offer whatever assistance is needed in any way possible.
5. Chairs are for sitting on only. DO NOT put your feet on chairs or sit on desks!
6. The senior Cadet in the area is responsible for actions in the spaces.
7. The last Cadet in the area will ensure it is clean and orderly.
8. All bulletin boards, qualification charts and displays are the property of NJROTC and will not be tampered with or defaced in any way.
9. Supply spaces are not storage areas. The only personnel who will be allowed into the Supply spaces will be the Supply Staff.

CLASSROOM:

1. The classroom will be kept clean and orderly at all times. Careful attention should be made in keeping all books, papers, and equipment in their proper places.
2. The Platoon Commander will call "Attention on Deck" to the class upon the SNSI/NSI entering the classroom. The Assistant Platoon Commander will lead the class in the Pledge of Allegiance.
3. Cadets are responsible for copying the upcoming events notes from the board to their calendars each day.
4. Cadets will pay close attention to what is being said in class -- by the teacher and other Cadets in class. Cadets will be *exceptionally courteous* to all people at all times.
5. Raise your hand to ask or answer questions in class.
6. The class will terminate approximately five minutes before the bell to allow the Platoon Commander to conduct class business. All desks and tables will be returned to their original positions at that time.

7. In the absence of the instructors, the Platoon Commander will take charge of the class.
8. There will be no food, gum or soda allowed in the NJROTC spaces unless authorized by the SNSI/NSI.
9. NJROTC spaces are not storage areas. Anything left unattended will be discarded.
10. *NAVY CORE VALUES* will be adhered to at all times in and out of NJROTC spaces.

ATTENDANCE

1. You are expected to be present each school day. If you are absent, you will be held accountable for work missed. Tardiness will not be tolerated. It reflects your inattention to school and lack of responsibility.
2. Lettering qualifications, in part, are based on your attendance at school. You will not be allowed to skip school and then participate in your teams practice sessions or competitions.

Appendix C. Criteria for earning a St Amant High School Letter in NJROTC

- 1. FRESHMAN ARE NOT ELIGIBLE, BUT MUST PARTICIPATE ON A TEAM FOR WHICH THEY ARE TRYING TO EARN A LETTER, DURING THEIR FRESHMAN YEAR.**
- 2. MUST HAVE EARNED A “B” AVERAGE IN THE NAVAL SCIENCE ONE CLASS AND THEIR CURRENT NJROTC CLASS.**
- 3. MUST SUCCESSFULLY COMPLETE A YEAR OF NJROTC IN GOOD STANDING.**
- 4. MUST PARTICIPATE IN 3/4 OF ALL OF YOUR TEAM EVENTS (I.E. DRILL MEETS, COLOR GUARDS, ATHLETIC MEETS, POSTALS, OR ACADEMIC MEETS) AND ALL REQUIRED PRACTICES.**
- 5. HAVE NO MORE THAN ONE (1) UNEXCUSED ABSENCE AND ONE (1) TARDY PER SESSION. EXCUSED ABSENCES CAN BE APPROVED BY CAPTAIN BEAVER OR MASTER SERGEANT DAILY WITH PROPER VERIFICATION FROM A PARENT OR DOCTOR. THIS APPROVAL ONLY APPLIES TO NJROTC AND SHOULD NOT BE CONFUSED WITH SCHOOL BOARD REQUIREMENTS.**
- 6. CADETS NOT IN A NAVAL SCIENCE COURSE MUST BE AN ACTIVE MEMBER OF A TEAM AND ARE REQUIRED TO WEAR THE UNIFORM EVERY WEDNESDAY AND BE INSPECTED BY THE C/COMMANDING OFFICER, C/EXECUTIVE OFFICER, SENIOR NAVAL SCIENCE INSTRUCTOR OR NAVAL SCIENCE INSTRUCTOR.**
- 7. ALWAYS WEAR UNIFORM WHEN REQUIRED AND WITH PRIDE!**
- 8. MAINTAIN A MINIMUM OF 2.0 GPA AT ALL TIMES IN NON-NJROTC AMANT HIGH SCHOOL COURSES. (REPORT CARDS MUST BE SHOWN TO DOCUMENT GRADES ON QUALIFICATION SHEET.)**
- 9. ABIDE BY THE NAVY CORE VALUES.**
- 10. HAVE NOT BEEN SUSPENDED FROM SCHOOL (ISSP OR OSSP) DURING THE CURRENT SCHOOL YEAR.**
- 11. BE RECOMMENDED FOR THE LETTER BY THE NAVAL SCIENCE INSTRUCTORS.**

Appendix D. Advancement Criteria

ADVANCEMENT CRITERIA – TIME IN GRADE AND PERFORMANCE

Grade advanced from	Grade advanced to	Time in grade	Other criteria
Seaman Recruit	Seaman Apprentice	4 weeks	2 weeks if attend Mini-Boot Camp
Seaman Apprentice	Seaman	4 weeks	
Seaman	Petty Officer 3 rd Class	4 weeks	highest rank achievable first year
Petty Officer 3 rd Class by	Petty Officer 2 nd Class	6 weeks	may be achievable exceptional 1 st yr cadets on a case by case basis
Petty Officer 2 nd Class	Petty Officer 1 st Class	8 weeks	
Petty Officer 1 st Class	Chief Petty Officer	8 weeks	Recommendation by Platoon leader/staff officer, must have demonstrated performance
Chief Petty Officer	Senior Chief Petty Officer		Demonstrated performance, recommendation by CO
Senior Chief Petty Officer	Master Chief Petty Officer		Demonstrated performance recommendation by CO
Enlisted ranks	Ensign/Officer Corps		Must have at least achieved Petty Officer 2 nd Class, present a portfolio of achievement, be recommended by CO/XO/Department Head,

Notes: 1. In order to be promoted to Petty Officer 2nd Class and above and to all Officer ranks have passed the Physical Readiness Test with no less than a satisfactory in each category.

2. Time in Grade only counts while school is in session or during periods of organized training, e.g., Mini-Boot Camp as a Cadet Instructor.

ADVANCEMENT TESTING CRITERIA

TEST TITLE	ADV TO	STUDY AREA
1- MILITARY DRILL W/O ARMS	C/SA	FIELD MANUAL - CHAPTER 6
2 - MILITARY TIME	C/SA	NS1 CURRICULIM
3 - SQUAD DRILL/MAN. OF ARMS	C/SN	FIELD MANUAL CHAPTERS 6 & 7
4 - NJROTC RANKS AND RATES	C/SN	FIELD MANUAL CHAPTER 2
5 - NJROTC UNIT ORGANIZATION	C/SN	NS1 TEXT - UNIT 1 CHAPTERS 3
6 - RESPECT FOR/DISPLAY OF THE FLAG	C/PO3	FIELD MANUAL CHAPTER 3
7 - MILITARY AND UNIT CHAIN OF COMMAND	C/PO3	NS1 TEXT - UNIT 2 CHAPTER 3 COMPANY STAFF ROSTER
8 - UNIFORM REGULATIONS	C/PO2	FIELD MANUAL CHAPTER 1
9 - MILITARY CHAIN OF COMMAND	C/PO2	NS1 TEXT UNIT 4 CHAPTER 1
10 - MILITARY INSPECTIONS	C/PO1	FIELD MANUAL CHAPTER 4
11. – ALL AREAS OF NJROTC	ENSIGN	FIELD MANUAL, GUIDEBOOK NS 1 AND 2 TEXT, ORDERS TO THE SENTRY, CHAIN OF COMMAND, DRILL DEMONSTRATION, PERSONAL LETTER, AND WRITTEN EXAM

Appendix E. Navy Core Values

HONOR

Integrity
Responsibility
Honesty

COURAGE

Patriotism
Loyalty
Valor

COMMITMENT

Competence
Teamwork
Concern for People

Appendix F. Behavior Contract

ST AMANT HIGH SCHOOL NJROTC UNIT BEHAVIOR CONTRACT

All Louisiana State and Ascension Parish Public School rules and regulations will be in effect and strictly followed to include:

1. I will not use alcohol products of any kind.
2. I will not use tobacco products of any kind.
3. I will not use drugs of any kind including prescription medications without doctor's authorization and Instructors awareness.
4. I will abide by the Navy Core Values: Honor, Commitment and Courage.
5. I understand that females will be allowed only in female rooms and males allowed only in male rooms on any field trip.
6. I understand that muster times for NJROTC events will be strictly adhered to.
7. I will observe all curfews during field trips or other events as required.
8. I will not use profanity.
9. I will not steal.
10. I will accept and abide by other School/Unit/Navy requirements as required.
11. I will respect and not question the SNSI's/NSI's/Teachers directions to me.
12. I will be especially respectful to all adults, display good manners, help out and volunteer every chance I get.

Any violations in this contract will result in restriction from further activities during NJROTC events. I have read, understand and will comply with all of the above requirements and thoroughly understand that any infractions will result in disciplinary action.

Student Signature/Date: _____/_____

Parent/Guardian Signature/Date: _____/_____

SNSI/Signature/Date: _____/_____

ST. AMANT HIGH SCHOOL
PARENTAL ACKNOWLEDGEMENT
OF NJROTC PROGRAM REQUIREMENTS

I _____ and _____
(Father/Mother/Legal Guardian) (Father/Mother/Legal Guardian)
the parent/guardians of Cadet _____, do
acknowledge that my son/daughter has presented to me a copy of the St. Amant High
School NJROTC Cadet Handbook.

Parent/Guardian Signature/Date: _____ / _____

Parent/Guardian Signature/Date: _____ / _____