

**WAYNE COUNTY HIGH SCHOOL'S  
CARDINAL BATTALION  
JUNIOR RESERVE OFFICERS TRAINING CORPS (JROTC)  
CADET HANDBOOK  
STANDARD OPERATING PROCEDURES (SOP)**



*"To Motivate Young People to be Better Citizens"*

**CW4(R) SANDS, SENIOR ARMY INSTRUCTOR (SAI)  
1SG(R) SNYDER, ARMY INSTRUCTOR (AI)  
LAST UPDATED: 01 JULY 2024**

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## A NOTE FROM THE SENIOR ARMY INSTRUCTOR

Wayne County High School Cadets:

Welcome to the Wayne County Team! We at Wayne County High School JROTC, regardless of duty position, have one goal in mind, preparation of our young men and women for the future by ensuring that they are college, career and citizenship ready. We work for your SUCCESS!

Our JROTC is but one of the programs to prepare you for the future. JROTC will teach and reinforce team work, scholarship, Americanism, respect for constituted authority and discipline. I look to you to take the lead and set the example by deed and conduct. The pride you have in your unit and school is commendable. JROTC is an elective course with academic credit being awarded for each semester you complete. JROTC is a pathway for career readiness after completing three full years.

We will continue with extracurricular activities (Color Guard, IDR, and Raiders) structured toward establishing esprit de corps and leadership potential. We will take and apply all guidance and guidelines that the Wayne County School Board implements.

Welcome to the Best. We are glad that you have chosen to be a member of the Cardinal Battalion.

Sincerely,

//original signed//

William J. Sands, III, SAI

Wayne County High School

## **PURPOSE**

The purpose of the Cardinal Battalion Cadet Handbook is to provide information and guidance to enrolled JROTC Cadets and all persons concerned with the activities of the United States Junior Reserve Officer's Training Corps – JROTC here at the Wayne County High School, Monticello, Kentucky.

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

Some of the military terms herein may not be clear to first year Cadets. These terms will be clarified in the classroom, during physical training, and while conducting drill and ceremony.

## **NON-TRADITIONAL INSTRUCTION (NTI) DAYS**

When the announcement is made that there will be an NTI Day, Cadets will complete the NTI assignment for that day (see JROTC Web portal for NTI assignments). Cadets will submit only the NTI assignment for that day via their school issued Chromebook utilizing the school provided Google Docs. Cadets will complete and submit the assignment via their school issued email account during the hours of 10:00 thru 16:00. Instructors are available during those times on each designated NTI day. Instructors may be reached electronically during the above-mentioned hours if a Cadet has a question/issue. NTI grades are posted to the Infinite Campus Gradebook as Chapter Tests.

## **AN IMPORTANT UNDERSTANDING**

CW4 (R.) Sands and 1SG (R.) Snyder are United States Army retirees. They are employed by the Superintendent of Wayne County and are certified to teach JROTC by the United States Army's Cadet Command. They both possess a Teacher's Certificate issued by the Commonwealth of Kentucky's Education Professional Standards Board.

When addressing Mr. Sands – the Senior Army Instructor (SAI) - a Cadet will stand at attention and preface their question/comment with "SIR". When addressing 1SG Snyder – the Army Instructor (AI) - a Cadet will stand at ease and preface their question/comment with "First Sergeant".

JROTC is a three year no cost program paid for entirely by the Wayne County Board of Education, the Wayne County High School's Site Based Decision Making Council, the United States Army, by JROTC Cadet Fundraisers, and through generous support from the local community. The fourth year is reserved for JCLC graduates who are outstanding Cadets who have demonstrated promotion and leadership skills in order to serve in Battalion leadership and staff positions.

There is no commitment to join the Army or any other branch of the military by enrolling in, or upon successful completion of, the JROTC course of instruction.

Cadets must understand that they will follow the curriculum of Army JROTC as set out by the United States Army's Cadet Command. Discipline is at the core of the JROTC program. Respect for constituted authority will be enforced at all times. Cadets will be under the direct supervision and authority of higher-ranking Cadets acting in accordance with Cardinal Battalion policies and procedures.

It is important for Cadets to have an early understanding of the fact that there is considerable physical activity in JROTC. Cadets are always expected to perform to the utmost of their ability. All requirements are demonstrated to Cadets before they are held accountable for grade. There are extensive periods of marching and standing in formation as part of this course of instruction. Proper execution of stretching exercises and calisthenics is imperative to good health and to avoid injury. There is demanding cardiovascular training as part of this course of instruction. Injured Cadets will perform alternate events as their physical condition warrants.

Cadets are evaluated every day. All issued uniforms will be worn as directed. Proper wear and care of issued uniforms is located in Cadet Command Regulation 145-2, Army Regulation 670-1 and the JROTC Cadet Reference. Cadet grades will be reduced for not wearing their issued uniforms correctly and for not adhering to grooming standards.

Cadets are responsible and accountable for their actions. As Cadets move up the ranks and earn the confidence of the SAI/AI, they will be afforded additional opportunities to lead and supervise lower ranking Cadets. The fourth year serves as a capstone year wherein selected Cadets put in to practice the tenants of JROTC that the program be Cadet initiated, planned, lead, executed and documented. Leadership is at the center of this course of instruction. Cadets who do not seek attendance at JCLC and or who do not prepare for and attend yearly Promotion/Leadership boards will not be eligible to continue to serve in JROTC.

## CADET ENROLLMENT

### CONDITIONS OF ENROLLMENT:

To be eligible for enrollment and continuance as a member of the Cardinal Battalion, each Cadet must meet the following requirements:

1. Be enrolled in, and physically be attending Wayne County High School as a full-time student.
2. Be a citizen of the United States.
3. Maintain an acceptable standard of conduct and be of good moral character. The Cadet must have integrity and must require of themselves honesty, self-reliance and a sense of responsibility in the performance of all academic assignments.
4. The Cadet must show self-discipline, a spirit of cooperativeness, a willingness to subordinate personal desires for the good of the program and be responsive to constituted authority through observance of laws, rules and regulations, by prompt and regular attendance at school, and in general, good behavior towards other classmates and members of the Wayne County High School faculty and staff.

### ENROLLMENT PROCEDURES:

All Cadets entering JROTC for the first time will be enrolled in Leadership Education Training 1 (LET 1) and only during the 1<sup>st</sup> Semester. A prerequisite for enrollment in LET 2, LET 3 and LET 4 courses is satisfactory completion of the preceding course in its entirety. Cadets must pass/complete the 1st semester of the current year in order to attend the military ball. Cadets must have 2 credits in order to advance to the next LET Level.

### CADET OBLIGATION:

The Cadet agrees to abide by the rules and regulations of JROTC as outlined in this Cadet Handbook and United States Army Cadet Command regulations. The Cadet accepts responsibility for the proper care, dry cleaning and maintenance of issued uniforms and any other items deemed necessary for the completion of assigned tasks.

### DISENROLLMENT:

A Cadet will be disenrolled from JROTC as appropriate by determination of CW4 Sands in consultation with the principal. In all cases listed below, a Cadet will be disenrolled from JROTC if the Cadet:

1. Becomes physically unfit. (Cannot march, stand inspection, perform physical training etc.).
2. Shows ineptitude for leadership training as demonstrated by lack of general adaptability, want of readiness or skill, un-handiness, inability to learn, or does not advance in rank.
3. Fails to maintain an acceptable standard of academic achievement, conduct, attendance, or grooming standards. If a Cadet is held back a grade and/or fails a class/es and does not go to Summer School to successfully make that class/es up for credit, then they will be removed from JROTC.
4. Shows undesirable traits of character as demonstrated by cheating on examinations or assignments, stealing, unauthorized possession of drugs/alcohol/tobacco or use thereof, lying, conviction of a felonious act, any incidents of a discreditable nature with civil or school authorities (PAS and or suspension), or similar acts.

## **GRADING POLICY**

Cadets are evaluated using oral, written, practical performance and observation tests as well as the factors listed below:

The Cadet's attitude in carrying out orders and directions issued by the SAI/AI, Senior Cadet Leadership, school staff and or faculty members.

Participation in announced JROTC activities and the degree of cooperativeness and application thereto.

The Cadet's manner of performance during inspections, drill practice, parades and ceremonies and or physical training.

The Cadet's overall demonstrated courtesy, discipline and classroom decorum - not only in JROTC classes but also throughout Wayne County High School.

Additionally, the SAI/AI will take into consideration the wearing of the prescribed uniform and the manner in which it is worn. When a Cadet does not present ready for Physical Fitness Training then points are deducted.

Semester grades are broken down as follows:

### First Semester:

1ST Quarter - 45% (45% Uniform Inspections, 40% Physical Training, 10% Chapter Tests, 5% Daily Grade)

2ND Quarter - 45% (45% Uniform Inspections, 40% Physical Training, 10% Chapter Tests, 5% Daily Grade)

Final Exam - 10%

### Second Semester:

1ST Quarter - 45% (45% Uniform Inspections, 40% Physical Training, 10% Chapter Tests, 5% Daily Grade)

2ND Quarter - 45% (45% Uniform Inspections, 40% Physical Training, 10% Chapter Tests, 5% Daily Grade)

Final Exam - 10%

### Merits/Demerits:

The Merit/Demerit system is designed to encourage Cadets to adhere to a high standard of conduct, self-discipline and personal appearance. Good performance is rewarded by merits, unsatisfactory performance is recorded as demerits and or demotion. Accumulating demerits will affect a Cadet's rank, position, military ball participation, leadership/promotion board participation and end of year trip eligibility. The overall number of demerits or school indiscipline received will be used in determining a Cadet's continuance in the Cardinal Battalion. Accumulating merits will equal increased favorable actions for the Cadet.

## CADET UNIFORM WEAR AND APPEARANCE

The designated formal uniform inspection day is Wednesday. Cadets will wear their complete issued Cadet Army Service Uniform (ASU). If the Cadet finds that their uniform needs repair or has been turned in for alterations or dry cleaning by the AI or parent/guardian, the Cadet is still required to bring in all remaining issued components of their uniform for inspection. Those issued ASU components are:

\*Coat, pants, shirt, tie, beret, belt w/buckle, shoes, socks, name plate, brass, awards and decorations.

\*\*Cadets will hand carry all uniform components. They will not leave them in a teacher's classroom.

During these inspections, evaluations are made of haircuts/styles, shaven face – male, shoes shined, brass polished, cleanliness and pressing of uniforms, proper placement of brass, name tag, awards, decorations and general knowledge. All earned awards will be worn for inspection. Proper wear of the Cadet Army Service Uniform is illustrated on pages 6-7 of the JROTC Cadet Reference. Cadet Command Regulation 145-8-3 directs that Cadets style their hair in accordance with and wear their issued uniforms in accordance with Army Regulation 670-1.

Cadets will have no visible body piercings. Male cadets will not wear earrings while enrolled in the Cardinal Battalion. Female Cadets, while in the Cadet Army Service Uniform (ASU), may wear earrings that are screw-on, clip-on, or post-type earrings in gold, silver, white pearl, or diamond. The earrings will not exceed 6 mm or 1/4 inch in diameter, and they must be unadorned and spherical. When worn, the earrings will fit snugly against the ear. Females may wear earrings only as a matched pair, with only one earring per ear lobe. Extreme, eccentric or faddish haircuts, hairstyles or hair colors are not authorized. Females will not wear lipstick that distinctly contrasts with the natural color of their lips. Female Cadets are only authorized to wear American Manicure, Nude/Natural, Clear, or Light Pink nail polish.

The designated Physical Training days are Monday and Thursday. The issued Cadet Physical Training (PT) Uniform will be worn sleeves down, shorts around mid-drift, shirt tucked into shorts, drawstring secured, and socks with athletic shoes. When worn, no necklaces may be visible. No earrings, no headbands, and nothing around the ankles or wrist, other than a wrist watch, will be worn while in the Cadet Physical Training Uniform. Extreme, eccentric or faddish haircuts, hairstyles or hair colors are not authorized. Females will not wear lipstick that distinctly contrasts with the natural color of their lips. Female Cadets may only wear clear nail polish while in uniform. While in the Cadet PT Uniform, male Cadets will have a cleanly shaven face and haircut within regulation. Male Cadets will not wear cosmetics unless medically prescribed.

Proper wear of the Cadet JROTC ACU is located on pages 10-11 of the JROTC Cadet Reference. The Cadet JROTC ACU will be issued to certain Cadets based on various requirements. The following are examples of points that will be deducted for the following uniform discrepancies:

Females: Earrings while in PT Uniform - 50 points

No Issued PT Shirt/Shorts - 50 points

Females: Wearing colored nail polish - 50 points

Unauthorized Hair Style/Color - 50 points

Males: Unshaven face and or requiring haircut - 50 points

No Athletic Shoes/Socks - 50 points

The issued ASU coat, pants and shirt must be dry cleaned and returned to the AI prior to the end of each school year.



## **HONOR UNIT WITH DISTINCTION**

The Cardinal Battalion has been designated as an Honor Unit with Distinction by the United States Army's Cadet Command. All Cadets will wear the yellow star reflecting that designation. The star is worn centered ¼" above the right breast pocket for male Cadets and ¼" above the nameplate for female Cadets. The star is worn as depicted below with one point of the star up.



## **OFFICIAL NOTICES AND CADET BULLETIN BOARDS**

Official notices are explained at each Cadet formation. They are further posted on the Cadet bulletin board located outside of the Cadet Staff area. The Cadet Calendar is posted to the JROTC web portal which may be viewed electronically on the Wayne County High School web site.

Cadets are responsible for reading and complying, when appropriate, with all information posted on the bulletin board and for any notices received through school channels.

## **JROTC CADET CREED**

I am an Army Junior ROTC Cadet.

I will always conduct myself to bring credit to my family, country, school and the Corps of Cadets.

I am loyal and patriotic.

I am the future of the United States of America.

I do not lie, cheat or steal and will always be accountable for my actions and deeds.

I will always practice good citizenship and patriotism.

I will work hard to improve my mind and strengthen my body.

I will seek the mantle of leadership and stand prepared to uphold the Constitution and the American way of life.

May God grant me the strength to always live by this creed.

### **CARDINAL PHYSICAL TRAINING MOTIVATION CHANT**

During PT, when instructed to go to the "*Position of Attention*", Cadets will recite the following chant:

More PT Cadet, more PT

We like it, we love it

We want some more of it

Give us more Cadet, Give us more - Wooaah!

### **CARDINAL CLASSROOM MOTIVATION CHANT**

After entering the classroom and standing behind their assigned seat, the Class Leader will direct all Cadets to "*Take Seats*", Cadets will recite the following chant:

Cardinals Number One, Second To none

Best by test over all the rest, Wooaah!

Cadets will then clap hands together once and be seated

### **CARDINAL CADET DISMISSAL CHANT**

In order to promote Esprit de Corps, the Class Leader will give the command "*class dismissed*", all Cadets will recite the following chant:

Cardinals we got that beat watch us conquer and defeat.

We are hard and made of stone if we fall we drive on.

Breakdown we got that sound don't mess with the dog pound.

WOOF! One dog one bone. WOOF! This stuff is on.

WOOF! We have the skill. WOOF! Better get for real.

BOOM! Better hit the deck.

We've got you all in check WOOF! WOOF! WOOF!

## **BATTALION (BN) STAFF DUTIES/RESPONSIBILITIES**

The Cardinal Battalion Staff is composed of an 8 Cadet Headquarters Element. Cardinal Battalion Staff members will wear the distinctive maroon and gold command cord on their left shoulder. The following is a breakdown of those Cadet positions, ranks and responsibilities.

**BATTALION CO – C/LTC – Battalion Commander (BC).** Responsible for the effective and safe operation of all Cardinal Battalion Cadets.

Primary duties include: Overall direction and management of the Cardinal Battalion to achieve the stated directives of the United States Army's Cadet Command. Provide guidance, direction and oversight for the operation of the Cardinal Battalion, serve on promotion/leadership selection boards as required. Serve on the Battalion Staff Continuous Improvement Plan.

**BATTALION XO – C/MAJ – Executive Officer (XO).** Responsible for the coordination of all staff functions and personnel.

Primary duties include: Conduct Command and Staff meetings to ensure positive, accurate and timely flow of information and staffing of Cardinal Battalion activities/taskings. Manage all fundraising activities for the Cardinal Battalion. Oversee staff and provide direction/assistance where needed. Take charge of the Cardinal Battalion in the absence of the Battalion Commander, serve on promotion/leadership selection boards as directed. Serve on the Battalion Staff Continuous Improvement Plan.

**BATTALION COMMAND SERGEANT MAJOR – C/CSM.** Responsible to the Cardinal Battalion Commander as the senior enlisted advisor by providing input and guidance on battalion activities.

Primary duties include: Coordination of flag details - ensure proper documentation of rosters and make recommendations for award N-3-13, ensure accuracy and dissemination of promotion board study material, serve on promotion/leadership selection boards as directed. Serve on the Battalion Staff Continuous Improvement Plan.

**BATTALION S-1 – C/CPT – Administration Officer.** Responsible for the accuracy and documentation of Cardinal Battalion administrative information.

Primary duties include: Maintain all administrative records and files, ensure proper posting of Cadet Promotion Board results, award documentation, merits/demerits, maintain Administrative Bulletin Board, serve as the point of contact for all JUMS administrative documentation, serve on promotion/leadership selection boards as directed. Serve on the Battalion Staff Continuous Improvement Plan.

## **BN STAFF DUTIES/RESPONSIBILITIES CONT'D**

BATTALION S-2 – C/CPT – Physical Security Officer. Responsible for all accountable equipment within the Cardinal Battalion.

Primary duties include: Maintain physical inventory of all issued Cadet Command equipment, the overall condition and security of the Cardinal Battalion Arms Room, serve on promotion/leadership selection boards as directed. Serve on the Battalion Staff Continuous Improvement Plan.

BATTALION S-3 – C/MAJ – Operations Officer. Responsible for coordinating all activities of the Cardinal Battalion.

Primary duties include: Develop/maintain the unit yearly training calendar, post weekly training schedules, coordinate fund raising activities, coordinate community service activities, ensure accurate documentation of all Cardinal Battalion activities/events/competitions and the annual Cadet Challenge within JUMS, and serve on promotion/leadership selection boards as directed. Serve on the Battalion Staff Continuous Improvement Plan.

BATTALION S-4 – C/CPT – Logistics Officer. Responsible for ensuring adequate supplies are available for Cadet use.

Primary duties include: Receipt and issuance of Cadet uniform items, accountability of all Cadet Uniforms and uniform supply items, accurate recordkeeping within JUMS, determine serviceability and disposal of uniform items, serve on promotion/leadership selection boards as directed. Serve on the Battalion Staff Continuous Improvement Plan.

BATTALION S-5 – C/CPT – Public Affairs Officer (PAO). Responsible for ensuring that the story of the Cardinal Battalion is shared and preserved.

Primary duties include: Management of the JROTC web portal, write event specific news articles for publication, conduct photography of Cadet Events, update Cadet's in Motion bulletin board, liaisons with Wayne County Public Affairs Officer. Serve as program announcer for annual awards ceremony. Serve on promotion/leadership selection boards as directed. Serve on the Battalion Staff Continuous Improvement Plan.

## **COMPANY LEADERSHIP DUTIES/RESPONSIBILITIES**

Underneath and subordinate to the Battalion are two lettered companies. A = Alpha and B = Bravo. These companies each have a separate command structure. The positions described below apply to both companies and their respective positions.

**COMPANY COMMANDER (CO) – C/CPT** - Responsible for the effective and safe operation of all assigned company Cadets. Primary duties include: Overall direction and management of the company to achieve the stated directives of the Battalion Commander and staff assigned taskings. Provide guidance, direction and oversight for the operation of the company.

**COMPANY EXECUTIVE OFFICER (XO) – C/2-1LT** - Responsible for the coordination of all staff assigned functions and overall company assigned personnel. Primary duties include: Conduct company staff meetings to ensure positive, accurate and timely flow of information and staffing of company assigned activities/taskings. Oversee assigned Cadets and provide direction/assistance where needed. Take charge of the company in the absence of the Company Commander.

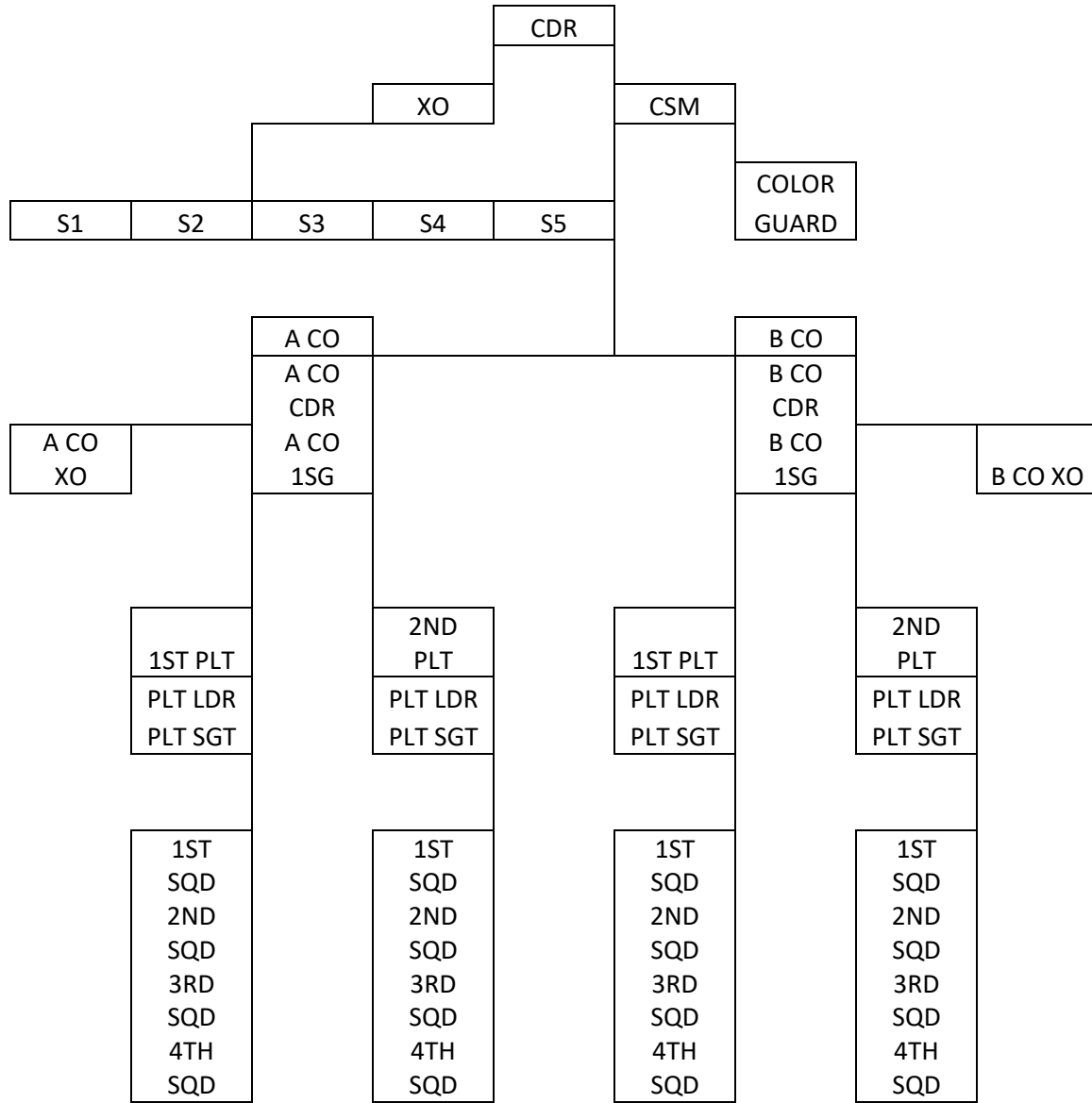
**COMPANY FIRST SERGEANT (1SG) – C/1SG** - Responsible to the Company Commander as the senior enlisted advisor by providing input and guidance on all company activities. Primary duties include: coordination of company assigned taskings, ensure assigned Cadets receive current promotion board study material, serve as a mentor and advisor to junior Cadets.

**COMPANY PLATOON LEADER (PL) – C/2-1LT** - Responsible to the Company Commander by advising and assisting as necessary, serves as a mentor and advisor to junior Cadets.

**COMPANY PLATOON SERGEANT (PSG) – Rank varies** - Responsible for coordination of platoon assigned taskings, ensures dissemination of information and enforces standards, serve as a mentor and advisor to junior Cadets, ensure assigned Cadets have all necessary issued items and that they are worn properly.

**SQUAD LEADER (SL) – Rank varies** - Responsible to the Company Leadership by ensuring all Cadets assigned to the squad are informed of all policies and procedures, serve as a mentor and advisor to junior Cadets, and ensure standards are enforced.

### CARDINAL BATTALION ORGANIZATIONAL CHART



# CADET INSIGNIA

## INSIGNIA OF GRADE FOR CADET OFFICERS



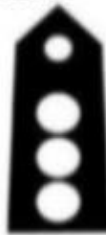
CADET  
COLONEL



CADET  
LIEUTENANT  
COLONEL



CADET  
MAJOR



CADET  
CAPTAIN



CADET FIRST  
LIEUTENANT



CADET  
SECOND  
LIEUTENANT

## INSIGNIA OF GRADE FOR CADET ENLISTED PERSONNEL



CADET COMMAND  
SERGEANT MAJOR



CADET SERGEANT  
MAJOR



CADET FIRST  
SERGEANT



CADET MASTER  
SERGEANT



CADET SERGEANT  
FIRST CLASS



CADET STAFF  
SERGEANT



CADET  
SERGEANT



CADET  
CORPORAL



CADET PRIVATE  
FIRST CLASS



CADET PRIVATE  
SECOND CLASS

## **YEARLY PROMOTION BOARDS**

There are four promotion boards scheduled each school year. Two promotion boards will be scheduled for each semester. See the current JROTC calendar for scheduled dates, which may be viewed electronically via the Wayne County High School webpage/JROTC. Promotion boards cancelled due to school closing will be rescheduled. Attendance at promotion boards is viewed favorably when selecting Cadets to earn end of year awards and continuation in the JROTC Program.

The SAI/AI will select Cadets from the Battalion Staff who will serve on the promotion board.

The promotion board will utilize only approved questions from the Cadet Study Guide, which can be viewed on the High School Webpage/JROTC. The promotion boards will convene during regular school hours.

The promotion boards will convene in the Cadet Staff Room.

Cadets will report to the promotion board in a complete Cadet Army Service Uniform properly worn and in compliance with all rules and regulations.

The promotion board will utilize the Cardinal Battalion Promotion Board Grading Sheet located within this Cadet Handbook.

The promotion board results will be presented to the candidates by the board president.

Cadets selected for promotion will turn in previous rank as applicable and receive their new rank as soon as is practical.

The maximum rank that may be designated/earned through promotion board is the rank of Cadet/Master Sergeant (C/MSG).

Cadets selected for promotion will have their date of rank recorded in JUMS as the same day as the board convened.

Upon promotion, Cadets will adjust their position in formation accordingly. If Cadets find that they have the same date of rank, then the first initial of the last name will be used to determine position in a formation.

## **DEMOTIONS**

A Cadet may be demoted for poor performance. Only the SAI/AI will direct the demotion of a Cadet. The BN S1 will rescind the promotion orders and update the Cadet's new lesser rank within JUMS.



**CARDINAL BATTALION PROMOTION BOARD GRADING SHEET**

CADET NAME: \_\_\_\_\_ LET: \_\_\_\_\_ RANK: \_\_\_\_\_

REPORTING IN: (5 points maximum) \_\_\_\_\_

UNIFORM/GROOMING: (10 points maximum) \_\_\_\_\_

MILITARY BEARING: (5 points maximum) \_\_\_\_\_

5 GENERAL KNOWLEDGE QUESTIONS: (25 points maximum) \_\_\_\_\_

BOARD PRESIDENT BONUS QUESTION: (5 points maximum) \_\_\_\_\_

REPORTING OUT: (5 points maximum) \_\_\_\_\_

BOARD POINTS EARNED: \_\_\_\_\_ x2 = FINAL BOARD SCORE: \_\_\_\_\_

\*\*\*MINIMUM BOARD SCORE FOR PROMOTION IS 90\*\*\*

PROMOTION RECOMMENDED: Y/N IF SO, TO WHICH RANK: \_\_\_\_\_

BOARD MEMBER RANK/NAME/TITLE: \_\_\_\_\_

The AI will ensure that all study material is posted on the WCHS JROTC Web Portal. The questions that board members ask will come directly from the study guide material and will be approved by the SAI/AI prior to the commencement of the board.

For each board member, total all points earned and times that number by 2 (ex.  $37 \times 2 = 74$ ) that is the board member's score. The Board President will then average the scores from each board member and annotate the cadet's overall board score. The overall board score is devised by adding all board member's scores and dividing that number by the number of board members ( $74+76+79/3 = 76.33$ ). At the completion of the board, the Board President will collect all grading sheets and notes and present them to the BN S1.

The BN S1 will notify the SAI/AI of the board results. When the SAI/AI have confirmed the board results, the BN S1 will prepare promotion orders for signature as required.

## CARDINAL BATTALION JROTC AWARDS

A complete listing of Army JROTC Ribbons and Awards - Order of Precedence - is located on page 4 of the JROTC Cadet Reference. The following are the Ribbons and Awards that are awarded and the requirements to earn them here in the Cardinal Battalion.



- CADET MEDAL OF HEROISM AWARD

Awarded to any Cadet by the United States Army's Cadet Command for an act of heroism.



- SUPERIOR CADET AWARD

Awarded annually by the United States Army's Cadet Command to the most deserving Cadets with respect to academic, military and community service criteria.



- DISTINGUISHED CADET SCHOLASTIC EXCELLENCE AWARD (N-1-1)

Awarded annually to one Senior Cadet who exhibits the highest scholastic aptitude i.e. overall class rank by their respective GPA.



- CADET ACADEMIC EXCELLENCE AWARD (N-1-2)

Awarded annually to any LET 2-4 Cadet for maintaining the highest academic grades culminating in the highest overall class ranking for their respective class.



- CADET ACADEMIC ACHIEVEMENT AWARD (N-1-3)

Awarded annually to Cadets who maintain at least a B average in all subjects and receive an A for each semester of the school year in JROTC.



- CADET ACADEMIC ACHIEVEMENT WREATH

Awarded annually to Cadets who maintain at least a B average (3.0 GPA) in all high school subjects and receive an A for each semester of the school year in JROTC. Subsequent awards are denoted by attachment of the appropriate colored lamp to the N-1-3 Academic Achievement Medal. The wreath will be worn for as long as the 3.0 School GPA is met. The Cardinal Battalion is currently an Honor Unit with Distinction. Cadets authorized to wear the Academic Wreath will wear their yellow star positioned inside of the wreath centered ¼" immediately above the right breast pocket for male Cadets and ¼" above the nameplate for female Cadets.

**CARDINAL BATTALION JROTC AWARDS CONT'D**



- CADET PERFECT ATTENDANCE AWARD (N-1-4)

Awarded at the end of each semester to Cadets who have had no absence from the classroom/school. Cadets assigned to ISS are ineligible for this award.



- CADET STUDENT GOVERNMENT AWARD (N-1-5)

Awarded to Cadets who serve in a student government position.



- CADET LEADERSHIP, EDUCATION, TRAINING (LET) SERVICE AWARD (N-1-6)

Awarded to Cadets who successfully complete the first semester of training in each LET year.



- CADET SUPERIOR ACADEMIC AWARD (N-1-7)

Awarded annually to Cadets who maintain an "A" in JROTC for two semesters within the same school year and who are academically in the top 20% of their LET year group in JROTC.



- CADET ACADEMIC RECOGNITION AWARD (N-1-8)

Awarded to Cadets who are selected to receive academic recognition by any organization within or associated with the Wayne County School System.



- CADET ACADEMIC ACCOMPLISHMENT AWARD (N-1-9)

Awarded to Cadets who receive a semester grade of "A" in JROTC with no Unexcused Uniform Inspections or disciplinary infractions.



- CADET ACADEMIC AND LEADERSHIP TEAM AWARD (N-1-10)

Awarded to Cadets who compete on an Academic or a Leadership Team for JLAB as determined by the SAI.



- CADET SENIOR ARMY INSTRUCTOR LEADERSHIP AWARD (N-3-1)

Awarded annually to at least one Cadet per LET level who displays the highest degree of service and commitment as determined by the SAI/AI.



- CADET PERSONAL APPEARANCE AWARD (N-3-2)

Awarded annually to Cadets who distinguish themselves by scoring 100 on 3 or more uniform inspections per school year.

## CARDINAL BATTALION JROTC AWARDS CONT'D



- CADET PROFICIENCY AWARD (N-3-3)

Awarded to Cadets who have demonstrated an exceptionally high degree of leadership, academic achievement, and or performance of duty as determined by the SAI/AI.



- CADET DRILL TEAM AWARD (N-3-4)

Awarded annually to Cadets who complete one entire school year as an active member of the Drill Team with no more than three unexcused absences per year and who are selected to compete in three Drill Competitions. See Cadet Calendar for IDR Team Season dates.



- CADET COLOR GUARD TEAM AWARD (N-3-6)

Awarded annually to Cadets who complete one entire school year as an active member of the Color Guard Team with no more than three unexcused absences per year and who are selected to compete in three Color Guard Competitions. See Cadet Calendar for Color Guard Team Season dates.



- CADET RAIDER TEAM AWARD (N-3-8)

Awarded annually to Cadets who complete one entire school year as an active member of the Raider Team with no more than three unexcused absences per year, who must have taken and passed the Army Physical Fitness Test (APFT), who are members of the competition team (Primary/Alternate), and who compete in at least three Raider Competitions. See Cadet Calendar for Raider Team Season dates.



- CADET COMMENDATION AWARD (N-3-9)

Awarded to Cadets whose performance of duty exceeds that expected of a Cadet of his/her grade and or experience as determined by the SAI/AI. Also may be awarded to any Cadet who completes 4 full years with the Cardinal Battalion during the annual awards ceremony.



- CADET GOOD CONDUCT AWARD (N-3-10)

Awarded annually to Cadets who have passed both semesters and who have demonstrated good conduct throughout the school year. Cadets who have received any disciplinary infractions or who have any unexcused/or zero grades on any uniform inspections are ineligible for this award.



- CADET SUMMER CAMP (JCLC) AWARD (N-3-11)

Awarded to Cadets selected for and who complete all requirements for the Junior Cadet Leadership Challenge JCLC (Summer Camp).

**CARDINAL BATTALION JROTC AWARDS CONT'D**



- (N-3-12)

OPTIONAL BY SAI.



- CADET FLAG RAISING AWARD (N-3-13)

Awarded to Cadets who have participated in the high school's flag raising/lowering ceremony a minimum of 3 times (3 full weeks) within the same school year.



- CADET COMMUNITY SERVICE AWARD (N-3-14)

Awarded to Cadets who complete at least 3 JROTC community service events in the same school year as prescribed by the SAI/AI.



- CADET JROTC FUNDRAISING AWARD (N-3-15)

Awarded to Cadets who participate in at least 3 JROTC fund raising activities in the same school year as prescribed by the SAI/AI.



- CADET VARIETY ATHLETICS AWARD (N-2-1)

Awarded to Cadets at the end of the individual's athletic season who have been selected and competed on a Varsity Athletic Team.



- CADET JROTC PHYSICAL FITNESS AWARD (N-2-2)

Awarded to Cadets who score a minimum of 85% in each category of the annual Cadet Challenge.



- CADET JROTC ATHLETICS AWARD (N-2-3)

Awarded to Cadets who score a minimum of 50% in each category of the annual Cadet Challenge.



- CADET TEAM COMMANDER AWARD (N-2-4)

Awarded annually to any JROTC Team's Commander in recognition of leadership and dedication.



- CADET TEAM EXECUTIVE OFFICER AWARD (N-2-5)

Awarded annually to any JROTC Team's Executive Officer in recognition of leadership and dedication.

## CARDINAL BATTALION JROTC AWARDS CONT'D



- CADET PARADE PERFORMANCE AWARD (N-4-1)

Awarded annually in December to Cadets who marched with JROTC in both the Monticello Veteran's Day Parade and the Monticello Christmas Parade. Cadets must be in full ASU in order to march.



- CADET RECRUITING AWARD (N-4-2)

Awarded annually to Cadets who recruit a minimum of 2 students into the Cardinal Battalion.



- CADET NON-COMMISSIONED OFFICER (NCO) OF THE YEAR AWARD (N-4-3)

Awarded annually to the Top NCO in the Cardinal Battalion as determined by the SAI/AI.



- CADET OFFICER OF THE YEAR AWARD (N-4-4)

Awarded annually to the Top Officer in the Cardinal Battalion as determined by the SAI/AI.



- THE CW4(R) WILLIAM D. INMAN CADET OF THE YEAR AWARD (N-4-5)

Awarded annually to the Top Cadet from the Cardinal Battalion as determined by the SAI/AI.



- CADET SERVICE LEARNING AWARD (N-4-6)

Awarded annually upon completion of the Cadet's yearly LET Service Learning Project.



- CADET EXCELLENT STAFF PERFORMANCE AWARD (N-4-7)

Awarded annually to select Cadets serving on the Battalion Staff for excellent performance as determined by the SAI/AI.

AWARDS PRIORITY: Medals and ribbons will be worn in accordance with their proper priority as follows:

ACADEMIC: N-1-1 thru N-1-10

MILITARY: N-3-1 thru N-3-15

ATHLETIC: N-2-1 thru N-2-5

MISCELLANEOUS: N-4-1 thru N-4-7

CIVILIAN AWARDS: As awarded

### CARDINAL BATTALION JROTC AWARDS CONT'D

NOTE: Cadets may receive additional awards of the same medal in subsequent years. To denote multiple awards of the same medal, the following lamps are affixed to the medal/ribbon.



BRONZE LAMP

DENOTES SECOND AWARD



SILVER LAMP

DENOTES THIRD AWARD



GOLD LAMP

DENOTES FOURTH AWARD

FIFTH AWARD + 1 GOLD LAMP + 1 BRONZE LAMP

SIXTH AWARD + 1 GOLD LAMP + 1 SILVER LAMP

SEVENTH AWARD + 2 GOLD LAMPS

EIGHTH AWARD + 2 GOLD LAMPS + 1 BRONZE LAMP

NINTH AWARD + 2 GOLD LAMPS + 1 SILVER LAMP

TENTH AWARD + 3 GOLD LAMPS

NOTE: Only two awards will be worn in full medal set format. Medals of any kind are to be worn centered on the pocket flap 1/8" from the top of the pocket seam.

## CARDINAL BATTALION JROTC AWARDS CONT'D

### TEAM ARC PIN ELIGIBILITY

The ARC Pins shown below will be awarded to any Cadet who completes two entire consecutive school years as an active member of the same team with no more than three unexcused absences per year. If a member will be absent from practice, the Team Commander must be notified and will, in consultation with the SAI/AI, determine if said absence is excused/unexcused. If a Cadet is not present for the whole school day, then that Cadet is ineligible for team practice that same day or any school sanctioned event.

Example ARC Pins:



Color Guard Team additional requirements: Within each school year, the Cadet must be selected to compete in a minimum of two Color Guard Team competitions. Cadet must have earned the Color Guard Team medal for two consecutive years.



Raider Team additional requirements: Must be selected for the Competition Team (primary or alternate) each year and be selected to compete in a minimum of two Raider Team competitions each year. Cadet must have earned the Raider Team medal for two consecutive years.

NOTE: Directions for proper wear of Arc Pins is located in the JROTC Cadet Reference 6.



## CARDINAL BATTALION JROTC AWARDS CONT'D

### SABRE GUARD ARC PIN ELIGIBILITY

The Sabre Guard Arc Pin will be awarded to a Cadet who is selected for and participates in the Cadet Sabre Guard for the Wayne County High School Homecoming Ceremony and the Cadet Military Ball in the same school year.



NOTE: Directions for proper wear of Arc Pins is located in the JROTC Cadet Reference 6.

### JCLC SILVER MUSKET ELIGIBILITY

When a Cadet is selected for, and completes, the JROTC Cadet Leadership Challenge (JCLC), they will be awarded the JCLC Silver Musket Award.



NOTE: The JCLC Silver Musket will be worn 1/8" above the Cadet's ribbon rack.

### CIVILIAN AWARDS AND DECORATIONS

There are multiple civilian organizations that offer to award JROTC Cadets their organization's ribbons and/or Medals. To the greatest extent possible, the SAI/AI will submit deserving Cadets for these awards. If the organization(s) select a deserving Cadet, the award will be presented during the annual awards ceremony. If a Cadet earns a civilian award or decoration, then they will wear the award on their Cadet ASU.

NOTE: JROTC awards will always take precedence over civilian awards and decorations. Per Cadet Command Regulation 145-2 – Medals for which a ribbon device is provided may not be worn on a JROTC uniform when other ribbons are worn.

## **MILITARY BALL ATTENDANCE REQUIREMENTS**

THE CARDINAL BATTALION JROTC MILITARY BALL IS SCHEDULED ON - SEE CADET CALENDAR.

IN ORDER TO ATTEND THE JROTC MILITARY BALL THE CADET MUST:

HAVE NO UNEXCUSED OR GRADE OF ZERO ON ANY CADET ASU INSPECTIONS IN JROTC \*\*\*.

HAVE NO MORE THAN ONE SCHOOL/JROTC DISCIPLINARY INFRACTION (PAS-ISS, DEMERIT).

HAVE NOT BEEN SUSPENDED DURING THE CURRENT SCHOOL YEAR.

HAVE PASSED/COMPLETED THE FIRST SEMESTER.

HAVE COMPLETED AT LEAST ONE JROTC FUNDRAISING ACTIVITY DURING 1<sup>ST</sup> SEMESTER.

\*\*CADETS WHO HAVE FAILED, BEEN DISMISSED FROM, DID NOT COMPLETE FOUR FULL YEARS OR WHO HAVE DISENROLLED FROM THE CARDINAL BATTALION ARE INELIGIBLE TO ATTEND THE MILITARY BALL AS A GUEST. CADETS JOINING OR REJOINING (DUE TO DISENROLLING OR PREVIOUS FAILURE) THE CARDINAL BATTALION DURING THE 2ND SEMESTER, ARE INELIGIBLE TO ATTEND THE MILITARY BALL.

\*\*\* CADETS WILL WEAR THEIR ISSUED CADET ARMY SERVICE UNIFORM (ASU) ON THE DESIGNATED UNIFORM INSPECTION DAY (WEDNESDAY). IF A CADET DEEMS THEIR UNIFORM TO BE UNSERVICEABLE THE CADET IS STILL REQUIRED TO BRING IN THEIR COMPLETE UNIFORM FOR INSPECTION/SERVICING. A CADET IS NOT EXCUSED FROM WEARING THEIR UNIFORM WITHOUT PRIOR APPROVAL FROM THE SAI/AI. IF A CADET FAILS TO WEAR THEIR UNIFORM OR IF THEY REMOVE THEIR ASU PRIOR TO THE END OF THE SCHOOL DAY WITHOUT PERMISSION - THEN THERE WILL BE NO MAKE UP UNIFORM INSPECTION AND THE CADET WILL RECEIVE A GRADE OF ZERO. IF A CADET LEAVES SCHOOL EARLY OR ARRIVES TO SCHOOL LATE AS AN UNEXCUSED TARDY THEN THEY WILL ALSO RECEIVE A GRADE OF ZERO. IF A CADET RECEIVES A ZERO ON A UNIFORM INSPECTION THEN THEY ARE INELIGIBLE TO ATTEND THE MILITARY BALL AND WILL NOT ATTEND THE END OF YEAR TRIP.

**WCHS JROTC MILITARY BALL APPLICATION**

MUST BE SUBMITTED TO CW4(R) SANDS.  
ONLY ONE HIGH SCHOOL AGED GUEST PER CADET. COST \$50.00 CASH/CHECK.

Cadet's Name: \_\_\_\_\_

Name of Guest (Date) you wish to bring to Ball: \_\_\_\_\_

If Guest is enrolled in high school, what grade and name of high school:

\_\_\_\_\_

If Guest graduated high school, give name of school and year of graduation:

\_\_\_\_\_

If not a Graduate, what year did applicant earn G.E.D.? \_\_\_\_\_

Guest's Age: \_\_\_\_\_ Guest's Telephone Number: \_\_\_\_\_

Guest's Address: \_\_\_\_\_

Guest's Parents: \_\_\_\_\_

If Guest is Employed, Place of Employment and Supervisor's name: \_\_\_\_\_

\_\_\_\_\_

List TWO Adult references that know the Character of your Guest:

\_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

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The information I have supplied is true and accurate and I hereby request permission to bring the applicant to the WCHS JROTC Military Ball. I acknowledge that my guest must meet the JROTC Military Ball criteria of dress/conduct and that my guest must ride the bus to and return them back from the Ball. The fee for my guest of \$50.00 cash/check is attached.

Cadet Signature: \_\_\_\_\_

Cadet Parent/Guardian Signature: \_\_\_\_\_

## **LEADERSHIP SELECTION BOARD REQUIREMENTS**

IN ORDER TO BE CONSIDERED BY THE LEADERSHIP SELECTION BOARD ON - SEE CADET CALENDAR, A CADET MUST - BY THE MONDAY PRIOR TO THE BOARD:

PRESENT A PORTFOLIO TO MR. SANDS – INCLUDING:

1. A RESUME STATING:

\*THE CADET’S DESIRED BATTALION LEADERSHIP POSITION AND REASONS FOR SEEKING THE POSITION.

\*THE CADET’S QUALIFICATIONS: RANKS ATTAINED AND DUTY POSITIONS HELD IN THE BATTALION.

\*THE CADET’S GRADE POINT AVERAGE.

\* THE CADET’S MOST RECENT CADET CHALLENGE SCORE.

\*THE CADET’S JROTC TEAM MEMBERSHIP.

2. A MINIMUM OF TWO LETTERS OF RECOMMENDATION. ONE LETTER MUST BE FROM A CURRENT TEACHER WHOSE CLASS THE CADET IS PRESENTLY IN. NO LETTERS WILL COME FROM THE SAI/AI.

3. THE CADET MUST NOT HAVE ANY UNEXCUSED CADET ASU INSPECTIONS.

THE BOARD WILL REVIEW THE CADET’S PAST PERFORMANCE AS AN INDICATOR OF FUTURE POTENTIAL AND RESPONSIBILITY. IF A SELECTED CADET IS UNABLE TO PERFORM THE DUTIES TO WHICH THEY ARE SELECTED, THE SAI WILL DELEGATE THOSE DUTIES TO ANOTHER CADET WHO APPEARED BEFORE THE SELECTION BOARD.

## END OF SCHOOL YEAR TRIP REQUIREMENTS

IN ORDER TO ATTEND THE JROTC END-OF-YEAR FIELD TRIP ON – SEE CADET CALENDAR, THE CADET MUST:

HAVE NO UNEXCUSED OR GRADE OF ZERO ON CADET ASU INSPECTIONS, IN JROTC \*\*\*.

HAVE NOT QUIT NOR BEEN DISMISSED FROM A TEAM FOR FAILING GRADES OR FOR INDISCIPLINE.

HAVE PASSED OR HAVE A PASSING GRADE (60 OR ABOVE) IN ALL OTHER CLASSES EXCLUDING JROTC.

HAVE RECEIVED AN “A” IN THE CURRENT YEAR’S FIRST SEMESTER AND HAVE AN “A” AVERAGE (90 OR ABOVE) IN THE CURRENT YEAR’S SECOND SEMESTER (END OF THIRD NINE WEEKS) OF JROTC. CADETS JOINING THE CARDINAL BATTALION DURING THE 2ND SEMESTER ARE INELIGIBLE TO ATTEND THE END OF SCHOOL YEAR TRIP.

HAVE TURNED IN ANY AND ALL NTI ASSIGNMENTS.

HAVE NO SCHOOL DISCIPLINARY INFRACTIONS (PAS, ISS, OR SUSPENSION).

HAVE NO DEMERITS IN JROTC.

HAVE GONE BEFORE AT LEAST 1 PROMOTION BOARD IN EACH SEMESTER OF THE CURRENT SCHOOL YEAR.

HAVE SERVED ON AT LEAST ONE PROMOTION/LEADERSHIP SELECTION BOARD IN THE CURRENT SCHOOL YEAR - APPLIES TO: ALL 8 STAFF POSITIONS.

HAVE ATTENDED THE MILITARY BALL.

HAVE ATTENDED THE ANNUAL JROTC AWARDS CEREMONY.

HAVE COMPLETED A MINIMUM OF 3 FUNDRAISING ACTIVITIES.

HAVE TURNED IN COMPLETE CADET ASU – DRY CLEANED.

HAVE TURNED IN COMPLETE ISSUED CADET ACU, WITH ALL RANK/PATCHES, BELT, T-SHIRT, PATROL CAP AND BOOTS – CLEANED.

\*\*\* CADETS WILL WEAR THEIR ISSUED CADET ARMY SERVICE UNIFORM (ASU) ON THE DESIGNATED UNIFORM INSPECTION DAY (WEDNESDAY). IF A CADET DEEMS THEIR UNIFORM TO BE UNSERVICEABLE THE CADET IS STILL REQUIRED TO BRING IN THEIR COMPLETE UNIFORM FOR INSPECTION/SERVICING. A CADET IS NOT EXCUSED FROM WEARING THEIR UNIFORM WITHOUT PRIOR APPROVAL FROM THE SAI/AI. IF A CADET FAILS TO WEAR THEIR UNIFORM OR IF THEY REMOVE THEIR ASU PRIOR TO THE END OF THE SCHOOL DAY WITHOUT PERMISSION - THEN THERE WILL BE NO MAKE UP UNIFORM INSPECTION AND THE CADET WILL RECEIVE A GRADE OF ZERO. IF A CADET LEAVES SCHOOL EARLY OR ARRIVES TO SCHOOL LATE AS AN UNEXCUSED TARDY THEN THEY WILL ALSO RECEIVE A GRADE OF ZERO. IF A CADET RECEIVES A ZERO ON A UNIFORM INSPECTION THEN THEY ARE INELIGIBLE TO ATTEND THE MILITARY BALL AND WILL NOT ATTEND THE END OF YEAR TRIP.

## JCLC - SUMMER CAMP SELECTION PROCEDURES

JCLC - Junior Cadet Leadership Challenge - is offered to a limited number of Cadets each year. The Cardinal Battalion's camp is conducted over the Memorial Day weekend. Due to the limited availability of slots, a selection process has been established. All Cadets interested in attending camp must formally request attendance to CW4 Sands. Those Cadets are evaluated and ranked based on their grade in JROTC, their overall school GPA, number of current school year promotion boards attended, current Cadet rank, extra-curricular participation in JROTC, their individual Cadet Challenge score, and disciplinary infractions. Cadets are then ranked from highest to lowest score. Depending on the open number of slots, note that there is different availability of slots based on males and females, the highest scoring Cadets will be selected for attendance. United States Army Cadet Command will not waive certain medical conditions in order for a Cadet to attend. 1SG Snyder serves as the Point of Contact for the JCLC paperwork. Any and all questions concerning medical waivers may be directed to him. There is no fee to attend JCLC. All required items to successfully complete JCLC will be issued to the Cadet. Upon graduation from JCLC the Cadet will be advanced one rank.



## JROTC TEAM POLICIES AND PROCEDURES

Each team – Color Guard, Raider and Robotics will have a commander and an executive officer appointed by the SAI/AI.

The Team Commanders will establish policies and procedures for the conduct of their respective team training and competition activities.

All teams will adhere to the following:

Any Cadet who is absent from school is not permitted to attend team practice, march in a parade, or present the Colors/Garrison Flag that same day.

Any Cadet who receives a grade of “0” and or is Not in Uniform (NIU) on inspection day will be removed from the team and or is ineligible to join any JROTC team for the remainder of the school year.

Any Cadet suspended from school and/or arrested will be removed from the team and or is ineligible to join any JROTC team for the remainder of the school year.

Any Cadet assigned to ISS(PAS) 3 times will be removed from the team and or is ineligible to join any JROTC team for the remainder of the school year.

Any Cadet who receives 3 or more demerits will be removed from the team and or is ineligible to join any JROTC team for the remainder of the school year.

Any Cadet who does not possess a passing grade in all classes in which they were enrolled at the end of a semester will be ineligible to return to the team the following semester and or is ineligible to join any JROTC team for the remainder of the school year.

No earrings will be worn during training (Raiders) nor any competition activities when wearing the ACU.

Sleeveless shirts, sunglasses, and/or ball caps are not to be worn during training nor at competitions, nor will sleeves be rolled up.

Issued Cadet PT shirts and or shorts are not to be worn during team training.

Team Commanders are responsible for establishing weekly training calendars which will be approved by the SAI/AI.

Team Commanders are responsible for taking attendance for each activity. No Cadet will leave school grounds during practice without the consent of the SAI/AI.

Team Commanders will advise the SAI/AI of those individuals that are no longer participating in a satisfactory manner. If a Cadet is removed and or quits a team, then they are ineligible to rejoin that team or any other team during that school year. The SAI/AI are the sole authorities for suspending and or removing a Cadet from a team.

## **JROTC TEAM POLICIES AND PROCEDURES CONTINUED**

Team Commanders will recommend deserving Cadets for any individual performance award from a competition event to the SAI/AI and will also recommend deserving Cadets, who have completed all designated criteria, for end of year team medals.

Team Commanders will recommend deserving Cadets who have satisfactorily completed 2 consecutive years on the team for their respective Arc Pin.