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**EVAN E. WORTHING HIGH SCHOOL**

**NNDCC/NJROTC CADET HANDBOOK**

**(Updated JANUARY 1, 2023)**

**NNDCC/NJROTC CADET CREED**

**I am a Navy Junior ROTC Cadet**

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

**I respect those in position of authority.**

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

**I proudly embrace the Navy’s Core Values of,**

**HONOR, COURAGE, AND COMMITMENT.**

**I am committed to excellence and fair treatment of all.**

**TABLE OF CONTENTS**

**updated January 1, 2023**

**101:  INTRODUCTION**

**102:  PROGRAM AUTHORIZATION AND OBJECTIVES**

**103:  ENROLLMENT REQUIREMENTS**

**104:  PROGRAM BENEFITS**

**105:  SCHEDULE**

**106:  GRADING POLICY**

**107:  UNIFORM POLICY AND APPEARANCE STANDARDS**

**108:  DISCIPLINARY REVIEW PROCESS**

**109:  PROMOTIONS AND ADVANCEMENTS**

**110:  DEMOTIONS**

**111:  GENERAL CONDUCT**

**112:  SENIOR STAFF DUTIES AND RESPONSIBILITIES**

**113:  TRAINING TIME OUT**

**APPENDIX 1: PROMOTION REQUIREMENTS**

**APPENDIX 2: CADET PROBATION FORM**

**APPENDIX 3: COURSE SYLLABUS**

**APPENDIX 4: CLASSROOM BEHAVIOR/CODE CONUCT ACKNOLWLEGMENT FORM.**

**101:  INTRODUCTION**

Welcome to the Evan E. Worthing High School Navy Junior Reserve Officer Training Corps.  In keeping with the highest traditions and standards of the U.S. Navy and Worthing High School, this program has set forth rules and regulations that are to be followed by all NNDCC/NJROTC Cadets.

The NNDCC/NJROTC program is a voluntary, elective course.  Cadets are expected to be familiar with this handbook and to comply with the rules and regulations of the Worthing NNDCC/NJROTC.  Parents and guardians are also encouraged to become familiar with the rules and regulations of the unit.

**102:  PROGRAM AUTHORIZATION AND OBJECTIVES**

The NNDCC/NJROTC Program is administered by the Naval Education and Training Command located at Naval Training Command, Great Lakes Illinois, and is locally supervised by the NNDCC/NJROTC Area Ten Manager located at Gulfport, MS.

The following objectives have been established for the NNDCC/NJROTC Program and they focus on building good citizens, leaders of character, and productive members of society.

1.  Develop informed, responsible, and patriotic citizens

2.  Strengthen character

3.  Promote an appreciation and an understanding of the basic elements of national security

4.  Help instill habits of self-discipline

5.  Develop respect for constituted authority in a democratic society

6.  Develop leadership skills

**103:  ELIGIBILITY REQUIREMENTS**

Eligibility requirements are as follows:

A.  Be a legal resident of the United States

B.  Be at least 14 years of age or a member of the 9th grade

C.  Be enrolled in and attending a regular course of study at Worthing High School

D.  Be physically able to participate in the school’s physical education program

E.   Be of good moral character as determined by the SNSI/NSI

F.   Be capable of reading at the 7th grade level

G.  Comply with the appearance and conduct standards as set forth in this handbook

**104:  PROGRAM BENEFITS**

In addition to helping students achieve their potential, additional program benefits include:

1. Enlistment at an advanced paygrade.  Successful completion of the Naval Science curriculum entitles the cadet to enlist in the active duty or reserve components of the military at advanced paygrades.

2. Service academy nominations.  Cadets who are active members of NNDCC/NJROTC are eligible for nomination to a military service academy.

3.  Letter Jacket.  Cadets who participate on one or more of the NNDCC/NJROTC competition teams for two or more years, and who compete in at least two drill meets per year (four drill meet minimum) are eligible for an Evan E. Worthing High School Letter Jacket.  For those on the Marksmanship and Academic Teams, qualifying events include official postal meets.

**105:  SCHEDULE**

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

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

            Monday Academics

            Tuesday Academics

            Wednesday Regulation Drill/Academics/Navy Standard PT

            Thursday Regulation Drill/Academics/Navy Standard PT

            Friday ASVAB/SAT/ACT Testing/Academics/Uniform Inspections (ZH)

            Saturday Drill meets or community service events (if scheduled)

**106:  GRADING POLICY**

Course grading will be based on achievement and performance in the following sub-areas:

Academics:                             10% Quizzes/Written Assignments

Uniform Inspection:                 40% Peer-graded with instructor oversight

Participation:                           20% Based on day-to-day contributions to the unit, attendance at unit events and on staff positions held

Homework:                              30%   Weekly PT Gear Wear/Tuesday/Thursday

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

Participation grade.  As one of this program’s primary focus areas is teamwork, participation is a graded area for all cadets.  The major portion of this grade will be based on the total number of teamwork opportunities versus the number of events the cadet has attended.  Events and activities include competition teams, home football games (cadets are required to attend at least three home games as the unit is responsible for stadium cleanup – **(we are paid for this and it is our primary fund-raising activity),** away game attendance as a **“COLT Runner,”** JV game chain crew, community service events, parades, drill meets, Color Guard events, etc.

\*All NS1 Cadets will be required to participate in at least one drill team during the school. Year and must participate in at least 2 drill meets\*.

Cadets will also be graded on their contributions to the unit and their overall level of effort.

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

**107:  UNIFORM POLICY AND APPEARANCE STANDARDS**

The uniform is a symbol of the United States Navy, the school, the unit, and most importantly - the cadet.  When not in uniform, cadets will still maintain a neat, clean, and presentable appearance.  Uniforms must be kept clean, pressed, and in excellent condition.  No unauthorized articles are allowed to be worn on, or with, the uniform.  These include pencils, pens, watch chains, pins, jewelry, handkerchiefs, combs, earbuds, etc.  Items such as necklaces, crosses, or pendants may be worn but will not be exposed.  Items such as wristwatches, ID bracelets, rings, and sunglasses may also be worn as long as they are in good taste.

While in uniform, cadets are not permitted to wear personal jackets that cover up their uniform.  Only JROTC issued uniform jackets are permitted.

Each cadet will be issued a complete uniform and is responsible for its proper wear and care.  If lost or damaged, the cadet is financially responsible for the uniform or any lost item.  The uniform will always be clean, well-tailored, and presentable.  On prescribed uniform days, the cadet will wear the uniform the whole day from “door-to-door” to include wearing covers when outdoors.  It is not to be worn while serving a disciplinary assignment (PAS).

All uniforms must be returned at the end of the year or upon the cadet’s graduation or dismissal.  Any missing uniform items must be paid for by the cadet.

**Cadets who do not wear their uniform or who change out of their uniform on a prescribed uniform day will receive a grade of “zero.”**

**UNIFORM MAKE-UP DAYS**

In the event of an absence, the uniform make up day will be on Friday of the week the day was missed.   If a student is absent on Friday (make up day) he/she will wear the uniform the following Monday.  Uniform inspections are a significant part of a cadet’s overall grade and it is the cadet’s responsibility to make-up a missed uniform day.

**APPEARANCE STANDARDS**

Male cadets are not authorized to wear earrings while in uniform or while in the NNDCC/NJROTC classroom.  Females can only wear one earring per ear when in uniform.  Small gold ball earrings may be worn on the earlobe only, one for each ear.  Standards are clearly stated in the Cadet Field Handbook and will be strictly enforced.

Male haircuts will be neat and trimmed and will present a well-groomed appearance.  Hair will not touch the collar or the ears and will not fall below the eyebrows when the cadet is uncovered. The hair will not interfere with the proper wearing of headgear.  Sideburns shall not extend below the middle of the ear.  Cadets will be clean-shaven while in uniform.  Beards and mustaches are not authorized unless approved by the instructors for religious reasons.

Female hair will be clean and neatly arranged.  While in uniform hair will not fall below 3 inches of the lower edge of the collar and no loose hair will show from under the headgear.  The hair will not interfere with the proper wearing of headgear.  Hair ornaments must match the color of the hair.  Claw clips are not authorized.

**108:  PROMOTIONS AND ADVANCEMENTS**

Cadet promotions and advancements are based on time in rank, initiative, individual performance, and demonstrated ability.  The SNSI/NSI and the student leadership team consider a number of factors before promoting or advancing cadets.  Factors that are evaluated include but are not limited to:

**1.  High moral standards**

**2.  Good conduct**

**3.  Proper appearance in school and in uniform**

**4.  Satisfactory academic achievement**

**5.  Satisfactory performance in carrying out assigned responsibilities**

**6.  Level of participation in unit activities and programs**

**ENLISTED ADVANCEMENTS**

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

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

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

**OFFICER PROMOTIONS**

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

**109:  DEMOTIONS**  
   
Cadets can be demoted for a number of reasons. Except in extreme circumstances, cadets will be counseled and/or placed on probation before they are demoted (see the Disciplinary Review Process in Section 110).  If the cadet does not correct the reason for being placed on probation within the designated timeframe, he/she will be demoted or possibly dropped from the program.  Reasons for demotion include, but are not limited to:

**1.  Grade deficiencies**

**2.  Failure to maintain grooming standards**

**3.  Failure to wear the uniform**

**4.  General misconduct**

**Demotions will be administered as follows:**

**Cadet CO/XO/Department Heads C/Ensign**

**C/Ensign C/CPO**

**Enlisted Ranks Forfeiture of one rank**

**TEAM CAPTAINS/CLASS LEADERS/CLASS LEADERS**

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

**110:  DISCIPLINE POLICY**

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

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

**PUSH-UPS**

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

**PROBATION**

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

**1. Unwillingness to participate**

**2. Poor attitude**

**3. Harassment of other cadets**

**4. Uniform deficiencies**

**5. General misconduct or disrespect**

**DEMOTIONS**

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

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

**2. The infraction will be reviewed by the NSI and/or the cadet will appear before a Peer Review Board consisting of the C/CO, C/XO, and the C/CMC (or an alternate designated by the C/CO to ensure a minimum of three cadets in senior leadership positions).**

**3. The Peer Review Board will make a recommendation to the NSI on what action, if any, should be taken (minor infractions may be adjudicated by the C/CO after the Peer Review Board with permission from the NSI).**

**4. If the Review Board team determines that action is to be taken, the parent/guardian will be notified BEFORE any demotion or other administrative action is to take effect**.

**111:  GENERAL CONDUCT**

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

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

**\*CELL PHONES WILL BE SECURD PRIOR TO SCHOOL BELL RINGING.  IF CELL PHONES AR NOT SECURED PRIOR TO THE BELL RINGING, INSTRUCTORS WILL CONFINSCATE CELL PHONES UNTIL THE END OF THE CLASS.  IF THIS IS A REPEATED OFFENSE, CELL PHONES WILL BE TURNED IN TO CADETS ASSIGNED ASSISTANT PRINCIPAL FOR RECOVERY\***

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

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

**a. The response to muster will be “Here Sir or Ma’am” and it will be accompanied by a salute.**

**b. Cadets will respond to the instructors and senior personnel with “Yes/No Sir or Ma’am.”**

**c. Response to questions while in formation will be, “Sir or Ma’am, (answer as appropriate)” or “Sir or Ma’am, I do not know, but I will find out.”**

**112:  CADET SENIOR STAFF: DUTIES AND RESPONSIBILITIES**

The staff will consist of exceptional performers who seek a leadership role and have displayed the ability to handle additional responsibilities.  Student leaders serve at the discretion of the SNSI and NSI.  The NNDCC/NJROTC Senior Staff is composed of the Commanding Officer, the Executive Officer, the First Officer, and the Command Master Chief (the C/CO, C/XO, C/1ST, and the C/CMC are commonly referred to as the “Big Four”), and Department Heads.

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

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

**1.   Maintaining the morale and enthusiasm of the unit**

**2.   Developing esprit de corps**

**3.   Executing unit activities**

**4.   Looking after the well-being of individuals within the unit**

**5.   Providing recommendations for cadet evaluation, advancement, promotion, and assignment**

**6.   Being the Cadet Officer-in-Charge during formations and other ceremonial events**

**7.   Setting the highest standards of performance, conduct, appearance, bearing, and courtesy**

The Cadet Executive Officer (C/XO) is the second in command.  The C/XO takes charge in the absence of the C/CO.

**113:  TRAINING TIME OUT**

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

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

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

**APPENDIX I**

**NNDCC/NJROTC PROMOTION GUIDE**

The following promotion guidelines will be used to determine advancements for all cadets up to the rank of Cadet/Petty Officer First Class (C/PO1).  Promotions above the rank of C/PO1 will be at the discretion of the Senior Naval Science Instructor/Naval Science Instructor and will be heavily influenced on recommendations from cadet leadership.

Cadets who have transferred to the Worthing NNDCC/NJROTC from other units (regardless of branch) will be assigned their last rank (up to E6) but those cadets will still be responsible for all Navy knowledge up to the rank assigned (must pass the promotion test for that rank).

**UNIT ADVANCEMENT CRITERIA FOR ALL CADETS UP TO THE RANK OF C/PO1:**

Any cadet that is directly responsible for recruiting another cadet will be advanced one rank (this method of advancement can be used a maximum of two times).

All cadets that are in good standing and that complete the requirements to become an NS2, NS3, or NS4 may be automatically advanced to C/PO3.  Additional advancements will be applied if cadet is in good standing within the unit and is recommended by cadet staff members and passes the required advancement exam.

When qualified, cadets can progress to the rank of C/PO3 in the first year.

When qualified, cadets can progress to the rank of C/PO1 in their second year.

Cadets will typically be placed in senior leadership positions (C/CPO and above) in their third and fourth years in the program.

**C/Seaman Recruit (C/SR):**  All new cadets will be assigned this rank.

**Advancement to C/Seaman Apprentice (C/SA):**

After six weeks as a C/SR, a cadet must complete the C/SA written exam with a score of at least 80%.

**Advancement to C/Seaman (C/SN):**

After six weeks as a C/SA, a cadet must complete the C/SN written exam with a score of at least 80%.

**Advancement to C/Petty Officer Third Class**:

After nine weeks as a C/SN, a cadet must complete the C/PO3 written exam with a score of at least 85% and must be good standing with the unit.  This is the highest rank a cadet can attain in their first year in NNDCC/NJROTC.

**Advancement to C/Petty Officer Second Class:**

After twelve weeks as a C/PO3 cadets, in good standing must complete the C/PO2 written exam with a score of at least 90%. All previous criteria must be met.

**Advancement to C/Petty Officer First Class:**

After twelve weeks as a C/PO2, cadets in good standing must complete the C/PO1 written exam with a score of at least 90%. This is the highest rank a cadet can attain in their second year in NNDCC/NJROTC (some exceptions may be considered). Cadets must also be involved in at least one official drill team.

Knowledge requirements:  General orders, rank structure, chain of command, drill terms, naval terms, leadership traits, leadership principles, and demonstrated ability to lead advanced drill movements.

Note: Demonstration requirements will enforce even if a cadet’s promotion to C/PO1 is based on recruiting or progression.

**Promotion to senior leadership positions E7-O4**

The ranks from E7 (CPO) to O4 (LCDR) are reserved for senior leadership positions and will only be filled by cadets in their third and fourth year in NNDCC/NJROTC (some exceptions may be considered).  These ranks will be assigned by the NSI and SNSI and will be based on recommendations from the cadet leadership team (the “Big Four”).  Appointment to these positions will be determined by a number of factors including but not limited to:

**Leadership ability**

**Participation in unit events**

**Demonstrated ability in ceremonies and in drill**

**Navy and unit knowledge**

**Behavior, uniform, and overall appearance**

**Overall academic standing**

Once a candidate (or group of candidates) for a senior leadership position has been selected, the candidate will be interviewed by the senior leadership team.  The candidate may also be required to write an essay.  The “big three” will then make a recommendation to the instructor team and a decision will be made on the candidate’s qualifications.  Cadets must also pass the CPO exam with a score of at least 90% in order to advance. However, it must be stressed that simply passing the test will not guarantee advancement to Chief. **Only the NSI and the SNSI may have final authority on promotions to these ranks**

**APPENDIX II**

**NNDCC/NJROTC PROBATION NOTICE**

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

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

**Academic aptitude**  
**Physical aptitude  
Attitude  
Conduct  
Uniform deficiencies  
General misconduct  
Specifics:**

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

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

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

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                                        \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cadet signature and date                                                        Instructor signature and date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent signature and date

**APPENDIX III**

**NAVAL SCIENCE SYLLABUS**

**Naval Science I**

Leadership  U.S. Maritime History

Naval Orientation and Sea Power  Navigation Equipment

Naval Operations Seamanship

The Navy, Government and Its People  Maritime Geography

Health

Precision Drill

Marching Drill                                     Rifle Handbook

Military Color Guard                            Ceremonial Sword Handbook

**Naval Science II/Leadership I**

Leadership                                                      U.S. Maritime History

Meteorology                                                    Navigation (Rules of the Road)

Oceanography                                                 Navigation (Surface Application)

Seamanship (Deck)                                       Leadership Laboratory

Health

Practical Application of Leadership: Theory and Principles and NNDCC/NJROTC Operations

**Naval Science III/Leadership II**

Leadership U.S. Maritime History

Astronomy Navigation

Electronics Meteorology and Weather

Leadership Laboratory Health

Practical Application of Leadership: Theory and Principles and NNDCC/NJROTC Operations

**Naval Science III/Leadership IV**

Leadership U.S. Maritime History

Strategy and Tactics Modern World Affairs

Leadership Laboratory Naval Weapons

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

**APPENDIX IV**

**CADET CLASSROOM BEHAVIOR/CODE OF CONDUCT ACKNOWLEGEMENT**

1.      Show proper respect to my administrators, teachers, fellow cadets, and Chain of  
         Command.

2.      Follow the proper examples set by leaders and set the example for my peers and  
         subordinates.

3.      Wear the uniform proudly and properly. Uniforms will be worn the entire day on  
         uniform days unless otherwise specified by instructors.

4.      Conduct myself honorably at all times and not commit any act which may reflect  
         unfavorably on my status as an NNDCC/NJROTC Cadet.

5.      Follow the leadership principals and properly develop and display desirable  
         leadership characteristics, especially integrity.

6.      Obey the orders and carry out the instructions of my chain of command to the best  
         of my ability.

7.      Cadets are responsible for maintaining classroom cleanliness during class and  
         lunch periods.

8.      Electronics will be turned off and secured prior to the start of class and will not be  
         accessed unless given specific permission to do so by the instructor.  Any  
         infractions will result in a verbal warning for first infraction; taken away    
         for second infraction.

9.      No horseplay, inappropriate language or inappropriate conversations, anywhere –  
         anytime.

10.     Remove hats, hoods head bans, earbuds/headphones before entering class.

11.     No food, gum, candy and drinks in classroom unless given permission by the  
         instructor.

12.     Do not distract others from learning with your attitude, actions, and appearances.

**START/END CLASS PROCEDURES**

1.      Start Class: Cadets will stand by their assigned seating and standing by for roll  
     call. Bell rings, class leader calls class to attention, pledges are stated. Cadets  
     remain at attention, class leader calls roll call.  All cadets will respond by  
     rendering a proper salute and responding by saying: Present sir/ma’am. Cadets  
     will remain at attention until properly secured by class leader.

2.      End Class:  Cadets will stand by their assigned seating and will remain there      
     until the class leader indicates class dismissed.  Once secured by class leader  
     cadets will respond by providing a hand salute and saying “Aye, Aye sir, Honor,  
     Courage, Commitment, Go Navy”. Cadets will then proceed out of class.

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

**TAH**