

CHAPTER 7

CLASSROOM PROCEDURES AND CONDUCT

7-1 **Conduct: JROTC Cadets are expected to display respect towards themselves and others**

- A. The practice of saying YES SIR and NO SIR or YES MA'AM and NO MA'AM to the ASI/SASI and to cadet officers that outrank you is observed in the cadet program. This is a long established courtesy and while you may find it difficult at first, it will soon become a habit of proper military courtesy.
- B. The Flight Commander is "in charge" anytime an instructor is not in the room. He/she is responsible for making sure all classroom rules are observed.
- C. **No food, flavored drinks or chewing gum** will be consumed in the classroom. Water, in a clear bottle, may be consumed.
- D. No sleeping will be permitted in class. If necessary, quietly stand and move to the rear of the room. **Stand At Ease and do not talk.**
- E. CELL PHONES: Cell phone policy is in accordance with Stebbins district instructions. Cell phones must remain turned off and out of sight during the instructional day unless given specific instructions from the SASI/ASI.

Students who use the telecommunications device during the school day, will have the device confiscated. Parents may pick up the confiscated device from Stebbins front office. Any student who refuses to turn over their cell phone will be considered insubordinate and will receive additional disciplinary consequences.

- F. Start of Class: The Flight Commander will enter the classroom, place their books etc at their desk and immediately move to the front of the classroom, ready to begin class.

After the bell has rung or upon the instructor's guidance, while standing at the position of attention, the Flight Commander will position themselves at the front and center of the class and give the command, "**Flight attention. Cadet _____, front and center.**" Using facing movements, the cadet will quickly move to the front of the class and report in to the Flight Commander by saluting and saying, "**Sir/Ma'am, Cadet _____, reports as ordered.**"

The Flight Commander returns the salute of his or her classmate and then instructs the cadet to "**Please lead the flight in the Pledge of Allegiance.**" The cadet will then give the command "**Post**" allowing all cadets to perform a facing movement towards the flag. He or she will loudly begin the pledge with "I" and the remainder of the cadets will join in.

In uniform, cadets will turn and face the flag and recite the pledge while standing at attention. If not in uniform, cadets will turn, face the flag and place their right hand over their heart.

Pledge of Allegiance

At the beginning of each period, the opportunity will be provided for students and teachers to recite the Pledge of Allegiance to the flag. Although reciting the pledge is a way of expressing patriotism and support of those rights guaranteed by our democracy, individuals who have religious convictions or other objections to reciting the pledge may refrain from doing so (students are still required to stand quietly). JROTC Staff should be notified in advance. Otherwise, individuals are expected to stand and participate in the pledge.

After the Pledge is recited, the flight administration officer will take attendance. The flight will remain at attention during this time. He/She will call the last name of the cadet, who will respond “*Here cadet/Sir/Ma’am.*” Once attendance is complete, the flight administration officer will report to the instructor “*Sir, ___ Flight is all present, minus (names of those absent).*” The instructor will return the salute and instruct the class to be seated. The flight administration officer will check the mailbox for any items and hand out to the class as necessary.

- G. End of Class: The Flight Commander will clean their area, gather their personal belongs and move to the front of the class.

The Flight Commander will give the command “*Flight, prepare for dismissal.*” Cadets will then stand up and ensure their areas are free of trash and textbooks returned to the proper area. The Element Leader will visually inspect each desk in the element to ensure the area is clean. Upon completion, they will stand at parade rest, facing the Flight Commander. Once the Flight Commander notes all Element Leaders are ready to proceed, he/she will give the command “*Report.*” In numerical order, each Element Leader will salute the Flight Commander and report “*Sir/Ma’am, Element # ___ is ready for dismissal.*” The Flight Commander will then return the salute. Once all Element Leaders have given their report, the Flight Commander reports to the instructor “*Sir, ___ Flight is ready for dismissal.*” The instructor will state “*___ Flight, Dismissed.*” The entire will flight will respond loudly with “*Sir, yes sir!*”

- H. Cadets will not be dismissed until all cadets have come to the position of attention. Loading of book bags, putting on coats etc. will be done after until the flight is dismissed.
- I. Cadets will display proper courtesy and manners toward the instructors and other cadets at all times. Interrupting or talking at inappropriate times will result in disciplinary action. Profanity, vulgar language or disruptive comments will not be tolerated.

- J. Cutting down or making fun of fellow cadets will not be tolerated. **Bullying/Hazing will not be tolerated.** Immediately report concerns about bullying to one of the school Principals. Concerns can all be brought to JROTC Staff.
- K. **Hazing** in any form or fashion will result in immediate disciplinary action, including removal from any position and temporary rank held. Hazing means any form of harassment by abusive or ridiculous treatment. Cadets will not be subjected to any form of abuse, verbal or physical, as a means of discipline. There will be no “putting cadets in a brace”, ordering cadets to do push-ups or other physical exercise, or any other activity which ridicules, belittles, or embarrasses or demeans a cadet. Higher-ranking cadets will only exercise their authority in matters directly related to corps activities—in most cases, only when actively participating in a corps activity. However, this does not prevent cadets of all ranks from respectfully and courteously “reminding” other cadets of their responsibilities as representatives of the corps, or from attempting to stop other cadets from activity that is disrespectful to the uniform or gives an unfavorable impression of the corps. Such action, however, must be done in a **tactful manner** and should not be done in a way to embarrass or humiliate the offender.
- L. No walking around during class unless given permission by the Instructor. Sharpen pencils before class and hold trash until after class. Do not get up from your desk without requesting permission from the instructor at the front of the class!
- M. No sitting or writing on or in any way defacing or damaging desks, walls, or other classroom contents. This will not be tolerated! If this does occur, you will be charged for the damage. Keep the classroom clean. Pick up all litter and trash around you area before departing the room.
- N. Use of classroom technology (i.e., computers) is for school work only. Cadets are not authorized to play games, check e-mail, or use social media, etc., on the classroom computers. The instructor laptop is not to be used by students. The Cyber Patriot laptops are to only be used for Cyber Patriot activities. Refer to the OH-022 policy letter on classroom technology.
- O. Per school policy, students are not allowed to use the restroom the first 10 minutes and last 10 minutes of class. Cadets will turn in their cell phone to the instructor while they are in the restroom and will get it back when they return. Cadets will sign in and out on the restroom log.