

CADET HANDBOOK



Alexander Central NAVY JROTC

Taylorsville, North Carolina

28 August 2023

“IITWI”

This Cadet Handbook provides general guidelines, policy and direction specifically for the Alexander Central High School NJROTC program. While extensive guidance is contained, the handbook does not include all information pertaining to the NJROTC program. Cadets are responsible for being familiar with the information within this handbook, Cadet Field Manual, Cadet Reference Manual and for seeking additional guidance where necessary.



**ALEXANDER CENTRAL HIGH SCHOOL
NAVY JUNIOR RESERVE OFFICERS TRAINING CORPS
223 SCHOOL DRIVE, TAYLORSVILLE, NC 28681**

Table of contents

	PAGE
Chapter 1: Routine	
Plan of the Week.....	4
Grades	4
Physical Fitness.....	4
Chapter 2: Organization	
Billets & Responsibility.....	5
Team Commanders.....	8
Field Trips.....	8
Chapter 3: Administration	
NAVY JROTC forms.....	9
Duty Section.....	9
Probation.....	9
Disenrollment.....	9
Cadet Participation.....	9
NAVY JROTC Special Interest Programs.....	9
Chapter 4: DISCIPLINE	
General.....	10
Cadet Etiquette.....	11
Classroom.....	11
Sexual Harassment.....	12
Hazing.....	12



ALEXANDER CENTRAL HIGH SCHOOL
NAVY JUNIOR RESERVE OFFICERS TRAINING CORPS
223 SCHOOL DRIVE, TAYLORSVILLE, NC 28681

Chapter 5: UNIFORM AND APPEARANCE

Uniform Philosophy.....	15
Uniform Responsibilities.....	15
Ribbons and Devices.....	15

Chapter 6: PROMOTIONS AND AWARDS

General.....	17
Promotions.....	17
Demotion.....	18
Naval Science Graduation Cord.....	19

Chapter 7: CURRICULUM

Naval Science Course Schedule.....	20
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**ALEXANDER CENTRAL HIGH SCHOOL
NAVY JUNIOR RESERVE OFFICERS TRAINING CORPS
223 SCHOOL DRIVE, TAYLORSVILLE, NC 28681**

Chapter 1: Routine

PLAN OF THE WEEK. A weekly plan will be prepared by the Operations Officer for approval of the Commanding Officer and the SNSI. The purpose is to keep everyone in the unit informed of unit activities. As a minimum, the schedule will include team practices, information on upcoming events from the Long-Range Training Plan (LRTP) including Color Guards, Drill, Rifle, Orienteering, Academic, Drone Team meets, Orientation trips, Chain of Command Meetings, Uniform of the Week assignments and times and places for staff and team meetings. The plan will be posted on the bulletin board in the classroom, Cadet Lounge, Chief's & Officer's Country, REMIND and on Google Drive by the Operations Officer no later than Thursday COB the week prior.

GRADES. In NAVY JROTC, the instructors look at the “whole” cadet, not just how he or she does in academics. We are interested in developing a well-rounded citizen, not just someone who can memorize facts for an exam or someone who is only really good at precision drill.

Cadets are graded on their performance in academics and military and evaluated on attitude and participation.

Grading Criteria will generally be:

Academic Class:	40%	Uniform Inspections (wearing of the uniform when and how prescribed)
	20%	Academic Tests
	20%	Physical Training Participation
	10%	Aptitude (based on cadet attitude, behavior, etc.)
	10%	Participation in Unit / Community service activities)

Note: Aptitude is a subjective evaluation made by the SNSI / NSI concerning the performance of the cadet in relation to the capabilities they possess. In other words, how much effort the cadet is putting forth. Not wearing the uniform not only affects the uniform grade, but also the aptitude grade.

Drill & Marksmanship (DAM):	40%	Uniform Inspections (wearing of the uniform when and how prescribed)
	20%	Physical Training Participation
	20%	Aptitude (based on cadet attitude, behavior, etc.)
	20%	Participation in Unit/community service activities)

PHYSICAL FITNESS. **ALL** cadets must dress out in **APPROPRIATE** physical training attire and participate in physical fitness training unless excused by the SNSI or NSI. Cadets with medical excuses from **DOCTORS** will still dress out but will not participate.



**ALEXANDER CENTRAL HIGH SCHOOL
NAVY JUNIOR RESERVE OFFICERS TRAINING CORPS
223 SCHOOL DRIVE, TAYLORSVILLE, NC 28681**

Chapter 2: Organization

a. **Commanding Officer (CO):** The CO is the senior cadet and is directly responsible to the SNSI / NSI for **EVERY** aspect of the unit. The CO is responsible for the standards and morale of the unit. The CO is responsible (by ensuring the rest of the staff perform their functions) for all administration and logistical requirements of the program. The CO will coordinate and communicate his/her orders and direction for the unit through his/her staff.

- 1) Be familiar with the duties of every staff member and supervise their training, ensuring that staff members understand and fulfill their areas of responsibility.
- 2) Take responsibility for the unit, don't make excuses, create results. Delegation of authority does not mean the delegation of responsibility.
- 3) Provide CLEAR & CONCISE instructions to cadets to ensure the proper operation of the unit and always remember to **SUPERVISE and follow-up with** your cadets.
- 4) Practice good leadership techniques
- 5) Ensure compliance with the chain of command at all levels.
- 6) Carrying out all orders and directives of the SNSI / NSI
- 7) Maintaining high morale, enthusiasm, and team spirit within the unit.
- 8) Set the highest standards of performance, conduct, appearance, military bearing, and courtesy as an example for all unit cadets.
- 9) Be personally familiar with each cadet in the Unit.
- 10) Be knowledgeable and proficient in military drill and proper instructional techniques.
- 11) Look out for the welfare of the cadets.
- 12) At all times, provide an example for other Cadets to emulate and continually prove that you are worthy of leading the Unit. Being a 'Perfect Cadet' by example at all times.
- 13) Train cadets on NAVY JROTC special interest items
- 14) Ensure the POW is signed, posted (throughout Field House) and distributed (REMIND).

b. **Executive Officer (XO):** The XO will support the CO in all respects, and be prepared to take charge of the unit in the absence of the CO. The XO is second in command and will assume the duties of the CO whenever he/she is absent. The XO reports directly to the CO on all matters. His/her primary duty is to coordinate the activities of the company staff

- 1) Oversee disciplinary matters within the unit.
- 2) Post duty section assignments
- 3) Executing the policies of the CO as defined by the SNSI / NSI.
- 4) Supervision of the Unit staff as directed by the CO and SNSI / NSI.
- 5) Ensuring that all staff officers are performing their assigned tasks in a timely & proper manner.
- 6) Carry out tasks assigned by the SNSI\NSI and CO.
- 7) Be prepared to stand in for the CO at any time.
- 8) Assist with special projects and annual events by working closely with the SNSI / NSI and other staff members.
- 9) Assign and supervise duty section cadets.
- 10) Conduct staff meetings - schedule the time/place and publish the agenda



**ALEXANDER CENTRAL HIGH SCHOOL
NAVY JUNIOR RESERVE OFFICERS TRAINING CORPS
223 SCHOOL DRIVE, TAYLORSVILLE, NC 28681**

c. **Command Master Chief Petty Officer:** The CMC is the senior enlisted member of the Unit. He/she is the CO's advisor on all enlisted matters. Additional duties include arranging supervision of all cadets assigned Extra Military Instruction (EMI), administration of the peer tutoring program, and oversight of the Cadet of the Month program.

- 1) Maintain the highest standards of discipline, conduct and proper wearing of the uniform.
- 2) Take muster at Unit functions, practices, staff meetings and report to the CO / XO.
- 3) Assist the CO / XO in any way necessary to run the unit efficiently.
- 4) Be prepared to form the Unit for drill or inspection in the absence of officers.
- 5) Train cadets on NAVY JROTC special interest items
- 6) Supervise and mentor the "Cadet Chiefs"
- 7) Nominate the "Cadet of the Month" the last week of the month to the staff for approval by SNSI / NSI

d. **Operations Officer:** The OPS Officer is responsible for the effective scheduling and execution of ALL cadet events and activities.

- 1) Coordinating all unit activities, ensuring that everything is moving smoothly, and advising the CO / XO of any conflicts or difficulties.
- 2) Plan and coordinate all NJROTC trips.
- 3) Schedule community service events such as adopt a highway, nursing home visits
- 4) Post Sign-up sheets for events, trips and competitions several weeks before the scheduled date - ensure sufficient cadets sign up and a staff member will attend. Once an event, trip or competition has been completed, provide a list of cadets that attended to the ADMIN Officer.
- 5) Write and publish the Plan of the Week (POW) and ensure it is approved and routed no later than COB Thursday of the week before.
- 6) Keep the unit calendar updated with events
- 7) Coordinate with Team Captains unit participation in meets / matches.
- 8) Plan and organize unit fundraisers.
- 9) Be prepared to fill in as Executive Officer upon the need arising
- 10) Do as directed by the CO / XO.

e. **Administrative Officer:** The ADMIN Officer is responsible for all the "paperwork" of the unit – to include maintaining current and accurate entries for each cadet into the CDMIS with the exception of clothing and supply.

- 1) Having a good working knowledge of the unit's organization and activities and assisting the SNSI / NSI with preparation of unit notices and instructions, personnel lists, reports, and other paperwork as required.
- 2) Preparing and maintaining the unit's personnel files in CDMIS.
- 3) Maintain the minutes of staff meetings as required and print copies for all involved including the SNSI / NSI.
- 4) Maintain the Cadet admin records in the computer and hard copy.
- 5) Track personnel awards, and promotions.
- 6) Obtain from the Operations Officer a list of all cadets that participate in events, trips and competitions. Enter these into CDMIS.



**ALEXANDER CENTRAL HIGH SCHOOL
NAVY JUNIOR RESERVE OFFICERS TRAINING CORPS
223 SCHOOL DRIVE, TAYLORSVILLE, NC 28681**

- 7) Maintain a file of the hard copy of all events and activities
- 8) Ensure team commanders maintain proper muster records for practices

f. **Supply Officer:** The SUPPO is charged with the overall responsibility for maintaining supplies that the unit requires. The Supply Officer will coordinate the issue, return and replacement of uniform items. The Supply Officer is responsible for issuing, maintaining, and accounting for all cadet uniforms, instructional materials and other government-issued items (with the exception of drill/air rifles and swords/belts). The Supply Officer is responsible for the administration and accountability for all materials in the CDMIS supply database.

- 1) Maintain the supply room in a neat, orderly, and secure manner.
- 2) Maintain the Male & Female Supply rooms in a neat, orderly, and secure manner.
- 3) Issue, receipt, storage, cleaning, inventory, and accounting for all uniform items.
- 4) Assist with the storage and accounting of other unit equipment.
- 5) Supervise and train the supply staff.
- 6) Conduct a quarterly (AUG / DEC / FEB / MAY) wall to wall inventory of all supply items.
- 7) Control access to all unit supply storerooms.

g. **Public Affairs Officer (PAO):** The PAO is the Unit's liaison to media outlets regarding coverage of NJROTC events. Duties include arranging for video/photo coverage of all NJROTC events and the follow-up distribution of the material.

- (1) Maintain a unit scrapbook / photo album.
- (2) Ensure Unit activities are published in school publications.
- (3) Write articles concerning unit activities for distribution to local papers, radio and television stations.
- (4) Maintain and update the Unit's web page, Instagram, and Facebook Accounts
- (5) Maintain the bulletin boards
- (6) Keep staff and cadet of the month pictures up-to-date
- (7) Assist the SNSI / NSI in publicizing the activities of ACHS NAVY JROTC.

h. **Weapons Officer.** WEPS is responsible for all matters relating to unit drill rifles, swords, and related equipment in addition to the following duties:

- (1) Maintain the drill rifles in good condition, initiating repairs as required.
- (2) Inform the SNSI / NSI of the need to order rifle repair parts.
- (3) Assist the rifle team commander in maintaining the rifle team's rifles and equipment in good operating condition.
- (4) Responsible for the accountability and security of all equipment stored in the armory.
- (5) Maintain the armory.

j. **Team Commanders.** Responsible for the overall operation of the individual teams (Drill, Color Guard, Rifle, Orienteering, Drone, Athletic and Academic). The ultimate success in team competition is directly related to the effectiveness of the team commander. Team commanders must



**ALEXANDER CENTRAL HIGH SCHOOL
NAVY JUNIOR RESERVE OFFICERS TRAINING CORPS
223 SCHOOL DRIVE, TAYLORSVILLE, NC 28681**

become the “expert” on their particular team. Team commanders are responsible to ensure they or the Admin staff enter meet participation by cadets into CDMIS. “Practice does not make perfect. Perfect practice makes perfect.” There will be a qualification process & internal competition for Drill Team Commander / Honor Guard Commander / Color Guard Commander / Rifle Team Captain / etc.

k. Field / Orientation Trips

A number of extracurricular and educational field trips are scheduled during the school year and summer. Some are day trips to local military installations and points of interest as well as to various NAVY JROTC competitions and community events. Others are overnight orientation / training visits to naval bases and sights of interest. Participation guidelines are:

1. Have a signed Parental Permission Form.
2. Have all required NAVY JROTC forms completed and on file.
3. For field trips that involve missing classes, the cadet must be passing all classes and not be in any disciplinary status. For weekend, school holiday or summer trips, the cadet must be passing NAVY JROTC and not be in any disciplinary status.
4. Meet NAVY JROTC grooming standards and not have disqualifying health / medical issues. We expect you can successfully complete the event without holding others back.
5. Have demonstrated a track record of good behavior, discipline and willingness to participate in all activities to the best of your ability (no shirking at PT or drill).
6. In the event more cadets desire to participate than room is available the SNSI / NSI will determine which cadets attend based on criteria such as behavior, unit/community service participation and seniority.

General behavior rules on the trip include:

- Tobacco use - including vaping, alcohol, drugs, PDA/sex or **any attempt** may result in canceling the trip and all returning home but will result in you not taking an NAVY JROTC trip again.
- You must not leave your room after curfew without notifying a chaperon. Failure to comply **may** result in canceling the trip and all returning home – but **will** result in you (and everyone in your room) not taking an NAVY JROTC trip again
- No one may be in another person’s room other than very brief moment to ask a question - if want to get together use a common area (no TV watching, card playing, etc. except in your room with your roommates)
- Cadet in charge of the room - enforces rules, turns in key with report all is well, inform a chaperon if a cadet is not following the rules
- No changing room assignments – you stay in the room you are assigned
- Buddy system everywhere
- Be alert – You are not in Taylorsville! You are representing our school and our Navy!
- Do **NOT** bring excessive cash or jewelry of value; Do **NOT** leave cash or valuables unattended



**ALEXANDER CENTRAL HIGH SCHOOL
NAVY JUNIOR RESERVE OFFICERS TRAINING CORPS
223 SCHOOL DRIVE, TAYLORSVILLE, NC 28681**

Chapter 3: Administration

NAVY JROTC forms. All cadets participating in the ACHS NAVY JROTC program must have an up-to-date Standard Release and Health Risk Screening Forms. All cadets participating in the Physical Fitness Test in addition to the Standard Release and Health Risk Screening Forms must have a Sports Physical.

PROBATION. A Cadet may be placed on probation by the Senior Naval Science Instructor for infractions such as:

- Academic Failure – Cadets must pass NAVY JROTC in order to remain a part of the Unit.
 - Failure of ANY class in your high school curriculum will mean an automatic demotion to Petty Officer First Class.
 - We expect ALL Chiefs and Officers to **set the example** across the board – academics is NO exception! Reinstatement to your previous rank will be subject to maintaining a passing grade when retaking the course.
- Disenrollment is not automatic. Each case is reviewed and handled separately.
- Ineptitude – Students who consistently demonstrate an inability to develop leadership skills
- Poor Attitude – Any cadet who consistently displays a poor attitude regarding the NAVY JROTC.
- A cadet placed on probation will be informed in writing. A failure to take corrective action may result in disenrollment.

DIS-ENROLLMENT. A Cadet may be dis-enrolled 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 (insubordination, subterfuge, or anything to undermine the morale and welfare of the unit) as determined by the Senior Naval Science Instructor. If a cadet makes a “F” in a Naval Science class, they will not be allowed to re-enroll in the Cougar Navy. If a cadet makes a “D” in NAVY JROTC, it is at the sole discretion of the SNSI as to whether they are approved to take the next Naval Science Course.

CADET PARTICIPATION. A major tenant of the NAVY JROTC program is to develop responsible young people prepared to assume a productive role in society. This requires a commitment by each cadet to our unit, school, and community both after school and on weekends. Each cadet is required to participate in a **minimum of FOUR Unit / Community service projects a semester**. One of which must be a Color Guard.

NAVY JROTC Special Interest Programs. NAVY JROTC places specific interest on certain topics. These topics will be incorporated into the curriculum and taught to each cadet as the beginning of each semester. The current list of special interest items are: suicide prevention, bullying, sexual harassment, bystander intervention and hazing. The SNSI / NSI have overall responsibility for the training on these programs but the Cadet Commanding Officer and Cadet Command Master Chief will be actively involved in the training of the Unit and implementing / enforcing school policies on these programs. Specific requirements and content for this training is listed in article 6-7 of NSTC M-5761.



**ALEXANDER CENTRAL HIGH SCHOOL
NAVY JUNIOR RESERVE OFFICERS TRAINING CORPS
223 SCHOOL DRIVE, TAYLORSVILLE, NC 28681**

Use of CDMIS modules. All modules of the CDMIS program will be used with the following exceptions: (1) Family - information is resident in PowerTeacher; (2) Academic - information is resident in PowerTeacher; (3) Counseling - information is maintained in Mentoring binder.

CDMIS admin procedures. Most everything is self-explanatory, and the event is clearly named within CDMIS. But there are a few odd exceptions to the rule.

- To input a Color Guard use “COLORGUARD / COLOR DETAIL” rather than simply “COLOR GUARD”. The latter is not linked to the Color Guard award.
- The Academic team has two different events that link to the same award. These are simply used for context reasons. Whenever the Academic team takes a test at the school and sends it out, it is an Academic Postal. Whenever the Academic team competes at a drill meet, it is an Academic Meet. This simply helps with seeing what everyone is doing and can save some confusion in the future.
- The Admin binder holds all completed sheets. The binder has dividers, and these dividers tell you what goes where. For example, the first divider (at the time of writing) is the Community Service divider. This divider tells you what goes into the Community Service section and what gives cadets a Community Service credit. When you enter the names of, say, a nursing home visit into CDMIS, you initial the top, hole punch the paper, and put it into the Community Service divider. The same process is used for every event. For any events that are not covered by the dividers, ask Captain as to what they’d be labeled under.

Chapter 4: Discipline

GENERAL. The basic philosophy of the NAVY JROTC program is that cadets are part of the Navy JROTC 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 standard of conduct expected of each member of the ACHS Navy JROTC unit.** Each cadet is first responsible for their own conduct and for ensuring that his/her actions reflect credit upon the unit, the school, and the US Navy. Each cadet also has an obligation to assist with maintaining high standards for every student in the NAVY JROTC program.

Cadets who have behavior problems will not be allowed to participate in NAVY JROTC extracurricular activities or field trips.

Cadet staff are authorized to administer up to ten push-ups or 30 seconds in the DI Chair as corrective measures for very minor offenses (tardy to practice, etc.). When the staff member administers the corrective measure they must do it along with the cadet(s) being disciplined. Administration of corrective measures above that level require SNSI / NSI approval and presence.

Extracurricular team members will be dismissed from the team for any significant behavior problems, both in the classroom and while on trips away from schools.



ALEXANDER CENTRAL HIGH SCHOOL
NAVY JUNIOR RESERVE OFFICERS TRAINING CORPS
223 SCHOOL DRIVE, TAYLORSVILLE, NC 28681

The SNSI / NSI may administer “Captain's Mast” to any cadet that knowingly violates a significant ACHS or Unit rule. Examples of these violations include use of tobacco or vaping on school grounds or Unit trips. The intention is to punish those cadets that willfully break a rule.

CADET ETIQUETTE. Cadets are expected to conduct themselves with decorum and pride throughout the school, whether they are in uniform or not. Many of you will attain leadership status and commensurate rank and it is your duty and responsibility to set the proper example for all students and correct any NAVY JROTC student who is violating our rules.

1. The SNSI / NSI, all cadets and any adult encountered in the performance of duties will be addressed as “Sir” or “Ma’am” or in the case of ACHS – “Captain” or “Master Chief” or “Senior Chief” or “Chief”.
2. Cadets will come to the position of “Attention” any time the School Principal, Assistant Principal or a commissioned officer enters the NAVY JROTC space. The first cadet to see one of these individuals will sound off with “ATTENTION ON DECK”.
3. When approaching the SNSI / NSI, any commissioned officer in uniform, or cadet officer in uniform anywhere on or off campus, cadets will sound off with a hearty “Good Morning, Sir/Ma’am”, “Good Afternoon . . .”, or “Good Evening. . .”, in accordance with the rules of service etiquette. If out of doors and in uniform (with cover on), a crisp salute will accompany the verbal greeting.
4. When the command “EYES” is given by the principal instructor, all cadets will respond UNIFORMLY with “SNAP, SIR/MA’AM!” When the command “EARS” is given by an instructor or cadet, all cadets will respond UNIFORMLY with “OPEN, SIR/MA’AM!” If the response to these commands will be at the same LEVEL as they were issued. i.e. - If “eyes” is whispered, then “SNAP” is whispered collectively. If “EARS” is yelled, then “OPEN, SIR/MA’AM!” is yelled collectively. We will not vary in these responses... i.e. - You will never say “OPEN, CAPT”, “OPEN, CADET”, etc.
5. The public display of affection (PDA) between cadets leads to breakdown of authority, cohesion, and discipline. It is natural to have boyfriends and girlfriends and to feel affection for another person. However, it is not permissible to flaunt your relationship in front of others who may take orders from you. Therefore, the PDA between cadets will not be permitted in the presence of other cadets, on or off campus. Cadets are advised to also be discreet about public displays of affection with persons who are not cadets.

CLASSROOM. An atmosphere conducive to study and learning will be maintained in the classroom. When the tardy bell rings the class leader will call the class to attention and take muster.

The “ACHS Student Handbook” provides students with rules for conduct in the school environment. Cadets are responsible for knowing the rules that govern student behavior and for conducting themselves accordingly.

1. The following rules apply in NAVY JROTC spaces:
 - a. All school rules apply while in the NAVY JROTC spaces.
 - b. NO HATS will be worn in the classroom or office spaces. Phones will be placed in the shoe holders at the front of the classroom until the end of class or directed otherwise.



ALEXANDER CENTRAL HIGH SCHOOL
NAVY JUNIOR RESERVE OFFICERS TRAINING CORPS
223 SCHOOL DRIVE, TAYLORSVILLE, NC 28681

c. When the tardy bell begins to ring you will be inside the classroom and at your assigned seat. When the roll is called, you will come to the position of attention and report "Present Sir/Ma'am"

d. You will only enter the SNSI or NSI's office after knocking and enter when specifically instructed to do so and then only long enough to accomplish the specific purpose of your mission **NO EXCEPTIONS!**

e. Under no circumstances other than the Supply Officer and their staff will any cadet go into the Armory / Supply / Clothing Rooms without the specific authorization of the SNSI or NSI.

h. Cadets may come to the NAVY JROTC spaces from other classes if they have a pass from that class and permission of the SNSI / NSI. Cadets will behave appropriately and not disturb a class in session.

i. Personal items such as coats, books, uniform items, etc. will not be left in the NAVY JROTC office or classroom.

j. At the end of every class period, each cadet will police the area around his/her desk for any trash and deposit it in the waste can.

k. Cadets that are in NAVY JROTC for more than one period of the day will fully participate in all aspects of each class (e.g. do PT with both class periods).

l. Cadets of the rank of Chief or Officer may spend their time in "Chief's and Officer's Country" (The Goat Locker / Wardroom) except when a class is being taught.

i. Guests are allowed in "Chief's and Officer's Country" by invitation **ONLY** to conduct business with Cadet Leadership, for leadership and / or Team meetings. Rank has privileges! Do not abuse this...

2. Profanity, rudeness, unkind acts towards another, cheating and unruly behavior are not traits of a gentleman or lady and will not be tolerated at any time.

3. Tobacco use of any kind is not permitted in uniform, on the campus or during ANY NAVY JROTC activity or trip.

4. When worn, the uniform will be complete, clean and proper from leaving home in the morning until returning at night. Civilian outer garments will not be worn with the uniform. **Haircuts will meet Navy standards and female cadets will follow Navy guidance on wearing their hair while in uniform.**

5. Unit activities such as parades or inspections that are announced in advance are mandatory attendance activities. All cadets are required to attend Homecoming activities, parades, participate in the Annual Inspection, and assist in school service activities such as parking cars, athletic event Color Guard, and Field / Drill Meets.

6. Cadets are graded on academics, military drill, personal appearance, attitudes and participation.



**ALEXANDER CENTRAL HIGH SCHOOL
NAVY JUNIOR RESERVE OFFICERS TRAINING CORPS
223 SCHOOL DRIVE, TAYLORSVILLE, NC 28681**

7. Uniforms and books are provided by the taxpayers. Loss of these items or negligent damage will be cause for requiring the Cadet to reimburse the U. S. Government.

SEXUAL HARASSMENT. The ACHS discipline code is the controlling factor in governing relations between male and female students in the NAVY JROTC program. All cadets will remain alert for infractions of the school discipline code and/or any circumstances of sexual harassment and immediately report problems to the Naval Science Instructors directly **without** going through the chain of command. All cadets should be able to perform in an environment free from any type of harassment, save those authorized 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 to one's sex. Acts of sexual harassment are prohibited practices subject to school and unit disciplinary measures.

HAZING. Hazing is any action taken or situation created intentionally:

- that causes embarrassment, harassment or ridicule
- risks emotional and/or physical harm
- regardless of the person's willingness to participate

All cadets will remain alert for infractions of the school discipline code and/or any circumstances of hazing and immediately report problems to the Naval Science Instructors directly **without** going through the chain of command.

Chapter 5: Uniforms

UNIFORMS PHILOSOPHY. NSU Uniforms shall be worn in accordance with the Plan of the Week. Uniform Day is almost always on Wednesday. Cadets will wear **the complete uniform - all day - on uniform days (NSUs / PT Gear / Class B "Polo")**, unless specifically excused **in advance**, by the SNSI or NSI. Cadets are required to coordinate in advance with the SNSI or NSI before changing out of uniform **for any reason other than PE or a technical class requiring removal of the uniform**.

The Navy uniform is the distinctive dress of a proud and honorable profession, and wearing the Navy JROTC cadet uniform should likewise be a matter of pride in yourself, in the unit, in the school, in the community, and in the country. The uniform shall be kept clean and well-tailored, and shall be returned clean and in serviceable condition.

UNIFORM RESPONSIBILITIES. After the initial issue the cadet assumes responsibility for the care and maintenance of the uniforms. The initial cleaning will be paid for by the ACHS Navy JROTC unit (if the uniform was not cleaned before it was issued). Subsequent cleaning is the responsibility of the cadet. Check the individual uniform item garment tag for proper cleaning instructions. **This uniform is on loan from the United States Government and must be returned in serviceable condition.**



ALEXANDER CENTRAL HIGH SCHOOL
NAVY JUNIOR RESERVE OFFICERS TRAINING CORPS
223 SCHOOL DRIVE, TAYLORSVILLE, NC 28681

- a. Alterations - Initial and all subsequent alterations will be made at the direction of the NAVY JROTC unit. The cadet will be fitted at issue time and alterations will be accomplished as needed. As the cadet grows, alterations to uniforms are permitted.
- b. Worn or Missing Items - Uniform items are subject 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 cadet's expense.
- 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 – for example each combination cover contains a slot for a piece of paper with your name on it; a uniform jacket should have your name on a piece of paper in one of the pockets.
- d. Male earrings – are not authorized while in uniform. Additionally, earrings are not authorized in civilian attire at any time when on a ROTC function / activity or in the ROTC building.
- e. Body piercings – lip rings, tongue and nose studs and other types of bizarre body jewelry are not authorized while in uniform and are not authorized in civilian attire when on a ROTC function/activity or in the ROTC building. A clear stud may be worn in their place.
- f. There is a \$35 Dry Cleaning charge when you return your uniform. You may write a check to ACHS NJROTC **OR** pay cash **OR** you may return your uniform items dry cleaned!

RIBBONS AND DEVICES

1. **Meritorious Achievement:** Is awarded by the Area Manager for meritorious or heroic deeds.
2. **Distinguished Unit:** Awarded to cadets in good standing for the year when the Unit is awarded the Distinguished Unit is awarded.
3. **Distinguished Cadet:** Awarded at the end of the year to the one cadet in each year group with the most unit/community service events for that year and qualified for the Outstanding Cadet award.
4. **Honor Cadet:** Awarded at the end of the year to the one cadet in each year group, selected from the cadets receiving the Aptitude Award that has the overall highest GPA for that year.
5. **Cadet Achievement:** Awarded by the Area Manager for outstanding achievement or superior performance.
6. **Unit Achievement:** Awarded to cadets in good standing if the Unit is awarded the Unit Achievement Award.
7. **Military Aptitude Award:** Awarded annually to those cadets showing excellent leadership potential, personal discipline, and commitment to the unit. Cadets who sign up for events but do not show up are ineligible for this award. The cadets awarded this ribbon are selected from those qualifying for their class Outstanding Cadet ribbon and must have been awarded the Physical Fitness ribbon for that year.
8. **Naval Science 4 Outstanding Cadet:** Awarded annually to NS4 cadets in good standing with the unit and earned all the following awards during the current year: Exemplary Conduct, Exemplary Personal Appearance and Community Service and approved by NSI and SNSI.
9. **Naval Science 3 Outstanding Cadet:** Awarded annually to NS3 cadets in good standing with the unit and earned all the following awards during the current year: Exemplary Conduct,



ALEXANDER CENTRAL HIGH SCHOOL
NAVY JUNIOR RESERVE OFFICERS TRAINING CORPS
223 SCHOOL DRIVE, TAYLORSVILLE, NC 28681

Exemplary Personal Appearance and Community Service / Unit Service and approved by NSI and SNSI.

10. **Naval Science 2 Outstanding Cadet:** Awarded annually to NS2 cadets in good standing with the unit and earned all the following awards during the current year: Exemplary Conduct, Exemplary Personal Appearance and Community Service / Unit Service and approved by NSI and SNSI.
11. **Naval Science 1 Outstanding Cadet:** Awarded annually to NS1 cadets in good standing with the unit and earned all the following awards during the current year: Exemplary Conduct, Exemplary Personal Appearance and Community Service / Unit Service and approved by NSI and SNSI.
12. **Exemplary Conduct:** Awarded to cadets that have upheld the standards of conduct both in and out of the JROTC during the semester.
 - No OSS during the semester; No fighting.
 - No ISS (other than failure to wear uniform when required on more than one circumstance).
 - Mature behavior in class and on trips
 - Nominated by the Cadet Staff and approved by NSI and SNSI.
13. **Academic Awards:**
 - 1) Having achieved an A or AB Honor Roll for a semester. The following awards are worn the subsequent semester. Grade point using weighted numbers are used - B in Honors class equals A in regular class. If the level of performance is not maintained in subsequent semesters the service star is no longer authorized.
 - Single service star above the J-bar for AB
 - Double service star above the J-bar for A
 - 2) Academic Team Ribbon awarded to cadets in good standing on the Academic team that have participated in 2 or more academic competitions.
 - 1st award: Ribbon with Gold Torch
 - 2nd award: Ribbon with Gold Torch and Bronze star
 - 3rd award: Ribbon with Gold Torch and Silver Star
 - 4th award: Ribbon with Gold Torch and Gold star

When both standards have been met, the lamp and torch are placed side by side with the lamp on the wearer's right. Subsequent stars are worn outboard of the torch.
 - 3) Academic Team Captain: Gold Anchor is to be worn centered on the right side with the name tag, with the anchor being the only device on the ribbon.
14. **Exemplary Personal Appearance:** Awarded each semester to a cadet that displays exemplary personal appearance and:
 - never placed in ISD for not wearing uniform on uniform day, and
 - has worn his/her uniform on all required occasions (if absent wore uniform on a different day that week), and
 - has an average score of 85 or higher on inspections
15. **Physical Fitness:** Awarded each semester to any cadet having met the physical fitness test requirements. The ribbon device is worn only for the most recent test. Ribbon devices based on criteria in Cadet Reference Manual
16. **Participation:** Awarded to every cadet who has participated in three events outside of normal school hours, including: a) Motivation Run b) Orientation Trips c) Unit hosted events d) Relay for Life etc.
 - Awarded a star upon completion of each subsequent 3 events after initial award.



**ALEXANDER CENTRAL HIGH SCHOOL
NAVY JUNIOR RESERVE OFFICERS TRAINING CORPS
223 SCHOOL DRIVE, TAYLORSVILLE, NC 28681**

17. **Unit Service:** Awarded upon completion of 3-unit service activities. Including: a) Car washes
b) ROTC fundraiser (# of units awarded varies by fundraiser)
-Awarded a star upon completion of each subsequent 3 events after initial award.
18. **Community Service:** Awarded upon completion of 3 community service events. Including:
a) Adopt-a-Highway b) Nursing Home visits c) Blood drive participation d) Helping
at local events
-Awarded a star upon completion of each subsequent 3 events after initial award.
19. **Drill Team:** Awarded upon completion of 3 drill events. ie - Squad armed, Squad Unarmed
and Color Guard during one Drill Meet earns a ribbon. Includes:
a) Drill Meets b) Middle School or other performances
20. **Color Guard:** Awarded upon completion of three - Color Guards.
21. **Rifle Team:** Awarded upon completion of one rifle competition (STS or postal).
22. **Orienteering Team:** Awarded upon completion of one orienteering competition.
23. **Inter-Service Competition:** Awarded for participation in an inter-service competition such as
CyberPatriot, SeaPerch, etc. It is not awarded in addition to or in lieu of another award (for
inter-service rifle, orienteering, etc.)
24. **Recruiting:** Awarded to any cadet who is instrumental to the enrollment of cadets in the
JROTC program.
 - Recruit two cadets, with both recruited cadets stating the awarded cadet as their JROTC
source.
 - Awarded a star upon subsequent recruitment of an additional two new cadets
24. **Basic Leadership Training:** Awarded upon completion of either Summer Leadership
Training.
25. **Sea Cruise:** Awarded upon completion of an at-sea cruise during a Navy JROTC event.
Vessels must leave dock for this award to be earned. May be on any type of vessel.
26. **Year Stars** - awarded after the completion of an academic Navy JROTC class (NS-1, etc) not
DAM. Up to a maximum of 3 stars.

Cadet of the Month: Awarded to the cadet who has shown exceptional participation, commitment
to the unit and leadership potential. Awarded to one cadet from the entire unit and is nominated by
Cadet Staff and approved by SNSI & NSI.

Ribbon Devices

Lamps: Worn on Honor Cadet Ribbon if an A in Naval Science has been achieved.

Bronze Lamp: A in NS-1

Silver Lamp: A in NS-2

Gold Lamp: A in NS-3/NS-4

See academic award requirements for further details.

Commander Anchors: Worn by team commanders on the ribbon on the right side of the uniform
above the nametag. The commanding officer of the unit wears a CO anchor on the Unit Service
ribbon.

See academic award requirements for further details.

NOTE: Ribbon, anchor, and any awards earned previously, are to be worn on the left side of the
chest in regular order of precedence by the cadet who was a previous unit commanding officer,
team leader, or commander of a group.



**ALEXANDER CENTRAL HIGH SCHOOL
NAVY JUNIOR RESERVE OFFICERS TRAINING CORPS
223 SCHOOL DRIVE, TAYLORSVILLE, NC 28681**

TEAM CORDS: Membership on one of the Unit's teams (Drill, Rifle, Orienteering, Drone, etc.) is indicated by wearing of the appropriate cord on the cadets left shoulder. Team cords are worn only by those cadets that are currently on a team and meet the following criteria:

To initially earn a chord the cadet must compete in one team meet and have attended at least 90% of the team's practices.

Once earned the cadet may continue to wear the chord as long as they attend at least 85% of the team's practices and all scheduled meets.

Chapter 6 Promotion / Advancement

GENERAL. Advancement in rate or rank within the ACHS Navy JROTC unit is based on time in grade, time in unit, and demonstrated performance. In order to advance from cadet seaman recruit to cadet Chief Petty Officer, a cadet must demonstrate a prescribed degree of proficiency in military drill and ceremonies, military knowledge, coupled with good grades and discipline. This degree of proficiency is evaluated by subjective evaluation by the cadet staff and SNSI / NSI. In order to advance to cadet Chief Petty Officer and the cadet Officer ranks, a cadet must normally be in his/her third year of the program. It is important to remember that if an officer/petty officer does not perform his/her duties in a satisfactory manner or is guilty of misbehavior; he/she will be demoted and replaced.

PROMOTIONS

1. Promotion Criteria. Promotions are based on subjective criteria and recommendations of the cadet staff. The areas reviewed when considering a cadet for promotion include, but are not limited to:

- a. Academic performance (may include subject areas other than JROTC)
- b. Uniform inspection and overall military bearing.
- c. Attitude.
- d. Leadership.
- e. Tenacity.
- f. Performance of assigned duties.
- g. Military drill proficiency
- h. Participation in NAVY JROTC activities.
- i. Attendance.
- j. Service to school and unit.
- k. Grade and number of years in NAVY JROTC – Expectations but EARNED!
 - i. 9th grade / NS1 / 1st year cadet - SA, SN, PO3, PO2, very few will earn PO1
 - ii. 10th grade / NS2 / 2nd year cadet – PO2, PO1... very few will earn CPO
 - iii. 11th grade / NS3 / 3rd year cadet – CPO, SCPO, MCPO (Only 1), ENS up to LTJG.
 - iv. 12th grade / NS4-5-6 / 4th year – ENS, LTJG, LT... LCDR is the Cadet Commander Rank OR exceptional Drill Team / Rifle Team / Orienteering / Academic / PT Commander



**ALEXANDER CENTRAL HIGH SCHOOL
NAVY JUNIOR RESERVE OFFICERS TRAINING CORPS
223 SCHOOL DRIVE, TAYLORSVILLE, NC 28681**

- l. Earning Chief Petty Officer at ACHS is a BIG Deal. You will schedule and pass a CPO Board to confirm eligibility. This is a scheduled meeting with the SNSI. Once you earn PO1 and believe you are ready for the leadership challenge of CPO, YOU schedule your board!
- m. Interviews for Cadet Commander, Executive Officer and Command Master Chief will take place prior to the Fall AND Spring Cadet / Parent / Alumni Dinner. You schedule your interview with the SNSI / NSI! It is a JOB. You are going to have to interview for these positions.
- n. Starting in 2021/2022, eligibility to be the Cadet Commander will require you to do a “tour” as either the Supply Officer / Admin Officer / Operations Officer / Command Master Chief. You must understand “how to drive the ‘ship’ to take command of her!”

2. Procedures.

- a. The SNSI directs the Cadet Commander to form a promotion board for E7 & Above, which will consist of - as a minimum - the CO and XO, and Command Master Chief, but can be made up of his entire staff. The board will review ALL cadets for promotion and make recommendations to the SNSI & NSI. This board will be held at the end of every Chain of Command meeting. The recommendation will indicate why each cadet was or was not recommended. It is important to note that every cadet is not guaranteed a promotion every promotion period—in fact, that is not likely. But this will be leadership’s opportunity to recognize outstanding leadership that has not already been recognized. For E6 & Below, all advancements will be based on the cadet’s successful completion of PARS. In all cases, the SNSI will be the final authority for approving or denying promotion recommendations and may consider cadets that were not recommended by the board.
- b. The goal of the promotion system is to ensure cadets possess the rank, training, and experience for the position they are assigned, and that they receive recognition for hard work and dedication to the program. It is important to remember that there are likely to be many examples where an individual will be of a rank junior or senior than that called for by the cadets’ particular position in the JROTC organization.

DEMOTIONS. Cadets that fail to perform their assigned duties or fail to adhere to the standards of the Navy Junior ROTC program will be removed from positions of leadership and/or reduced in rank, if warranted. A cadet may be reduced in rank or removed from a position of authority for actions such as:

- a. Habitual failure to wear the assigned uniform on uniform days or wearing the uniform in such a manner as to discredit the NAVY JROTC program.
- b. Exhibiting a poor attitude towards the NAVY JROTC program.
- c. Being assigned OSS for violation of an ACHS rule/policy.
If a Chief or Officer, then demoted to PO1.
- d. Failure to conduct oneself according to this SOP.
- e. Habitual failure to wear the physical training uniform or participate in weekly physical training.
- f. Failure of ANY class in your high school curriculum will mean an automatic demotion to Petty Officer First Class.



ALEXANDER CENTRAL HIGH SCHOOL
NAVY JUNIOR RESERVE OFFICERS TRAINING CORPS
223 SCHOOL DRIVE, TAYLORSVILLE, NC 28681

GRADUATION CORDS / SASHES. Cadets that meet the following criteria are awarded the Naval Science Cord / Sash to be worn with their graduation cap and gown. The Unit will provide the cord.

- a. Completed all four academic Naval Science courses
- b. Have paid off all ROTC fines
- c. Have a GPA of 3.5 or better in all Naval Science courses and overall, 3.3 weighted GPA
- d. Have been an “active cadet” for at minimum junior and senior years
 - i. Each semester have been a member in good standing of one or more of the Navy JROTC teams and performed at least 10 hours of unit / community service during semesters they have been in a Navy JROTC class; or
 - ii. Each semester they have performed at least 20 hours of unit / community service during semesters they have been in a Navy JROTC class.



ALEXANDER CENTRAL HIGH SCHOOL
NAVY JUNIOR RESERVE OFFICERS TRAINING CORPS
223 SCHOOL DRIVE, TAYLORSVILLE, NC 28681

NJROTC CLASS SCHEDULE

2021-2022

	<u>1st Semester</u>	<u>2nd Semester</u>
1 st Block 0800-0930	(95012)NS1 (95015)NS1 Honors	(95022)NS2 (95025)NS2 Honors
2 nd Block 0935-1100	(95042/52/62)NS4/NS5/NS6 (95045)NS4 Honors	(95032)NS3 (95035)NS3 Honors
Smart Block 1100-1130	(95022)NS2 (95025)NS2 Honors	(95012)NS1 (95015)NS1 Honors
3 rd Block 1135-1335	(95032)NS3 (95035)NS3 Honors	(95042/52/62)NS4/NS5/NS6 (95045)NS4 Honors
4 th Block 1340-1505	(95012)NS1 (95015)NS1 Honors	(95022)NS2 (95025)NS2 Honors

2022-2023

	<u>1st Semester</u>	<u>2nd Semester</u>
1 st Block 0800-0930	(95012)NS1 (95015)NS1 Honors	(95032/52/62)NS3/NS5/NS6 (95035)NS3 Honors
2 nd Block 0935-1100	(95042/52/62)NS4/NS5/NS6 (95045)NS4 Honors	(95022)NS2 (95025)NS2 Honors
Smart Block 1100-1130	Planning	Planning
3 rd Block 1135-1335	(95012)NS1 (95015)NS1 Honors	(95042/52/62)NS4/NS5/NS6 (95045)NS4 Honors
4 th Block 1340-1505	(95022/52/62)NS2/NS5/NS6 (95025)NS2 Honors	(95032)NS3 (95035)NS3 Honors

AEC
9th – 12th

Monday - 0800-0930
 Wednesday - 0800-0930
 Thursday - 1515-1645
 Friday - 0800-0930 & 1340-1505

No college classes Friday
 Upperclassman (w/ transportation) attend class
 at 4th block

NJROTC CLASS SCHEDULE

2023-2024

	<u>1st Semester</u>	<u>2nd Semester</u>
1 st Block 0800-0930	(95012)NS1 (95015)NS1 Honors	(95022)NS2 (95025)NS2 Honors
2 nd Block 0935-1100	(95042/52/62)NS4/NS5/NS6 (95045)NS4 Honors	(95032)NS3/NS5/NS6 (95035)NS3 Honors
Smart Block 1100-1130	(95022)NS2 (95025)NS2 Honors	(95012)NS1 (95015)NS1 Honors
3 rd Block 1135-1335	Planning	Planning
4 th Block 1340-1505	(95032)NS3 (95035)NS3 Honors	(95042/52/62)NS4/NS5/NS6 (95045)NS4 Honors

2024-2025

	<u>1st Semester</u>	<u>2nd Semester</u>
1 st Block 0800-0930	(95012)NS1 (95015)NS1 Honors	(95032/52/62)NS3/NS5/NS6 (95035)NS3 Honors
2 nd Block 0935-1100	(95042/52/62)NS4/NS5/NS6 (95045)NS4 Honors	(95022)NS2 (95025)NS2 Honors
Smart Block 1100-1130	Planning	Planning
3 rd Block 1135-1335	(95012)NS1 (95015)NS1 Honors	(95042/52/62)NS4/NS5/NS6 (95045)NS4 Honors
4 th Block 1340-1505	(95022/52/62)NS2/NS5/NS6 (95025)NS2 Honors	(95032)NS3 (95035)NS3 Honors

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